

Pediatric & Geriatric Day Care



dedicated to . . .

"Quality education through caring."

Pediatric Child Care

Semester I

Health & First Aid	4 hours
Safety & Nutrition	3 hours
Methods & Materials w/Lab	5 hours
Lifespan Development w/Lab	5 hours
Principles of Classroom Management	<u>3 hours</u>
	20 hours

Semester II

Family Relationships	4 hours
Curriculum Development w/Lab	5 hours
Finance/Computers	4 hours
Administration of a Day Care	4 hours
Special Needs	<u>3 hours</u>
	20 hours

Geriatric Care

Semester I

Health & First Aid	4 hours
Safety & Nutrition	3 hours
Methods & Materials w/Lab	5 hours
Lifespan Development w/Lab	5 hours
Principles of Classroom Management	<u>3 hours</u>
	20 hours

Semester II

Family Relationships	4 hours
Curriculum Development w/Lab	5 hours
Finance/Computers	4 hours
Administration of a Day Care	4 hours
Geriatrics	<u>3 hours</u>
	20 hours

Course Syllabus

Foothills Technical Institute

Family Care

I. Course Number: FCT

Course Title: Methods and Materials

Course Description: This course will provide information on how to select and implement developmentally appropriate activities for preschoolers. It will also provide instruction on how to create and use developmentally appropriate methods and materials.

Prerequisite(s): None

Text: Day, B. (1994). Early childhood education: Creative learning activities, fourth edition. New York: Macmillan Publishing Co.

II. Rational: Child care workers are responsible for providing children with educational opportunities that allow children to actively experience learning. They are also responsible for knowing how to develop and use teaching materials to facilitate children's learning.

III. Competencies: Upon completion of this course, the student will be able to:

- A. Differentiate between developmentally appropriate teaching and play objects for different age groups.
- B. Design a classroom to facilitate emergent literacy.
- C. Discuss the significance of play to a preschooler.
- D. Discuss each center's role in the development of the child.
- E. Discuss all aspects of each curricular area and how teaching aids can facilitate learning.
- F. Make puppets.
- G. Make Big Books.
- H. Present literature and songs to children using appropriate methods.

IV. Contents:

Developmentally appropriate teaching methods (including some adaptations to meet the needs of children with exceptional physical or intellectual abilities) for the following preschool curricular areas:

- * the language arts: listening, speaking, emergent literacy
- * art and music
- * dramatic play
- * science and mathematics
- * social studies
- * indoor play centers: sand/water, blocks, woodworking, computer
- * outdoor play

Appropriate learning opportunities for all children in the class, regardless of age, gender or cultural background will be stressed.

V. Evaluation: The student's grade for this course will be determined by:

Exams: (4)	100 points each
Picture File: (50 pictures)	50 points
Big Books: (2)	25 points each
Consonant Boxes: (5)	50 points
Numbers & Concrete Items (10)	20 points
Folder Games (2)	30 points
Math & Science Activity (1 each)	30 points
Print Words to Song on Chart Paper (2)	30 points
Make a Visual Aid to go with Song	15 points
Art Activity of Choice (2)	30 points
Answer a Science Question	15 points
Make a puppet (2)	50 points
A prop box	25 points
Fingerplays or transitions (20)	20 points

VI. Grading Scale:

A	93% - 100%
B	85% - 92%
C	76% - 84%
F	75% or under

VII. Bibliography:

Herr, J. & Libby, Y. (1995). Creative Resources For the Early Childhood Classroom second edition. New York: Delmar Publishing Company.

Course Syllabus

Foothills Technical Institute

Family Care

I. **Course Number:** FCT

Course Title: Curriculum Development

Course Description: This course will provide information on how to plan and present information to young children. It will focus on lesson plan and unit development. This course will also provide information on the contributions made to early childhood by Froebel, Montessori, Hill, Geselle, Dewey and others.

Prerequisite(s): None

Text: Brewer, J. (1995). An introduction to early childhood education: Preschool through primary grades, second edition.

II. **Rationale:** Child care workers are responsible for providing children with daily educational opportunities that are significant to their everyday lives. Child care personnel are also responsible for creating and developing daily lesson plans, weekly units, and yearly curriculum guidelines.

III. **Competencies:** Upon completion of this course, the student will be able to:

1. Display a knowledge of the theories as they relate to child development:
 - a. Behaviorist
 - b. Maturationist
 - c. Interactionist
2. Display a knowledge of the contributions made to early childhood education by:
 - a. Froebel
 - b. Montessori
 - c. Hill
 - d. Geselle
 - e. Dewy
 - f. Others.
3. Display a knowledge of the Individuals with Disabilities Education Act which will impact all kindergarten teachers as they include children with exceptionalities.
4. Display a knowledge of best practices for teaching the preschool curriculum according to the guidelines suggested by the National Association for the

Education to Young Children (NAEYC) and the Arkansas State Department.

5. Be able to organize materials for and implement the planning of an integrated curricular unit for a preschool class.
6. Display a knowledge of the importance of play as the foundation for the preschool curriculum.
7. Display a knowledge of Vygotsky's contributions as they impact the preschool curriculum for emergent literacy.
8. Model the ability to integrate the language arts with math, science, and other areas of the preschool curriculum.
9. Display a knowledge of the importance of emphasizing concrete manipulatives and real life experiences to give meaning to the development of numeration and number sense in the preschool curriculum for mathematics.

IV. Contents:

1. Educational Theories including:
 - a. Behaviorist
 - b. Maturationist
 - c. Interactionist
2. Early Childhood Educations Founders including:
 - a. Froebel
 - b. Monessori
 - c. Hill
 - d. Geselle
 - e. Dewey
3. Curricular Development
 - a. Daily Lesson Plans
 - b. Weekly Units
 - c. Yearly Overviews
4. Integration of the following into curriculum:
 - a. Math
 - b. Science
 - c. Social Studies
 - d. Music
 - e. Art
 - f. Dramatic Play
 - g. Language Arts
 - h. Indoor Play Centers
 - i. Outdoor Play Centers

V. Evaluation: The student's grade for this course will be determined by:

Exams: (4) 100 points each

Article Abstracts: (3) 25 points each

Weekly Unit: (1) 200 points

VI. Grading Scale:

A 93%-100%

B 85% - 92%

C 76% - 84%

F 75% or under

VII. Bibliography:

Herr, J. & Libby, Y. (1995). Creative resources for the early childhood classroom second edition. New York: Delmar Publishing Company.

Coarse Syllabus

Foothills Technical Institute

Family Care

I. Course Number: FCT

Course Title: Principles of Behavioral Management

Course Description: This course will provide information on the study of behavioral management principles with attention given to positive child guidance and to developing a personal system of discipline.

Prerequisite(s): None

Text: Charles, C. W. "Building Classroom Discipline."

II. Rationale: Child care workers are entrusted with the social and emotional development of children. Since a child's personality is basically formed by the time a child enters primary school, it is the responsibility of the preschool teacher to foster the child's development using constructive positive child guidance and classroom management.

III. Competencies: Upon completion of this course, the student will be able to:

- A. Assess a behavioral problem, and develop a plan to alleviate the misbehavior.
- B. Create a personal discipline system.
- C. Create functional classroom rules.
- D. Identify pros and cons of each discipline system.

IV. Contents:

- 1. Redl and Wattenbergh Model - Group Control
- 2. Kounin Model - Withitness and Group Control
- 3. Neo-Skinnerian Model - Shaping groups and individuals behavioral plan.
- 4. Genott Model - Addressing the situation with sane messages.
- 5. Drieker's Model - Mistaken Goals (How to Confront).
- 6. Jones Model - Body language, incentive systems, how to reward.
- 7. Canter Model - Teacher take charge; Assertive Discipline.
- 8. Glasser Model - Good choices are learned and meeting responsible needs.

9. Gordon Model - Developing Self-Control.
10. Curwin and Mendler Model - Discipline with dignity.

The students will move from theory to building a personal system of discipline.

V. Evaluation:

The student's grade for this course will be determined by examinations, three outside reports, and a personal discipline system, and classroom participation.

Exams: (3) 100 points each
Articles: (3) 25 points each
Personal Discipline System 100 points

VI. Grading Scale:

A 93% - 100%
B 85% - 92%
C 76% - 84%
F 75% or under

VII. Bibliography:

Miller, D. (1990). Positive Child Guidance. Delmar: Albany, NY.

Finance & Business Math

Foothills Technical Institute

Family Care

I. **Course Number:** FCT 1404

Course Title: Finance, Budget, and Purchase

Course Description: This course will provide information regarding daily business transactions. This course will also provide basic knowledge of quarterly and annual tax forms and how to compile and enter data into appropriate areas.

Prerequisite(s): None

Text: Carlson, Arthur; and Heintz, James, College Accounting, Cincinnati, OH: South-Western Publishing Co, 1986.

II. **Rationale:** Directors of day care facilities must be competent in daily financial record keeping to enable them to run a business.

III. **Competencies:** Upon completion of this course, the student should be able to demonstrate the following skills and competencies:

- A. Maintain a check book record and reconcile a bank statement.
- B. Establish, maintain, and replenish a petty cash account.
- C. Distribute expenses into appropriate categories.
- D. Calculate payroll, payroll taxes, and how to properly fill out tax deposit forms.
- E. Fill out quarterly and annual tax forms.
- F. Maintain accounts receivable files and distribute balance statements.

IV. **Contents:**

- A. Accounting Terms
- B. Checkbook
 - 1. Record keeping
 - 2. Reconcillation
- C. Petty Cash
 - 1. Establishment
 - 2. Maintenance and Replenishment
- D. Spread Sheet
 - 1. Categorizing
 - 2. Reconcillation

- E. Accounts Recievable
 - 1. Deposits
 - 2. Statements
- F. Payroll
 - 1. Time Sheets
 - 2. Salary Calculations
 - 3. Tax Calculations
 - 4. Depositing of Taxes
- G. Taxes
 - 1. Quarterly
 - 2. Annual

- V. **Evaluation:** The student's grade for this course will be determined by examinations, work sheets, and class participation.

Exams (5) 100 points each.

Worksheets 25 points each.

- Check book (2)
- Check book reconcilliation
- Petty Cash
- Expense Spread Sheet (2)
- Balancing Spread Sheet and Check book
- Accounts Recievable
- Statements of Account Balances
- Deposit Slips
- Time Sheets
- Payroll (2)
- Payroll Taxes (2)
- Monthly Deposits (2)
- Quarterly Forms (3)
- Annual Forms (6)

VI. **Grading Scale:**

- A 93% - 100%.
- B 85% - 92%.
- C 76% - 84%.
- F 75% or under

VII. **Bibliography:**

Kravitz, Wallace, Bookkeeping the Easy Way, Woodbury, NY: Barron's Educational Series Inc, (1983).

