

CDO Daily Schedules

9:00 am The program opens and caregivers are ready for the children. Upon arrival, parent(s) must sign-in each child staying that day and ensure emergency phone numbers for the day are accurate.

11:30 am- Lunchtime (This is the only time we eat lunch in the Pollywog, Frogling and Frog Rooms.) Please provide your child with either a lunch or a snack if you will not be back by 11:30 am. If a drink is not sent with the child, tap water is provided. Refrigerator space is limited, but lunches for the children will be given priority.

12:30 pm- Rest time (children under 3 years of age in the Tadpole, Pollywog, and Frogling rooms). All children are expected to rest for 45 minutes.

3:00 pm- Children's Day Out closes promptly - **CHILDREN MUST BE PICKED UP BY THIS TIME!** Anyone picking up their child(ren) after 3:00 pm will be charged a Late Pick-up Penalty.

CHILDREN AGED 6 WEEKS TO 18 MONTHS DAILY SCHEDULE GUIDELINES (We do our best to follow YOUR child's schedule at this age.)

8:00 – 8:45 am

Prepare room

Fold laundry and get out daily supplies and equipment

Check floors and equipment for cleanliness

Clean anything that is unacceptable and do 3-step cleaning and sanitizing on high chairs, swings, changing table, cribs and exersaucers

9:00 am

Check In

Make sure a daily attendance form has been filled out for each child

Ask parent if everything is labeled

Make sure each child has his/her name on

9:00 – 9:30 am

Supervise (and enjoy) children as they play

9:30 – 9:45 am

Offer snack if needed

Clean hands and faces, and clean and sanitize high chairs

9:45 – 10:00 am

Diaper checks and changes

Clean and sanitize changing pad and wash hands (child and employee) after each child

10:00 – 10:15 am

Prepare cribs and put down AM nappers (ON BACKS)

Bathroom breaks

10:15 – 11:00 am

Gather older infants (12 to 18 months) for semi-structured song and game time or gross motor play Continue supervised play trying to give some individual attention to each child

Clean and sanitize toys and surfaces as needed

11:00 – 12:00 noon

Serve lunch – be sure to clean each child's hands and face before and after

eating Clean and sanitize high chairs and sweep floor when lunch is over

Make sure all lunch containers are returned to diaper bags or put in refrigerator

12:30 – 12:45 pm

Pick up and sanitize toys

12:45 – 1:00 pm

Diaper checks and changes

Clean and sanitize changing pad and wash hands (child and employee) after each child Prepare for naptime

1:00 – 1:30

Prepare beds and put children in beds (ON BACKS) and encourage them to sleep After children are asleep complete any cleaning duties left unfinished (chairs, floors, diaper table, swings, and empty beds, etc.)

Straighten room and clean & sanitize toys as needed

2:00 – 2:30 pm

Give snack if needed

2:30 – 3:15 pm

Change diapers as children wake up

Clean and sanitize changing pad and wash hands (child and employee) after each child Check refrigerator and make sure all items are put in appropriate diaper bag Strip sheets and clean and sanitize beds, and mattress as children leave

CHILDREN AGED 18 MONTHS TO 3 YEARS DAILY SCHEDULE GUIDELINE

(Times may vary according to the playground schedule.)

8:00 – 8:45 am

Prepare room

Get out daily supplies and equipment

Check bathroom floor for cleanliness, and clean and sanitize toilet and potty-chair

Clean anything that is unacceptable and do 3-step cleaning and sanitizing on changing tables, high chairs, tables, chairs and cots.

