

Grizzlies' Classroom Routines & Procedures

Preparation Time 9:15 am

Participating parents need to arrive 15 minutes early, with their child, to assist the teacher in setting up the classroom. I will inform you of the plan of the day. During this time, parents should set out play dough, paint, art materials etc. Check for needed supplies such as paper towels, soap, cups and napkins.

Arrival 9:30 am

The classroom will not be open to children or parents until the scheduled class time. I will open the door and greet the children individually when it is time to start class. **Please be prompt.** All children and participating parents must wash or sanitize their hands before entering the classroom. At this time participating parents need to be in the room directing children to the available activities.

Self-Selected Play 9:30-10:35 am

This is the time for children to explore and discover on their own. We want to encourage curiosity in the world around them as we introduce them to a variety of activities and the formation of social skills. Activities include art creation, housekeeping/dress-up play, blocks, sensory table, climber, manipulatives, science center, writing area and library. At this time, participating parents need to be in the room to supervise play centers and I will float between the areas. We need to praise and encourage cooperation and offer positive direction when needed.

Clean Up 10:35-10:45 am

I will give a 5 minute warning before it is time to clean up to remind the children to make their final choices. Parents, get ready to sing the Clean-up song. When the room is tidy the children may take a seat on the carpet squares and look at books while they wait for circle activities to begin.

Circle Time 10:45-11:00 am

At this time the snack parent should begin getting the tables ready for snack. The tables need to be wiped clean with the cleaning solution and paper towels. Plastic gloves will be provided for the parent to wear while serving the snack. The snack parent's child may be the helper at this time and put out the placemats, napkins and cups.

This is a time of sharing together. I will read a story, sing songs, dance, use puppets, etc. to enhance the children's language development. The parents should help settle any restless children from distracting the group. Have fun and join in the activities too.

Hand Washing 11:00-11:05 am

The children will be dismissed from circle time in small groups to wash hands. Both parents should assist the children with washing with soap and water.

Snack 11:05-11:15 am

As the children make their way to the table, I may do some simple finger plays to keep their hands busy. This will encourage waiting for all to arrive at the table before we begin eating. When all are seated we will say thank you. While, snacking, encourage conversation and proper table manners.

Gross Motor Activities 11:15-11:30 am

We will go into the gross motor room to help in developing large muscles. Occasionally, we may do planned large motor activities in the room. The snack parent will come with the group, while the drink parent stays in the classroom and begins the end of the day clean-up. The early return person will also help inside the clean-up.

Dismissal 11:30 am

Please be on time! Always let the teacher know if someone else is to take your child home. When all the children have left, the participating parents need to finish with any clean up before leaving. I meet briefly with participating parents to see how they felt the day went. We will do this as we finish cleaning the room.