Lawrence, Michael; Ryan, Joan; and Heintz, James, Essentials of Accounting, Cincinnati, Ohio: South-Western College Publishing Co.

Neeley, Paden; Imke, Franke, Accounting Principles and Practices Module A, Cincinnati, Ohio: South-Western College Publishing.

Course Syllabus

Foothills Technical Institute

Family Care

I. Course Number: FCT

Course Title: Family Relationships

Course Description: This course is designed to provide a comprehensive introduction to marriage and family relationships and issues. This course includes a study of successful relationship development, family life stages, and strategies for coping with family crisis. Techniques and resources for family life enrichment are included as classroom learning experiences.

Prerequisite(s): None

Text: Cox, F. (1993). Human intimacy: Marriage, the family and its meaning, sixth edition. West Publishing Co: St. Paul, MN.

II. Rational: Child care workers deal not only with children, but the families from which the children come. Assessing and teaching others how to cope with problems within the family, and referring families for support or assistance is a significant role of a child care professional. Child care providers must also be able to understand how relationships function to enable them to be productive coworkers and to interact positively with children and parents.

III. Competencies: Upon completion of this course, the students will be able to:

1. Emphasize the importance of the family structure to the survival of society.
2. To help family members analyze their own personalities and learn how to modify their behavior in order to build successful relationships with other people.
3. To give information and insights that will aid students in the process of mate selection and preparation for marriage.
4. To assist students in developing relationships with parents, spouses, children, and coworkers, that will be positive and productive.
5. To give students tools they will need for teaching others, especially young people, how to build successful relationships and how to cope with problems.

IV. Contents:

1. Successful Relationships
2. Human Intimacy, The Family and Its Meaning
3. American Ways of Love
4. Dating, Sexual Mores, Mate Selection
5. Marriage, Intimacy, Expectations, and the Fully Functioning Person
6. Communication in Intimate Relationships
7. Role Equity: The Converging of the Sexes
8. Family Planning
9. The Challenge of Parenthood
10. Family Life Stages
11. Family Crisis
12. The Dissolution of Marriage
13. Remarriage: A Growing Way of American Life
14. Relationship Growth and Fulfillment.
15. Parent Involvement
 - a. Bulletin Boards
 - b. Open House
 - c. Workshops
 - d. Newsletters

V. Evaluation: The student's grade for this course will be determined by:

Exams: (4)	100 points each
Presentation: (1)	50 points
Professional Resource File: (1)	50 points
Bulletin Board	50 points
Open house	50 points
Newsletter	100 points

VI. Grading Scale:

A	93% - 100%
B	85% - 92%
C	76% - 84%
F	75% or under

VII. Bibliography:

Brown, D. (1993). Parent Involvement. Department of Human Services.

Course Syllabus

Foothills Technical Institute

Family Care

I. Course Number: FCT

Course Title: Lifespan Development

Course Description: This course is designed to provide information on the physical, cognitive, social, and emotional development of the individual over the life cycle. This course will also provide information of prenatal development and the effects of environmental stimuli. The process of death, dying, and bereavement will conclude the lifespan information.

Prerequisite(s): None

Text: Bee, H. (1994). Lifespan Development. Harper Collins Publishing: N. Y.

II. Rational: Child care and geriatric care workers will need to be familiar with and be able to assess the developmental stages and milestones of individual clients to provide appropriate individual and group activities. A basic knowledge in human development is critical to successfully determine how to interact and teach young children and geriatrics.

III. Competencies: Upon completion of this course the student will be able to:

1. Identify what stage an individual is in according to:
 - a. Erickson
 - b. Freud
 - c. Piaget
2. Identify ways to support an individual's:
 - a. Physical Development
 - b. Social Development
 - c. Emotional Development
 - d. Cognitive Development
3. Determine appropriate toy selection and curriculum for individual age groups.
4. Facilitate an individual's grief process.
5. Discuss death and dying with a child.
6. Determine what stage of the grief process an individual is in.

VI. Contents: The following topics will be covered throughout the semester:

1. Theories of Child Development including; Piaget, Erickson, and Freud
2. Prenatal Development and Childbirth
3. Infancy, Reflexes
4. Toddlerhood
5. Early Childhood
6. Middle Childhood
7. Adolescence
8. Early Adulthood
9. Middle Adulthood
10. Late Adulthood
11. Death, Dying, and Bereavement

V. Evaluation: The Student's grade will be determined by:

Examinations: (5) 100 points each

Presentation: (1) 50 points

Developmental Notebook: 100 points

Abstract Presentation (4) 10 points each

VI. Grading Scale:

A 93% - 100%

B 85% - 92%

C 76% - 84%

F 75% or under

VII. Bibliography:

Charlesworth, R. (1992). Understanding Child Development. Delmar Publishers: United States.

Craig, G. (1989). Human Development, fifth edition. Prentice Hall: Englewood Cliffs, NJ.

Gordon, A. & Browne, K. (1993). Beginnings and Beyond. Delmar Publishers: United States.

Course Syllabus

Foothills Technical Institute

Family Care

I. **Course Number:** FCT

Course Title: Administration of a Day Care Facility

Course Description: This course is designed to provide information on the housing, equipment, financing, staffing, programs, records, regulations, health protection, school planning and organization of a day care facility.

Prerequisite(s): None

Text: Hildebrand, V. (1993). Management of Child Development Centers, 3rd edition. MacMillan Publishing Co.: New York.

II. **Rational:** Successful management of any business requires the owner or operator to be efficient in organizing financial affairs, managing staff members, staff development, organizational layouts, communicating with others.

III. **Competencies:** Upon completion of this course, students will be able to:

1. Develop a philosophy relating to the care and education of children.
2. Develop a parent handbook.
3. Develop a policy and procedures manual.
4. Plan and present a workshop for staff.
5. Develop a facility blueprint according to regulations.
6. Develop a room plan according to regulations.
7. Manage a program for young children.

IV. **Content:** During the semester, the following topics will be covered:

1. Planning
 - a. Management theories.
 - b. Applying management processes and approaches.
2. Management Principles and Tasks
 - a. Planning
 - b. Organizing
 - c. Staffing
 - d. Presenting Workshops

- e. Leading
- f. Monitoring and controlling for quality.
- g. Personnel management
- h. Personnel policies

3. Managing Resources

- a. Facility layout
- b. Classroom layout
- c. Budgets
- d. Writing a Grant Proposal
- e. Student Policies and Parent Handbooks

V. **Evaluation:** The student's grade will be determined by:

Exams (3)	100 points each
Personnel Policy Manual (1)	150 points
Parent Handbook (1)	200 points
Classroom Design (1)	50 points
Facility Design (1)	50 points
Philosophy (1)	50 points

VI. **Grading Scale:**

A	93% - 100%
B	85% - 92%
C	76% - 84%
F	75% or under

VII. **Bibliography:**

Sciarra, D. J. (1995). Developing and administering a child care center.
Delmar: Boston.

Course Syllabus

Foothills Technical Institute

Family Care

I. **Course Number:** FCT 1103

Course Title: Safety and Nutrition

Course Description: The safety portion of this course will prepare students to recognize safety hazards, respond correctly to emergency situation, to plan classroom and outdoor activities using safety prevention as their guidelines, and to recognize signs and symptoms of abuse and manage such situations appropriately.

This course is also designed to provide basic knowledge in nutritional analysis and train students to meet the needs of children through nutritional assessments and meal planning. Topics of discussion will include: the four basic food groups, nutritional analysis, planning and serving meals and snacks to young children, safety and sanitation.

Prerequisite(s): None

Text: Marotz, Lynn; Rush, Jeanettia; and Cross, Marie. Health, Safety, and Nutrition for the Young Child, Albany, NY: Delmar Publishing Company, 1989.

II. **Rationale:** Caregivers in child care centers are expected to be competent in caring for the children whom they are responsible and to insure their safety and well being by recognizing potential safety hazards and by planning activities using safety prevention guidelines.

Persons operating and working in child care centers are also required to meet state licensing and health requirements in preparing meals and snacks for children. This course will explore required standards as well as provide the necessary skill in determining a child's nutritional needs so that caregivers may become competent in planning and preparing food for a child care center.

III. **Competencies:** Upon completion of this course, the student should be able to:

- A. Write fire and tornado drill policies.
- B. Create an emergency exit plan.
- C. Create an emergency information form, a permission form, and an attendance form.
- D. Create a presentation on safety for children.
- E. Recognize safety hazards on a playground.
- F. Design a safe playground using state guidelines.
- G. Recognize unsafe materials in classroom design, equipment, and supplies.
- H. Name foods from the four basic food groups.
- I. List recommended servings for children from each food group.
- J. List factors to consider when planning menus.
- K. Plan a balanced meal and snack menu for one week.

- L. Analyze a diet diary.
- M. Plan meals and snacks which meet nutritional requirements for young children.
- N. Describe the proper way to feed an infant and the proper way to assist a toddler in feeding.
- O. Describe the proper way to handle and store foods properly to preserve nutritional value and prevent spoilage.
- P. Describe methods of sanitizing food preparation.
- Q. List tips for controlling food costs.
- R. Develop research, writing, and presentation skills.

IV. Contents:

- A. Safety responsibilities of caregivers.
 - 1. Building Inspections
 - 2. Fire and emergencies
 - 3. Emergency drills
 - 4. Emergency policies
- B. Outdoor safety
 - 1. Equipment
 - 2. Rules and regulations
- C. Advanced planning
 - 1. Appropriate toys
 - 2. Appropriate equipment and supplies
- D. Abuse
 - 1. Recognition
 - 2. Reporting
- E. Food Safety
 - 1. Foodborne illnesses
 - 2. Sanitation and handling
- F. Nutrients and their Function
 - 1. Nutritional guidelines
 - 2. Energy providing nutrients
 - 3. Nutrients that promote growth
 - 4. Basic four food groups
 - 5. Nutritional assessment
- G. Meals and Snacks
 - 1. Planning meals and snacks
 - 2. Serving meals and snacks

- V. Evaluation:** The student's grade for this course will be determined by examinations, written policies, written forms, presentations, diet analysis, planning menus, and classroom participation.