9:00 – 9:30 am

Check In

Make sure a daily attendance form has been filled out for each child

Ask parent if everything is labeled

Make sure each child has his/her name on

Supervise (and enjoy) the children as they play, trying to give some individual attention to each child

9:30 – 10:00 am

Offer snack if needed

Clean hands and faces, and clean and sanitize high chairs and tables

10:00 – 10:30 am

Diaper checks and changes

Clean and sanitize changing pad and wash hands (child and employee) after each child Encourage older children to use the bathroom and wash hands – sanitize toilet / potty chair after each use Lead children in a planned activity or free play

10:30 – 11:15 am

Encourage children to help pick up toys

Clean and sanitize toys and surfaces as needed

Gross motor play outside or in the indoor activity room

11:15 – 11:30 am

Gather children into a "circle" for a time of songs and finger plays

11:30 – 12:00 pm

Serve lunch – be sure to clean each child's hands and face before and after eating Supervise as they eat

12:00 – 12:30 pm

Clean and sanitize tables and high chairs and sweep the floor

Diaper checks and changes

Clean and sanitize changing pad and wash hands (child and employee) after each child Encourage older children to use the bathroom and wash hands – sanitize toilet / potty chair after each use

12:30 – 2:00 pm

Have children lie down and rest

Encourage the children to sleep

Complete any cleaning and sanitizing duties left unfinished

2:00 – 2:50 pm

Supervise children as they awaken

Diaper checks and changes

Clean and sanitize changing pad and wash hands (child and employee) after each child

Encourage older children to use the bathroom and wash hands – sanitize the toilet / potty chair after each use. Read books, do puzzles, coloring, or some type of quiet activity until most of the children are awake. Weather permitting, take children outside.

Check refrigerator and make sure all items are put in appropriate bags

2:50 – 3:15 pm

Complete any cleaning and sanitizing duties left unfinished

Put away equipment for the day

CHILDREN AGED 2.5 YEARS THROUGH PRE-K DAILY SCHEDULE GUIDELINE

(Times may vary according to the playground schedule.)

8:00 – 8:45 am

Prepare room

Get out daily supplies and equipment

Check bathroom floor for cleanliness, and clean and sanitize toilet

Check other floors and equipment for cleanliness

Clean anything that is unacceptable and do 3-step cleaning and sanitizing on changing tables, and tables

9:00 – 9:30 am

Check In

Make sure a daily attendance form has been filled out for each child

Ask parent if everything is labeled

Make sure each child has his/her name on

Supervise (and enjoy) the children as they play, do crafts, artwork, puzzles or etc., trying to give some individual attention to each child

9:30 – 10:00 am

Offer snack if needed

Have children wash hands

Clean and sanitize tables and sweep floors

9:45 – 10:15 am

Diaper checks and changes

Clean and sanitize changing pad and wash hands (child and employee) after each child Encourage older children to use the bathroom and wash hands – sanitize toilet.

10:15 – 10:45 am (time might vary according to playground schedule)

Take children outside or to the gym

10:45 – 11:15 am

Lead children in a planned activity

11:15 – 11:45 am

Have children put toys away

Clean and sanitize toys and surfaces as needed

Gather children into a circle for a time of songs and finger plays

Prepare for lunch / Make sure all lunches are accounted for

11:30 am – 12:15 pm

Serve lunch – be sure to clean each child's hands and face before and after

eating Supervise as they eat

Encourage children to pack up their lunch box and clean up any mess they made while eating

12:15 – 12:45 pm

Clean and sanitize tables and sweep the floor

Diaper checks and changes

Clean and sanitize changing pad and wash hands (child and employee) after each child Encourage older children to use the bathroom and wash hands – sanitize toilet.

12:45 – 1:30 pm

Supervise children in centers, artwork, crafts, puzzles, etc.

1:30 – 1:45 pm

Have children pick up toys

Clean and sanitize toys and surfaces as needed

1:45 - 2:15 pm (time might vary depending on playground schedule)

Take children outside or to the gym

2:15 – 2:45 pm

Supervise children in centers, artwork, crafts, puzzles, etc.

Give children snack if necessary

2:45 – 3:15 pm

Check refrigerator and make sure all items are put in appropriate bags

Read to or sing with children

Complete any cleaning and sanitizing duties left unfinished