Exams (9)	100 points each
Parent Pamphlet	50 points
Fire Drill Policy	50 points
Tornado Drill Policy	50 points

Emergency Exit 50 points
Emergency Phone List 50 points
Emergency Information Form . 50 points
Permission Form 50 points
Attendance Form 50 points
Accident Report Form 50 points
Abuse Outline 50 points
Flash cards 25 points each

VI. **Grading Scale:**

A 93% - 100%
B 85% - 92%
C 76% - 84%
F 75% - or under

VII. **Bibliography:**

Nutrition, Health, and Safety for Child Caregivers, Home Economics,
Curriculum Center, Box 4067, Texas Tech University, Lubbock, TX 79409.

Course Syllabus

Foothills Technical Institute

Family Care

I. **Course Number:** FCT 1205

Course Title: Health and First Aid

Course Description: This course will provide information regarding communicable illness, their signs and symptoms, as well as how they are transmitted and how to prevent them. This course will also provide basic first aid and will teach individuals how to recognize emergency situations and how to respond properly. Identification and treatment of acute illnesses and accidents will also provide students with the information necessary to assume the responsibility of a child or infant.

Prerequisite(s): None

Text(s): Marotz, Lynn; Rush, Jeanettia; and Cross, Maria, Health, Safety, and Nutrition for the Young Child, Albany, NY: Delmar Publishing Company, 1969.

American Red Cross, Community First Aid, St. Louis, MO: Mosby, 1993.

II. **Rationale:** Child care workers are entrusted with the lives of children. Training in First Aid and CPR will provide them the knowledge of how to provide treatment in emergency or acute situations. Prevention and treatment of communicable illnesses is also significant since a child's immune system is not fully developed, therefore, making them more susceptible to infection.

III. **Competencies:** Upon completion of this course, the student should be able to demonstrate the following skills and competencies:

- A. Infant - rescue breathing
- B. Infant - relief of obstructed airway
- C. Infant - CPR
- D. Child - rescue breathing
- E. Child - relief of obstructed airway
- F. Child - CPR
- G. Adult - rescue breathing
- H. Adult - relief of obstructed airway
- I. Adult - CPR
- J. Recognition and treatment of sudden illnesses
- K. Recognition and treatment of acute illnesses
- L. How to properly dress a wound
- M. How to properly apply a splint or sling.
- N. Identify common communicable diseases, their route of transmission,

- incubation period and treatment.
- O. Be able to demonstrate how to properly take vital signs.

IV. **Content:**

- A. The Infectious Process
 - 1. Stages of Illnesses
 - 2. Recognition of early warning signs
 - 3. Medication administration
 - 4. Environmental control
- B. Emergencies
 - 1. Recognition of emergencies
 - 2. Preparing for emergencies
 - 3. Adult CPR
 - 4. Child CPR
 - 5. Infant CPR
- C. Promoting Good Health
 - 1. Dental
 - 2. Mental
- D. Health Assessments
 - 1. Recording/Observing
 - 2. Vision
 - 3. Hearing
 - 4. DDST's
 - 5. Speech and Language
 - 6. Nutritional
- E. Communicable Diseases
 - 1. Bloodborne
 - 2. Red Spot
 - 3. Scalp
 - 4. Eyes
 - 5. Gastrointestinal
 - 6. Respiratory
- F. Common Diseases
 - 1. Diabetes
 - 2. Seizures
 - 3. SIDS
 - 4. Attention Deficit Disorders
- G. Injuries
 - 1. Bruises
 - 2. Puncture
 - 3. Dressings
 - 4. Splints and slings
 - 5. Sprains and strains
- H. Bites and Stings
 - 1. Tick
 - 2. Spider

- 3. Snake
- 4. Poisons
- I. Burns
 - 1. Electrical
 - 2. Chemical
 - 3. Wood
 - 4. Treatment
- J. Battling the Elements
 - 1. The Young
 - 2. The Elderly

- V. **Evaluation:** The student's grade for this course will be determined by examinations, written policies, written forms, successful completion of the cardiopulmonary resuscitation course, classroom participation and flashcards.

Exams (9) 100 points each
 Exclusion Policy 50 points
 Medication Schedule 50 points
 Medication Record 50 points
 Permission Form 50 points
 Daily Inspection Form 50 points
 Health History 50 points
 Dental Activity 50 points
 Flash cards (20) 25 points each

VI. **Grading Scale:**

A. 93% - 100 %
 B. 85% - 92 %
 C. 76% - 84 %
 F 75% - or under

VII. **Bibliography:**

Child Care Volume I, State Department of Vocational and Technical Education,
 Stillwater, Oklahoma.

Nutrition, Health, and Safety for Child Caregivers, Home Economics Curriculum
 Center, Box 4067, Texas Tech University, Lubbock, TX 79409.

Course Syllabus

Foothills Technical Institute

Family Care

I. Course Number: FCT

Course Title: Geriatrics

Course Description: This course is designed to provide information on chronic illness of elderly people. The cause-effects of the disease processes will be studied along with symptoms of exacerbation and procedures in the event of a crisis.

Prerequisite(s): None

Text: Luckman & Sorenson (1993). Nursing Fundamentals.

II. Rational: The increase in average life expectancy along with the increases in modern medicine is directly increasing the number of elderly person in our society with chronic diseases. Professionals caring for elderly must be knowledge in common chronic illnesses of elderly, and be able to assess exacerbations of such conditions and procedures to follow in the event of or to prevent a crisis.

III. Competencies: Upon completion of this course, the student will be able to:

1. Recognize signs and symptoms of common chronic illnesses.
2. Recognize exacerbation symptoms of common chronic illnesses.
3. Implement procedures in the event of a crisis.
4. Recognize components of special diets.
5. Develop diets according to criteria of chronic disease.

IV. Content: During the semester, the following topics will be covered:

1. The aging process.
2. Geriatric diseases, complications, and education associated with:
 - a. Hypertension
 - b. Stroke
 - c. Myocardial Infarction (Heart Attack)
 - d. Congestive Heart Failure
 - e. Alzheimer's Disease

- f. Parkinson's Disease
 - g. Osteoporosis
 - h. Osteoarthritis
 - i. Rheumatoid Arthritis
 - j. Diabetes
 - k. Chronic Obstructive Pulmonary Disease
 - 1. Bronchitis
 - 2. Emphysema
- 3. Special Diets
 - a. Low Sodium
 - b. High Calcium
 - c. Low Fat
 - d. Sugar Restriction
 - e. Renal
 - f. Fluid Restriction

V. Evaluation: The student's grade will be determined by the following:

Exams: (4) 100 points each

Presentation: (1) 100 points

VI. Grading Scale:

A 93% - 100%

B 85% - 92%

C 76% - 84%

F 75% or under

VII. Bibliography:

American Red Cross, Community First Aid. St. Louis, MO: Mosby, 1993.

Course Syllabus

Foothills Technical Institute

Family Care

I. Course Number: COMP

Course Title: Software Applications / Wordprocessing

Course Description: This course is designed to provide information on advanced functions and desktop publishing of WordPerfect in Windows version.

Prerequisite(s): None

Text: WordPerfect 6.0 / 6.1 Applications for Reinforcement, Anderson and Golightly, South-Western Publishing Co, 1993.

II. Rational: The use of computers is growing rapidly. It is necessary for managers to have computer skills to work with data base programs and word processing to advance in the work field.

III. Competencies: Upon completion of this course, the student will be able to:

1. Identify the parts of word processing equipment and differentiate between hardware and software.
2. Load WordPerfect, retrieve documents, and learn to read the status line of the screen and to move the cursor around the screen.
3. Edit documents using the insert and delete function, set margins, tabs, and indents, and determine proper formatting for documents.
4. Select and use print features such as underlining, boldfaceing, centering, and all caps and use print attributes such as line spacing and justification.
5. Operate the Speller and Thesaurus programs that run with WordPerfect.
6. Select and use page format features such as top and bottom margins, window/orphan protection, center page, conditional end of page, insert page breaks, and number pages in a variety of locations.
7. Block text or columns of text and then manipulate the block through use of the move, copy, delete, and append functions.
8. Create documents with standardized text.
9. Search for a specific string in a document and replace with another.

10. Adjust the style and size of types as well as the appearance of the characters in standard office documents.
11. Manipulate the height and length of lines in finished business documents.
12. Create, edit, select, and delete forms.
13. Use the Tables feature to create business tables with a variety of format and size considerations.
14. Create parallel and newsletter-style columns.
15. Create and edit figure, table, text, and user boxes in a document and change the options for the boxes.
16. Create and edit headers, footers, footnotes, and endnotes in documents.
17. Define, edit, execute, delete, chain, and nest macros.
18. Merge documents using primary and secondary files.
19. Sort and select text in columns, paragraphs, or secondary files alphabetically and numerically.

IV. Content: During the semester, the following topics will be covered:

1. Microcomputer Equipment
2. Entering WordPerfect
3. Cursor Movement/Inserting and Deleting
4. Saving and Retrieving Documents
5. Basic Text Formatting
 - a. Character Formatting
 - b. Line Formatting
 - c. Tabs
6. Text Entry Features
 - a. Temporary Margins
 - b. Hanging Indent
 - c. New Page
 - d. Date
 - e. Hyphen Types
7. Editing Features
 - a. Reveal Codes
 - b. Typeover
8. Search and Replace

9. Formatting - Line Spacing, Margins, and Tabs
10. Line Formatting
 - a. Right Justification
 - b. Hyphenation
11. Block and Move Functions
12. Page Formatting
 - a. Footnotes
 - b. Endnotes
13. Spell / Thesaurus
14. Advanced Editing and Formatting
 - a. Change Case
 - b. Switch Documents
 - c. Split Screen
 - d. Joining Documents
 - e. Newspaper-Style Text Columns
 - f. Line Draw
15. Printing
16. File Management
17. Macros
18. Merge
19. Document Assemble
20. Sort

V. Evaluation: The student's grade will be based on in-class work and tests. Sixty percent of the final grade is based on tests, twenty percent of the final grade is based on in-class work, and twenty percent on the final exam.

VI. Grading Scale:

A	93% - 100%
B	85% - 92%
C	76% - 84%
F	75% or under

VII. Bibliography:

Eisch, M. (1996). WordPerfect 6.0 / 6.1 A Practical Approach.
Cincinnati, OH: South-Western Publishing Co..

Pediatric Day Care

Population 10,000 and Under

Income:

Infants:	(2 Head T., 1 Assist. T.)	12 at 60.00/ wk.=	37,440.
Toddlers:	(2 Head T.)	18 at 55.00/wk.=	51,480.
3 Year Olds:	(3 Head T.)	36 at 50.00/wk.=	93,600.
4 Year Olds:	(3 Head T.)	45 at 50.00/wk.=	117,000.
Afterschool:	(2 Assist. T. Part-time)	50 at 25.00/wk.=	65,000.
Summer Care:	(2 Assist. T. Part-time)	50 at 25.00/wk.=	15,000.
Enrollment Fee:	149 at 25.00 ea. X twice a year=		<u>7,450.</u>

Total: \$386,970.

Salaries:

Assistant Teachers:	(3 full time at 4.50 / hr.)	28,080.
Head Teachers:	(10 full time at 6.50 / hr.)	135,200.
Nutritionist:	(1 full time at 5.00 / hr.)	10,400.
Receptionist:	(1 full time at 4.50 / hr.)	9,360.
Director:	(1 full time)	15,000.
Administrator:	(1 full time)	<u>20,000.</u>
		218,040.
Taxes: (15%= 6.25% S.S.; 8.75% Work. Comp & Unemp.)		32,706.

Total: \$250,746.

Food:

100 persons at \$1.00 per day = 500. / wk. 26,000.

Total: \$26,000.

Utilities:

Insurance:	3,500.	
Utilities: (1,750 / month)	21,000.	
Cleaning: (100 / week)	5,200.	
Maintenance:	1,200.	
License:	<u>50.</u>	
Total:		<u>\$30,950</u>

Supplies:

Office Supplies / Postage: (1.00 per letter)	2,500.	
Total:		<u>\$2,500.</u>

Automobile Expense:

Van Payments: (2 at 400. / month)	9,600.	
Gas for Vans: (200 / month)	2,400.	
Insurance: (125 / month)	1,500.	
Service:	<u>500.</u>	
Total:		<u>\$14,000.</u>

Rent:

Rent: (Five year lease to purchase at 5,000 / month)	60,000.	
Total:		<u>\$60,000.</u>

Income:	\$386,970
Expenses:	<u>\$384,196.</u>
Net Gain:	\$ 2,774.

Pediatric & Geriatric

Day Care

Population 10,000 and Under

Income:

Infants:	(2 Head T., 1 Assist. T.)	12 at 60.00/ wk.=	37,440.
Toddlers:	(2 Head T.)	18 at 55.00/wk.=	51,480.
3 Year Olds:	(2 Head T.)	24 at 50.00/wk.=	62,400.
4 Year Olds:	(3 Head T.)	45 at 50.00/wk.=	117,000.
Afterschool:	(2 Assist. T. Part-time)	50 at 25.00/wk.=	65,000.
Summer Care:	(2 Assist. T. Part-time)	50 at 25.00/wk.=	15,000.
Geriatrics:	(1 Head. T.; 1 Assist. T.)	12 at 75.00/wk.=	46,800.
Enrollment Fee:	161 at 25.00 ea. X twice a year=		<u>8,050.</u>
Total:			<u>\$403,170.</u>

Salaries:

Assistant Teachers:	(4 full time at 4.50 / hr.)	37,440.
Head Teachers:	(10 full time at 6.50 / hr.)	135,200.
Nutritionist:	(1 full time at 5.00 / hr.)	10,400.
Receptionist:	(1 full time at 4.50 / hr.)	9,360.
Director:	(1 full time)	15,000.
Administrator:	(1 full time)	<u>20,000.</u>
		227,400.
Taxes: (15%= 6.25% S.S.; 8.75% Work. Comp & Unemp.)		34,110.
Total:		<u>\$261,510.</u>

Food:

100 persons at \$1.00 per day = 500. / wk.	26,000.
Total:	<u>\$26,000.</u>

Utilities:

Insurance:	3,500.
Utilities: (1,750 / month)	21,000.
Cleaning: (100 / week)	5,200.
Maintenance:	1,200.
License:	<u>50.</u>
Total:	<u>\$30,950.</u>

Supplies:

Office Supplies / Postage: (1.00 per letter)	2,500.
Total:	<u>\$2,500.</u>

Automobile Expense:

Van Payments: (2 at 400. / month)	9,600.
Gas for Vans: (200 / month)	2,400.
Insurance: (125 / month)	1,500.
Service:	<u>500.</u>
Total:	<u>\$14,000.</u>

Rent:

Rent: (Five year lease to purchase at 5,000 / month)	60,000.
Total:	<u>\$60,000.</u>

Income:	\$403,170.
Expenses:	<u>\$394,960.</u>
Total Net Gain:	\$ 8,210.

Pediatric Day Care

Population 10,000 to 30,000

Income:

Infants:	(2 Head T., 1 Assist. T.)	12 at 62.50/ wk.=	39,000.
Toddlers:	(2 Head T.)	18 at 57.50/wk.=	53,820.
3 Year Olds:	(3 Head T.)	36 at 52.50/wk.=	98,280.
4 Year Olds:	(3 Head T.)	45 at 52.50/wk.=	122,850.
Afterschool:	(2 Assist. T. Part-time)	50 at 25.00/wk.=	65,000.
Summer Care:	(2 Assist. T. Part-time)	50 at 25.00/wk.=	15,000.
Enrollment Fee:	149 at 25.00 ea. X twice a year=		<u>7,450.</u>

Total: \$401,400.

Salaries:

Assistant Teachers:	(3 full time at 4.50 / hr.)	28,080.
Head Teachers:	(10 full time at 6.50 / hr.)	135,200.
Nutritionist:	(1 full time at 5.00 / hr.)	10,400.
Receptionist:	(1 full time at 4.50 / hr.)	9,360.
Director:	(1 full time)	17,500.
Administrator:	(1 full time)	<u>25,000.</u>
		225,540.
Taxes: (15%= 6.25% S.S.; 8.75% Work. Comp & Unemp.)		33,831.

Total: \$259,371.

Food:

110 persons at \$1.00 per day = 550. / wk. 28,600.

Total: \$28,600.

Utilities:

Insurance:	3,500.	
Utilities: (1,750 / month)	21,000.	
Cleaning: (100 / week)	5,200.	
Maintenance:	1,200.	
License:	<u>50.</u>	
Total:		<u>\$30,950</u>

Supplies:

Office Supplies / Postage: (1.00 per letter)	2,500.	
Total:		<u>\$2,500.</u>

Automobile Expense:

Van Payments: (2 at 400./ month)	9,600.	
Gas for Vans: (200 / month)	2,400.	
Insurance: (125 / month)	1,500.	
Service:	<u>500.</u>	
Total:		<u>\$14,000.</u>

Rent:

Rent: (Five year lease to purchase at 5,000 / month)	60,000.	
Total:		<u>\$60,000.</u>

Income:	\$401,400.
Expenses:	<u>\$395,421.</u>
Net Gain:	<u>\$ 5,979.</u>

Pediatric & Geriatric

Day Care

Population 10,000 to 30,000

Income:

Infants:	(2 Head T., 1 Assist. T.)	12 at 62.50/ wk.=	39,000.
Toddlers:	(2 Head T.)	18 at 57.50/wk.=	53,820.
3 Year Olds:	(2 Head T.)	24 at 52.50/wk.=	65,520.
4 Year Olds:	(2 Head T.)	30 at 52.50/wk.=	81,900.
Afterschool:	(2 Assist. T. Part-time)	50 at 25.00/wk.=	65,000.
Summer Care:	(2 Assist. T. Part-time)	50 at 25.00/wk.=	15,000.
Geriatrics:	(1 Head T., 1 Assist. T.)	12 at 75.00/wk.=	46,800.
Enrollment Fee:	149 at 25.00 ea. X twice a year=		<u>7,450.</u>
Total:			<u>\$374,490.</u>

Salaries:

Assistant Teachers:	(4 full time at 4.50 / hr.)	37,440.
Head Teachers:	(9 full time at 6.50 / hr.)	121,680.
Nutritionist:	(1 full time at 5.00 / hr.)	10,400.
Receptionist:	(1 full time at 4.50 / hr.)	9,360.
Director:	(1 full time)	17,500.
Administrator:	(1 full time)	<u>25,000.</u>
		221,380.
Taxes: (15%= 6.25% S.S.; 8.75% Work. Comp & Unemp.)		33,207.
Total:		<u>\$254,587.</u>

Food:

110 persons at \$1.00 per day = 550. / wk.	28,600.
Total:	<u>\$28,600.</u>

Utilities:

Insurance:	3,500.
Utilities: (1,750 / month)	21,000.
Cleaning: (100 / week)	5,200.
Maintenance:	1,200.
License:	<u>50.</u>
Total:	<u>\$30,950</u>

Supplies:

Office Supplies / Postage: (1.00 per letter)	2,500.
Total:	<u>\$2,500.</u>

Automobile Expense:

Van Payments: (2 at 400. / month)	9,600.
Gas for Vans: (200 / month)	2,400.
Insurance: (125 / month)	1,500.
Service:	<u>500.</u>
Total:	<u>\$14,000.</u>

Rent:

Rent: (Five year lease to purchase at 5,000 / month)	60,000.
Total:	<u>\$60,000.</u>
Income:	\$394,490.
Expenses:	<u>\$390,637.</u>
Net Gain:	<u>\$ 3,853.</u>

Pediatric Day Care

Population 30,000 and Over

Income:

Infants:	(2 Head T., 1 Assist. T.)	12 at 78.50/ wk.=	48,984.
Toddlers:	(2 Head T.)	18 at 72.50/wk.=	67,860.
3 Year Olds:	(2 Head T.)	24 at 62.50/wk.=	78,000.
4 Year Olds:	(3 Head T.)	45 at 62.50/wk.=	146,250.
Afterschool:	(2 Assist. T. Part-time)	50 at 25.00/wk.=	65,000.
Summer Care:	(2 Assist. T. Part-time)	50 at 25.00/wk.=	15,000.
Enrollment Fee:	149 at 25.00 ea. X twice a year=		<u>7,450.</u>

Total: \$428,544.

Salaries:

Assistant Teachers:	(3 full time at 4.50 / hr.)	28,080.
Head Teachers:	(9 full time at 6.50 / hr.)	121,680.
Nutritionist:	(1 full time at 5.00 / hr.)	10,400.
Receptionist:	(1 full time at 4.50 / hr.)	9,360.
Director:	(1 full time)	17,500.
Administrator:	(1 full time)	<u>25,000.</u>
		212,020.
Taxes: (15%= 6.25% S.S.; 8.75% Work. Comp & Unemp.)		31,803.

Total: \$244,823.

Food:

100 persons at \$1.00 per day = 500. / wk. 26,000.

Total: \$26,000.

Utilities:

Insurance:	3,500.
Utilities: (1,750 / month)	21,000.
Cleaning: (100 / week)	5,200.
Maintenance:	1,200.
License:	<u>50.</u>
Total:	<u>\$30,950.</u>

Supplies:

Office Supplies / Postage: (1.00 per letter)	2,500.
Total:	<u>\$2,500.</u>

Automobile Expense:

Van Payments: (2 at 400. / month)	9,600.
Gas for Vans: (200 / month)	2,400.
Insurance: (125 / month)	1,500.
Service:	<u>500.</u>
Total:	<u>\$14,000.</u>

Rent:

Rent: (Five year lease to purchase at 5,000 / month)	80,000.
Total:	<u>\$80,000.</u>

Income:	\$428,544.
Expenses:	<u>\$398,273.</u>
Net Gain:	<u>\$ 30,271.</u>

Pediatric & Geriatric

Day Care

Population 30,000 and Over

Income:

Infants:	(2 Head T., 1 Assist. T.)	12 at 78.50/ wk.=	48,984.
Toddlers:	(2 Head T.)	18 at 72.50/wk.=	67,860.
3 Year Olds:	(2 Head T.)	24 at 62.50/wk.=	78,000.
4 Year Olds:	(2 Head T.)	30 at 62.50/wk.=	97,500.
Afterschool:	(2 Assist. T. Part-time)	50 at 25.00/wk.=	65,000.
Summer Care:	(2 Assist. T. Part-time)	50 at 25.00/wk.=	15,000.
Geriatrics:	(1 Head T., 1 Assist. T.)	12 at 75.00/wk.=	46,800.
Enrollment Fee:	149 at 25.00 ea. X twice a year=		<u>7,450.</u>
Total:			<u>\$426,594.</u>

Salaries:

Assistant Teachers:	(4 full time at 4.50 / hr.)	37,440.
Head Teachers:	(9 full time at 6.50 / hr.)	121,680.
Nutritionist:	(1 full time at 5.00 / hr.)	10,400.
Receptionist:	(1 full time at 4.50 / hr.)	9,360.
Director:	(1 full time)	17,500.
Administrator:	(1 full time)	<u>25,000.</u>
		221,380.
Taxes: (15%= 6.25% S.S.; 8.75% Work. Comp & Unemp.)		33,207.
Total:		<u>\$254,587.</u>

Food:

110 persons at \$1.00 per day = 550. / wk.	28,600.
Total:	<u>\$28,600.</u>

Utilities:

Insurance:	3,500.
Utilities: (1,750 / month)	21,000.
Cleaning: (100 / week)	5,200.
Maintenance:	1,200.
License:	<u>50.</u>
Total:	<u>\$30,950.</u>

Supplies:

Office Supplies / Postage: (1.00 per letter)	2,500.
Total:	<u>\$2,500.</u>

Automobile Expense:

Van Payments: (2 at 400. / month)	9,600.
Gas for Vans: (200 / month)	2,400.
Insurance: (125 / month)	1,500.
Service:	<u>500.</u>
Total:	<u>\$14,000.</u>

Rent:

Rent: (Five year lease to purchase at 5,000 / month)	80,000.
Total:	<u>\$80,000.</u>

Income:	\$426,594.
Expenses:	<u>\$410,637.</u>
Net Gain:	<u>\$ 15,957.</u>

One Time Start Up Costs

Pediatric Day Care

Start Up Children's Equipment:

Infants:	(2 rooms at 4,000)	8,000
Toddlers:	(2 rooms at 5,000)	10,000
3 Year Olds:	(2 rooms at 6,000)	12,000
4 Year Olds:	(2 rooms at 6,000)	12,000
Afterschool:	(1 room at 5,000)	5,000
Playground:		
Preschool:		17,500
Infant / Toddler:		<u>9,000</u>

Total: \$73,500.

Office Equipment:

Laminator:	2,500
Copier:	6,000
Computers:	(3 at 2,500) 7,500
Lazer Printer:	1,500
Desk Jet Printer:	500
Software:	800
Desks:	(3 at 300) 900
Chairs:	(4 at 250) 1,000
Chairs:	(4 at 200) <u>800</u>

Total: \$21,500

Total Start Up Costs: \$95,000.

One Time Start Up Costs

Pediatric & Geriatric

Day Care

Start Up Children's Equipment:

Infants:	(2 rooms at 4,000)	8,000	
Toddlers:	(2 rooms at 5,000)	10,000	
3 Year Olds:	(2 rooms at 6,000)	12,000	
4 Year Olds:	(2 rooms at 6,000)	12,000	
Afterschool:	(1 room at 5,000)	5,000	
Geriatrics:	(1 room at 7,500)	7,500	
Playground:			
	Preschool:	17,500	
	Infant / Toddler:	<u>9,000</u>	
Total:			<u>\$81,000.</u>

Office Equipment:

Laminator:		2,500	
Copier:		6,000	
Computers:	(3 at 2,500)	7,500	
Lazer Printer:		1,500	
Desk Jet Printer:		500	
Software:		800	
Desks:	(3 at 300)	900	
Chairs:	(4 at 250)	1,000	
Chairs:	(4 at 200)	<u>800</u>	
Total:			<u>\$21,500</u>

Total Start Up Costs: \$102,500.

One Time Start Up Costs
Pediatric & Geriatric
Day Care & Training Facility

Start Up Children's Equipment:

Infants:	(2 rooms at 4,000)	8,000	
Toddlers:	(2 rooms at 5,000)	10,000	
3 Year Olds:	(2 rooms at 6,000)	12,000	
4 Year Olds:	(2 rooms at 6,000)	12,000	
Afterschool:	(1 room at 5,000)	5,000	
Geriatrics:	(1 room at 7,500)	7,500	
Playground:			
Preschool:		17,500	
Infant / Toddler:		<u>9,000</u>	
Total:			<u><u>\$81,000.</u></u>

Office Equipment:

Laminator:		2,500	
Copier:		6,000	
Computers:	(3 at 2,500)	7,500	
Lazer Printer:		1,500	
Desk Jet Printer:		500	
Software:		800	
Desks:	(3 at 300)	900	
Chairs:	(4 at 250)	1,000	
Chairs:	(4 at 200)	<u>800</u>	
Total:			<u><u>\$21,500</u></u>

Training Equipment:

Computers:	(20 CD Rom at 2,000)	40,000.	
Lazer Printers:	(5 at 1,500)	7,500.	
Desk Writer Printers:	(5 at 500)	<u>2,500.</u>	
Total:			<u>\$50,000.</u>

Total Start Up Cost: \$152,500.

Tender Loving Care Early Learning Center



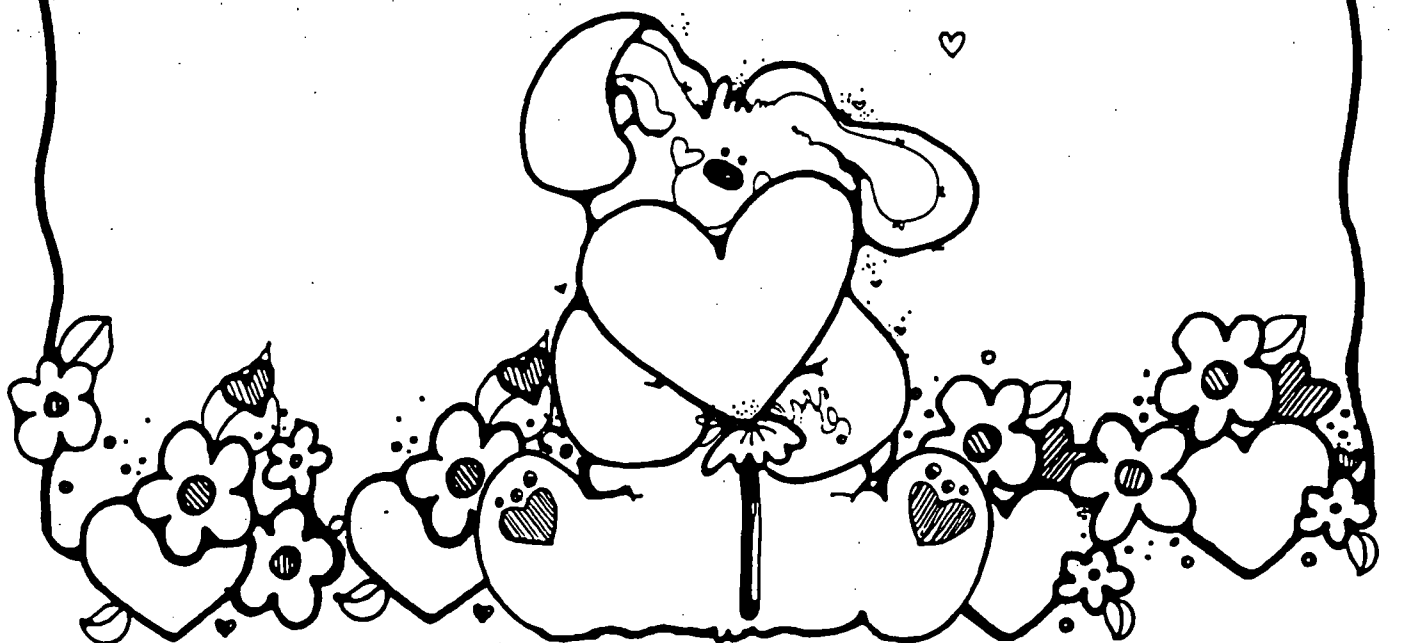
dedicated to . . .

"Quality education through caring."



"A hundred years from now it will not matter
what my bank account was, the sort of house I lived in,
or the kind of car I drove--

But the world may be different
because I was important
in the life of a child."



PROGRAM PHILOSOPHY

At Foothills Early Learning Center, we believe that children learn when they are maturationally ready for mastery of new developmental tasks. We also believe it is the caregiver's responsibility to nurture and facilitate children's learning by providing appropriate environmental stimuli and learning opportunities. Since children learn at his or her own pace, instructors must be able to recognize developmental milestones and tailor curriculum to meet each child's individual needs.

We believe that young children learn best when they have hands-on experiences. Each day children should be given the opportunity to experience music, art, science, cultural awareness, language arts, small and large motor activities and practical life skills. Caregivers should also design activities that facilitate children to successfully accomplish tasks; thus, enhancing his or her emotional development. Positive child guidance should also be used by caregivers to recognize a child's positive attributes and behaviors and to minimize negative attention toward the child.

Parental involvement is valued and encouraged by the center. We believe that caregivers should honor parental values and beliefs and that they should function as an extension of the parents to provide continuity in the child's care. Parent involvement can enrich a child's life as it provides diverse opportunities for the child to experience. Parental involvement can also assist in fostering the child's self-esteem--when a parent devotes special time and attention toward the child. We believe that collaboration between parents and caregivers provides the greatest benefits to the child. Therefore, parents are invited to visit the center at any time and encouraged to take an active role in his or her child's education.



ADMISSION AND DISCHARGE POLICY

Purpose:

To insure that proper preparations are made prior to admittance into the program, thus insuring the welfare and safety of the child while in care.

Procedures:

No child shall be discriminated against because of his/her race, color, sex, age, handicap, or national origin.

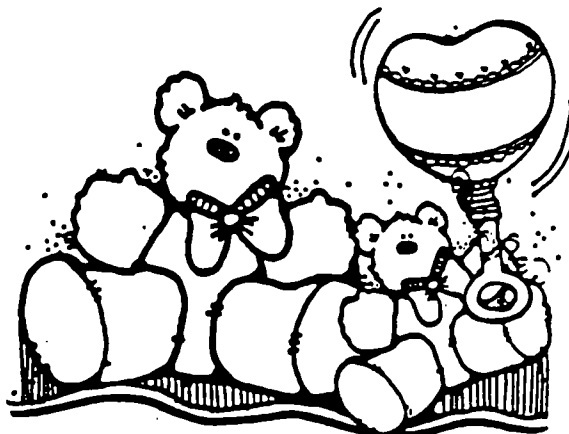
A. Prior to admittance the following items must be completed:

- * Application form which consists of the child's name, date of birth, address, name of parent or guardian, telephone numbers (home & business), work hours of parents or guardians, actual hours child is in care, and emergency contact information.
- * Proof of current immunizations.
- * Name, address, and telephone number of child's physician or emergency care facility.
- * Name of persons authorized to pick up child.
- * A completed Health History.
- * A signed financial agreement.
- * Parents must have met with the director for an interview.

Part-time enrollment is available but must be preestablished with the director.

B. Discharge Qualifications:

- * We reserve the right to discharge any child who does not follow safety regulations established by the school.
- * We reserve the right to discharge any child whose parents disregard the preestablished payment schedules.
- * We reserve the right to discharge any child when that child or the person responsible for the child continually displays abusive behavior or bad language in the presence of other children.
- * We reserve the right to discharge any child who destructs the property of another child or the property of the center.
- * We reserve the right to discharge any child who has excessive amounts of absences.
- * We reserve the right to discharge any child who fails to adjust to the routine set by the center.
- * We reserve the right to discharge any child who continuously inflicts physical injury to another child.
- * A two week notice should be given by the parents prior to the discontinuance of child care by the center.



PAYMENT POLICY

Purpose:

Prompt payment of all tuitions are necessary to assure the continuation of the childcare center.

Procedures:

Payments shall be rendered on Monday in advance of the upcoming week.

Tuition is \$40.00 per child per week.

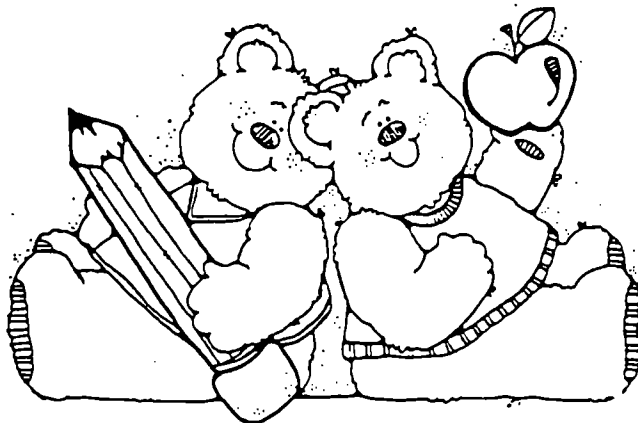
If you have two or more children you will be eligible for a deduction on your rates according to the number of children you have enrolled.

Failure to maintain weekly payments could result in your child losing his or her position in the childcare center. If you are having financial difficulty contact the center director as soon as possible:

The center opens at 6:30 a.m. and closes at 5:30 p.m. Children cannot be accepted earlier or kept later than the above stated hours. The abuse of arrival or departure times will result in overtime payments of \$2.00 for the first five minutes after 5:30 p.m. and \$1.00 per minute for each minute thereafter. Continual abuse of arrival or departure times will result in the dismissal of your child from the center.

Exceptions to Payment Policy:

A committee designated by the center director will hear hardship cases to determine eligibility for temporary, free, or reduced rate daycare due to catastrophic conditions.



ARRIVAL AND DEPARTURE POLICY

PURPOSE: To ensure the safety of the children upon daily arrivals and departures from the center.

PROCEDURES:

The center opens at 6:30 a.m. and closes at 5:30 p.m. Parents are expected to bring their child into the childcare center, see that he or she has been signed in on the sign-in sheet and is under the supervision of his or her teacher before departing from the center.

DEPARTURE:

Parents are expected to pick up their child at the designated time. Failure by the parents to pick up their children on time may result in their making alternative arrangements for the care of the child. Should a child not be picked up at the arranged time additional charges will be added to the bill and expected to be paid before the beginning of the next school week (See Payment Policy).

RELEASES:

For the protection of the children, each child will be released only to his/her parents or other person's authorized by the parent on the application enrollment form. If your child is to be picked up by anyone other than yourself, please bring a signed and dated statement that includes the person's name and parental permission for the child to be released to that person. A picture identification and signature will be required prior to the child's departure from the center. We will accept a phone call only in the event of an extreme emergency. No child will be released to anyone who is intoxicated or to anyone under 18 years of age.

If custody arrangements change, the center director must be notified immediately in writing and provided with copies of the court order. The center has no legal authority to refuse either parent the right to pick up a child unless the director has been provided with a copy of the court order.

Any visitor to the child care center must be approved and cleared through the child care center director and is required to sign in and out on the guest register.

HEALTH POLICY

Purpose: The health policy is designed to promote early recognition and isolation of children exhibiting signs or symptoms of impending illness in an attempt to minimize the spread of communicable diseases.

Procedure:

1) Daily inspection:

Every child shall be inspected upon arrival to the center while the parent waits. The child's instructor will check the child for any excludable symptoms.

* Excludable symptoms include:

Fever- Any child or staff with a body temperature of 101 degrees orally or 100 degrees axillary

Diarrhea- Three or more watery stools within a twenty-four hour period.

Vomiting- vomiting on two or more occasions within the past twenty-four hours.

Rash- Body rashes not obviously associated with diapering, heat, or allergic reaction to medication.

Sore Throat- If associated with fever or swollen glands in the neck.

3) Any child who becomes ill or unable to participate in daily activities shall be isolated in a separate room and supervised until parents can be contacted and arrive to to pick the children up.

4) Parents or guardians of all children shall be notified of contagious illnesses within the center as soon as possible.

5) Diseases reportable to the state:

The following communicable diseases, whether suspected in a child or adult, shall be reported within 24 hours to either the local County Health Unit or the State Health Department through the toll-free Code-A-Phone reporting system (1-800-482-8888):

- Gonorrhea
- Hepatitis
- Syphilis
- Rash illnesses including:
 - *Measles and Rubella
 - *Whooping Cough (Pertussis)
 - *Meningitis and mumps

6) Medication Administration:

Prior to administering any medications, the following criteria must be met:

- * There must be a signed parental consent.
- * Medication must be in the original container with the child's name and a current date on the bottle.
- * The amount, dose, time, and route for the medication to be given must also be clearly legible on the medication container.
- * If a caregiver is uncertain of any of the above information, it will be clarified by the parent or physician prior to the acceptance of the medication.

7) Medication Administration Records

- * An individual medication record will be kept within each child's individual file for three years and the following information will be included on it:

Child's name; any known allergies; name of medication; date of prescription; time medication is to be given; route to use in giving medication; amount of medication to be given; signature of parent; signature of staff accepting medication; signature of staff administering medication.

- * A master record of all medications given shall be kept on file for one year.
- * Parents are responsible for picking up any medication that is brought to the center.
- * All medications shall be kept locked up and out of reach of the children at all times. Medications requiring refrigeration shall be kept in a locked box in the refrigerator.

8) Cleansing of bedding and toys

- * Each child's blanket or crib sheet shall be washed weekly or prior to use by another child.
- * Toys shall be disinfected daily with a disinfectant solution. The solution shall be made fresh daily and shall have a concentration of 1/4 cup bleach to 1 gallon of water.
- * Mats shall be cleansed with a bleach solution and stored in a manner to prevent cross contamination. Each child's blankets or sleeping supplies shall be stored separately in individually marked compartments.

Accident Policy

Purpose: To prevent or minimize accidents and ensure the well being of each child.

Procedures:

Staff shall be trained in Cardio-Pulmonary- Resuscitation (CPR) and shall receive orientation in first-aid and Safety with in 30 days of employment.

There shall be a list of the following emergency telephone numbers posted by every telephone in the center:

- | | |
|------------|------------------|
| * 911 | * Poison Control |
| * Fire | * Abuse Hotline |
| * Police | * Ambulance |
| * Hospital | |

Prior to admission to the center the following information must be completed:

- * Emergency Medical Release to treat an injured child.
- * Emergency contacts and phone numbers of the following:
 - * Dentist
 - * Physician
 - * Hospital (preferred)
 - * Alternative person to contact

(If a hospital is not specified, children will be taken to White County Memorial Hospital to be treated.)

In the event of an emergency or accident the following steps will be taken:

1. Parents or guardians will be contacted immediately if medical treatment is necessary.
2. If any child is injured and requires medical attention, an adult will remain with the child until the parents or guardians arrive. If the child is taken to the emergency room, parents are responsible for payment.

3. An accident report form shall be filled out each time an accident occurs. The following shall be included on the accident form:

- * The child and the parent's name
- * Teacher in charge
- * Date & time of accident
- * Description of accident and injury
- * The treatment administered by staff

At no time shall children be left unattended. Infants and toddlers shall be checked every 30 minutes during naptime.

Daily playground inspections shall be performed to ensure the safety of the children. (See playground inspection checklist.)

To prevent possible hazards the following shall be maintained:

1. All medication shall be kept in a locked area away from the children.
2. Diaper bags shall be checked on arrival.
3. Electrical outlets shall be covered with protective caps.
4. Children shall be restrained in age-appropriate, approved restraint while being transported.
5. Staff purses and bags shall be stored out of reach of the children.
6. All cleaning supplies and poisonous substances shall be kept in high locked cabinets out of the reach of children.
7. Daily room inspections shall be performed each morning prior to the arrival of children.
8. Hot water heater shall be maintained at a temperature no higher than 120 degrees Fahrenheit.

First-Aid Kit

The First-Aid Kit will be kept in the Director's office.
The following items will be maintained in the First-Aid Kit:

- * A First Aid manual
- * Adhesive bandages (various shapes and sizes)
- * Alcohol
- * Antiseptic soap
- * Baking soda
- * Basin for bathing wounds
- * Blanket
- * Calamine lotion
- * Cotton balls and cotton swabs
- * Flashlight and extra batteries
- * Gauze bandages, pad, and rolled gauze
- * Adhesive tape
- * Triangular bandages
- * Ice bag
- * Medicine dropper
- * Antiseptic ointment for burns
- * Safety pins
- * Scissors
- * Splints
- * Sterile gauze pads (various sizes)
- * Surgical gloves
- * Syrup of Ipecac (a poison antidote)
- * Thermometers, oral or digital
- * Tongue depressors
- * Tweezers
- * Tylenol
- * Water bottle
- * Cold pack
- * Plastic Bags

Emergency Policy

Purpose:

The purpose of the emergency policy is to insure the safety and well-being of children and staff. It was also established to provide students and staff with the fundamental training necessary to take proper precautions to prevent emergencies, and the knowledge of how to respond in the event of an emergency.

Procedures:

1. Emergency phone numbers shall be posted by each telephone in the facility. They shall include but are not limited to; 911, the abuse hotline, the hospital, the ambulance, the fire department, the police department, and the poison control center.
2. The director and staff shall be certified in cardio-pulmonary resuscitation and shall be orientated in first aid within thirty days of being hired.
3. Fire exits shall be posted in every classroom.
4. Staff and students shall be trained in safety drill procedures.
5. Tornado, earthquake, and fire drill policies shall be posted in every room and practiced monthly. The date, time of day, number of children present, and length of time taken to reach safety shall be documented at the conclusion of each drill.
6. Smoke detectors shall be installed in each room and checked monthly and documented on the emergency safety drill log. Fire extinguishers shall be installed in the kitchen, at the main entrance, and in the hallways. Pressure gauges and expiration dates shall be checked each month at the conclusion of each safety drill, and documented on the emergency safety drill log.
7. Staff and children shall review the stop, drop, and roll procedures during the monthly safety drills.
8. In the event of disaster or severe weather, the children will remain in the center.
9. Flashlights, batteries, and a radio shall be stored in the director's office in the event of a power failure or severe weather.

CHILD ABUSE POLICY

Purpose: To protect children from abuse or neglect, and to protect center employees against false allegations of abuse or neglect.

Definition of Child Abuse and Neglect:

The physical or mental injury, sexual abuse, negligent treatment, or maltreatment of a child under the age of eighteen by a person who is responsible for the child's welfare under circumstances which indicate that the child's health or welfare is harmed or threatened thereby.

Reporting Laws:

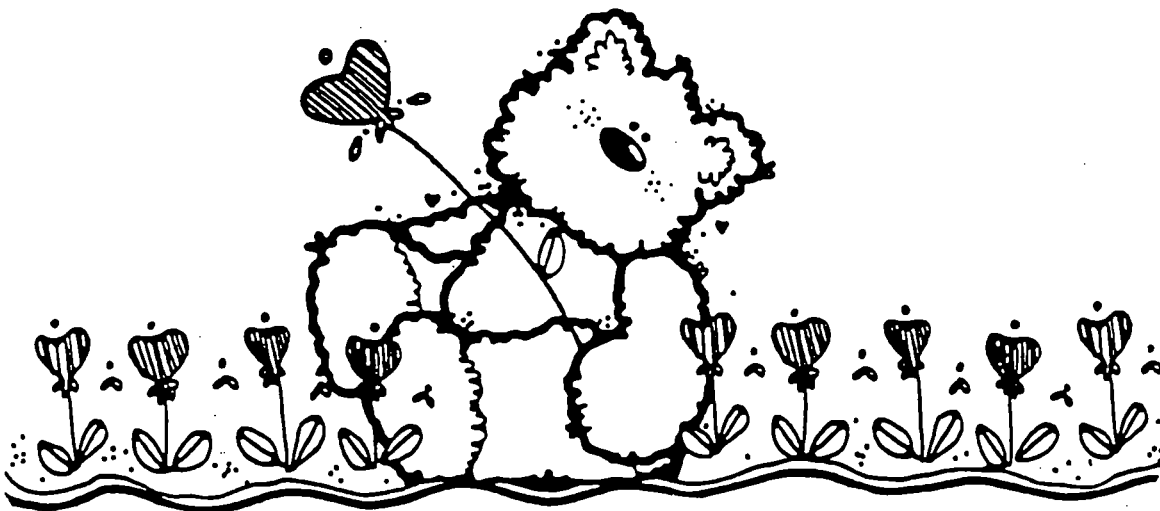
In every state it is mandatory for certain groups of professionals to report any suspected incidences of abuse or neglect. The following are required by law to be mandated reporters:

- * Teachers and caregivers
- * Child care center directors or principals
- * Health care providers, e.g., doctors, nurses, dentists, pharmacists, and psychologist
- * Law enforcement personnel
- * Social workers
- * Clergy

Reporting Procedures

- 1) The staff who suspects child abuse or neglect is to notify the director. A conference will be held immediately and shall be documented. The director will observe the child and document any further findings.
- 2) Suspicions of abuse and neglect do not have to be proven before they are reported. If there is any reason to believe that a child is being mistreated or inadequately cared for, child protective services shall be contacted immediately at the Child Abuse Hotline 1-800-482-5964. The law does not require that the family or adult be notified when a report is filed because this could cause additional danger to the child.

- 3) If it is determined that a report should be filed with Social Services or Scan, an oral report will be given over the phone by the center director immediately. The following shall be included when giving an oral report:
- * Child's name, age, address
 - * Description of abuse
 - * Offender's identity
 - * Reporter's name, title, address and telephone number
 - * Parent's name, address
- 4) A written report shall be completed within 24 hours of the oral report. The written report shall include the same information as the oral report along with any other helpful information, such as the explanation of the incident from the child, and recent and drastic changes in the child's behavior.
- 5) Section 5 under Arkansas Law allows any mandated reporter or person in charge of the mandated reporter to "take color photographs of the areas of trauma visible on a child."
- 6) If the director decides not to file a report with social services or SCAN, the staff person identifying the suspected child abuse or neglect may file a report to the agency without fear of jeopardizing his/her position, but they are required to fill out a written report and to notify the center director of their decision.



DISCIPLINE POLICY

PURPOSE: Discipline shall be individualized and consistent for each child; it shall be appropriate to the child's level of understanding and be directed toward teaching each child acceptable behavior and self-control.

PROCEDURES: The following activities or threats of such activities are inappropriate as disciplinary measures and shall not be used for children:

- * Physical punishment shall not be administered to children.
- * Children shall not be labeled as "bad" or "naughty".
- * Restraints;
- * Washing mouth out with soap;
- * Taping or obstructing a child's mouth;
- * Placing unpleasant or painful tasting substances in child's mouth, on lips, etc.;
- * Profane or abusive verbal language;
- * Isolation without supervision;
- * Placing child in dark areas;
- * Inflicting physical pain on a child, (such as biting, hitting, pinching, pulling hair, slapping, kicking, twisting arms, spitting, swatting or spitting on.
- * Forced physical activity, such as running laps, doing push-ups, etc.

Discipline shall not be associated with:

- * Food
- * Rest
- * Toilet training
- * Illness

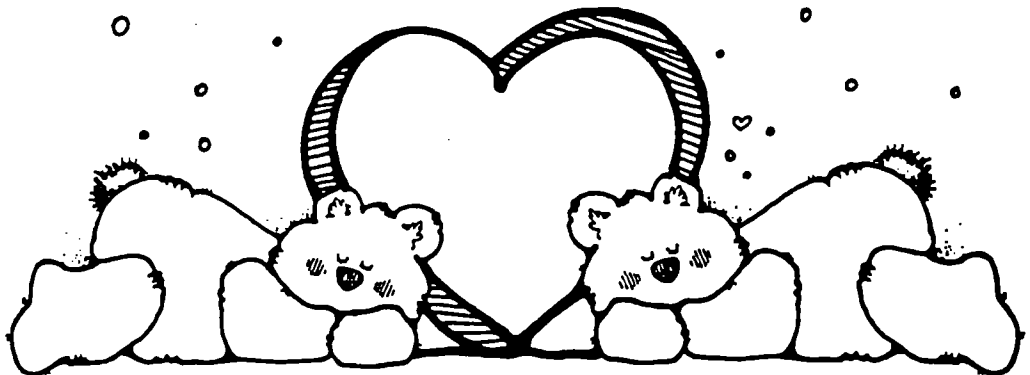
Indirect guidance will be used in daily preparations to minimize behavioral problems. When unacceptable behavior arises, the following methods of discipline shall be used:

- * The "induction" method of discipline will be the primary method of discipline utilized by the daycare staff. This type of discipline teaches children "why" behaviors are appropriate or inappropriate and the consequences of their actions.

- * A second method of discipline utilized by the staff is "time out". This type of discipline involves placing the child in an area apart from the current activities for an appropriate period of time. (The time limit shall be no longer than one minute per year of the child's age. Time out shall not be used for children under two years of age.
- * A combination of induction and redirecting a child toward acceptable behavior will be used on infants and toddlers by offering acceptable alternatives.
- * If an extreme negative behavior continues, the child will be taken to the child care director and parents will be notified.

Good behavior will be a continuous focus of positive reinforcement to assist in the child's development of positive self-esteem, and to accentuate children's positive attributes and minimize their negative attributes.

Guidance and discipline will be consistent and individualized for each child and it will be appropriate to each child's level of understanding.



PARENT INVOLVEMENT POLICY

Purpose: To ensure that communication between parents and caregivers is maintained and to encourage parental involvement with center activities.

Procedures:

Parents are welcome and encouraged to visit the center.

Parent Conferences will be scheduled on regular three month intervals to keep parents informed of their child's developmental progress. Conferences will also be held when a child's instructor or parent deems it necessary to address special circumstances such as hearing or vision disturbances, behavioral problems or sudden changes in behavior patterns.

Parent bulletin boards will be displayed close to the entrance and shall be used to update parents on upcoming events, center activities, health issues, daily menus, want adds, and current news. An area will also be available for parents to make suggestions for improvements to the center or the center's activities.

Newsletters will be distributed once every two months to provide parents with a variety of up to date information on such topics as health, safety, child development, nutrition and discipline. Space will also be provided for parents to share recipes, ads, or notices.

Periodic letters will be used to convey special information to parents such as field trip descriptions or information on a communicable illness within the center.

A parent questionnaire will be sent home at the beginning of each semester to ascertain parental interests and to assist them in achieving their goals.

Parents are welcome to share stories, songs, cooking experiences or field trips with the children. They are also welcome to share a talent with the children. Parents should confirm the time and the activity with the instructor in advance to ensure that adequate preparations or changes in the schedule can be made to accommodate the activity.

Teachers will send home weekly unit topics to inform parents on what information is being covered in class; thus, enabling them to reinforce learning at home.

Periodic parent meetings will be held to update parents on educational breakthroughs, to assist in advancing parental skills, or to allow parents to visualize or participate in a sample of the child's daily learning activities.

Open house will be held twice a semester to allow parents the opportunity to visit with instructors or other parents and to experience a portion of the child's daily world.

Parents are encouraged to share his or her occupation with the child's class by coming to the center or by bringing the children to the parent's place of employment.

Field days are held once a semester, and parents are welcome to assist in planning or administrating the event.

Each week one child will be selected as superstar for the week. Parents and children are encouraged to work together to create and share a poster of the child's favorite activities. Refreshments may be brought by the superstar and special field trips may be planned by the parents of the superstar. Please coordinate efforts with the teacher to ensure that schedules can be appropriately adjusted.

Parent handbooks will be provided to parents prior to the interview with the director to educate parents on basic program philosophies and policies of the center.

Parents are welcome to dine with the children. Please let the center director know in advance so that preparations can be made.

Periodically a sign will be posted requesting parents to collect specific "trashable treasures". A box will be provided for collection close to the center entrance. These items will assist in providing enriching experiences for the children.

Parents are always welcome to share their time performing periodic office duties or preparing supplies for use.

If at anytime parents have questions concerning his or her child or the center's activities, they are encouraged to communicate these concerns to the center director or to the child's instructor.

NUTRITION POLICY

Purpose: To ensure that the children shall be served healthy and nutritious food while at the center.

Procedure:

- 1) Breakfast shall be served at 7:05 a.m. to all children who arrive at the center before 7:00 a.m. Breakfast shall contain at least 1/3 of the recommended daily allowance.
- 2) The noon meal shall offer a variety of foods. It shall be served at 11:30 a.m. and shall contain at least 1/3 of the recommended daily allowances.
- 3) Mid-morning and mid-afternoon snacks of nutritional value shall be provided to all children at the center at 9:00 a.m. and at 2:15 p.m. These shall be included on the menu.
- 4) Meals shall be served family-style. Caregivers shall sit at the table with the children and assist the children while eating. Children will be encouraged, but not forced to eat. They shall not be rushed, but shall be allowed to set their own pace for eating. Mealtime atmosphere shall be as enjoyable and relaxed as possible.
- 5) Milk shall be offered to the children each day.
- 6) Menus shall be posted, in advance, where parents can view them. Substitutions shall be noted on the menu. Menus from the past six weeks shall be kept on file.
- 7) Food and drinks which are not available to children shall not be consumed by the staff in the children's presence.
- 8) If a child has any food allergies, a letter from his/her physician must be kept in the student's file stating what the allergy is to and what type of reactions occur from the food or drink.

VOLUNTEER POLICY

Purpose: To ensure that volunteers understand their responsibilities and boundaries and the center's policies and procedures thus optimizing their services to benefit the center and the children.

Procedures:

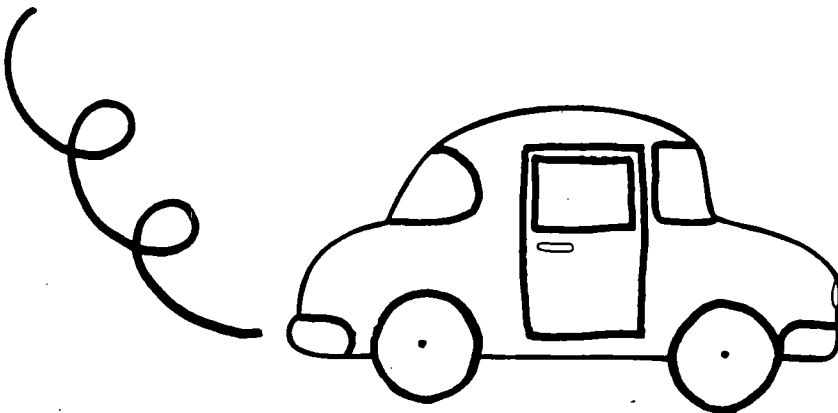
1. Volunteers shall be under direct supervision of the director or a designated staff member at all times. All duties and responsibilities shall be stated in writing.
2. Volunteers who are considered in the child-staff ratio, or who are given disciplinary control over the children shall meet personnel and employee requirements. Exceptions shall be given to parents who volunteer to assist with field trips.
3. Volunteers who are not considered in the child-staff ratio shall not be left alone with the children and will not have disciplinary control over the children.
4. Volunteers are welcome to attend special events and provide additional support for field trips. Volunteers can also participate in the following activities:
 - * Playing games with the children.
 - * Reading books with small groups of children.
 - * Singing with the children.
 - * Teaching the children a dance or an art technique.
 - * Helping the Director file, type, and do other types of business duties.
5. Volunteers may not substitute for or replace staff, nor shall they relieve staff of their routine duties. Volunteers shall not be considered substitutes, teacher's aides, or kitchen aides.

TRANSPORTATION POLICY

Purpose: To ensure the safety of the children while being transported by the center.

Procedures:

1. Any staff transporting children shall have a current valid driver's license or commercial driver's license as required by state law.
2. Any staff driving a vehicle transporting children shall be at least 18 years of age and be certified in cardiopulmonary resuscitation.
3. Any vehicle used for transporting children shall be licensed, insured, and maintained in proper working condition in compliance with Arkansas state laws.
4. The driver of a vehicle transporting children may be counted in staff-child ratio, but shall not be the only adult present. If infants and toddlers are being transported, a ratio of one adult for every three children shall be maintained. There shall always be at least two adults present when transporting children.
5. All children shall be restrained in age appropriate, approved child safety seats while being transported. There shall be a seating space available for each child transported.
6. In each vehicle used for transporting children, there shall be a first aid kit and a fire extinguisher readily available.
7. A signed medical release form shall accompany each child being transported.



FIELD TRIP POLICY

Purpose: To protect children while participating in outings away from the center.

Procedure:

In addition to regularly scheduled activities, special events and field trips will be planned periodically. The center will inform parents of these events ahead of time.

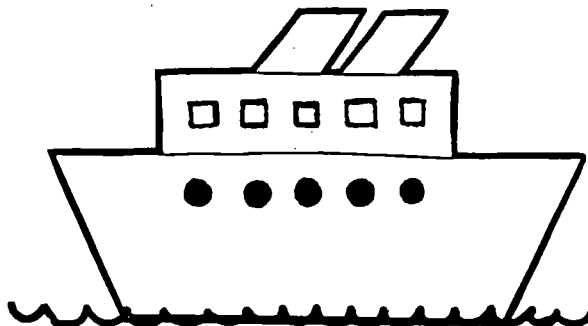
Permission forms will be sent home prior to any field trip that involves transportation away from the center. Permission forms must be signed and returned before the child will be allowed to attend any activity away from the center.

All staff members shall be trained in CPR and first aid. A first aid kit will be taken on all field trips. Signed medical releases and emergency phone numbers will accompany each child participating in the field trip. A roster of students will also be maintained and head counts will be performed before leaving the center and before leaving the designated site to return.

To further protect the children, name tags will be worn that contain the following information:

1. Name of the Daycare
2. Phone Number of the Daycare

(The child's name will not be placed on name tags to prevent strangers from calling children by name and luring them away from the group.)



CENTER GUIDELINES

PERSONAL HYGIENE

Personal hygiene and cleanliness is of the utmost importance. Please be sure your child wears outer clothing, under clothing, socks and shoes to the center daily. Your child will feel better if he or she is brought in freshly bathed and clothed each day.

Please dress your child appropriately for the season or weather because they will play outside each day that weather permits.

Please bring two extra changes of labeled clothing that include shirts, pants, sweaters, underpants, and socks. These will be kept in the child's storage container. Also please send a toothbrush, toothpaste, and a comb or brush to be kept at the center. These items will be used daily.

Clothing soiled with urine, stool, vomit, or blood will not be washed at the facility. Staff will handle soiled clothing wearing disposable gloves. Stools will be emptied into the toilet, but state regulations prohibit rinsing of soiled clothing. Soiled clothing will then be placed in plastic bags, sealed and given to the child's parents at the end of the day.

Children should not wear pointed cowboy boots, sandals, or come to the center barefoot for their own safety.

TOYS

The center provides many activities and experiences for the children; therefore, we ask that your child does not bring toys to the center. Often children find it difficult to share personal items which then causes conflicts. However, Tuesdays are designated as "Show and Tell". Children are allowed to bring one of their favorite toys to share with the other children.

Each child will be allowed to bring a stuffed animal or doll to sleep with. These will be kept in his/her storage bin. Anything brought from home must be labeled with the child's name. **The center is not responsible for unmarked items!**

No guns, swords, war toys, power ranger toys, or coins will be allowed at the center **anytime**. These are toys which could easily hurt someone or be swallowed.

Gum and candy are not allowed at the center.

CENTER CLOSING

In the event of severe weather, the center will be closed for the safety of everyone. We will announce the closing as soon as possible over local radio stations KWCK-99.9 and KKSJ-107.

The center will honor the following holidays:

New Years Day	Labor Day
Memorial Day	Thanksgiving
Fourth of July	Christmas

Appropriate adjustments will be made to fees the week the holiday falls within.

Two weeks per year may be used when the parent desires as vacation time. There will be no charge for these two weeks. Please let the center know in advance when the child will be taking his/her vacation time.

If the child is absent from the center for any other reason, the parent will still be responsible for charges preestablished in the financial agreement.

QUIET TIME

The children shall be provided with an opportunity to sleep each day, but not forced to sleep as long as they remain quiet on their mats. Quiet time shall be at least one hour in length, but not more than two hours in length.

The center shall provide individually labeled cots or mats, a bottom sheet, and a thin cover for each child. Bedding shall be washed at least once a week or prior to use by another child.

Mats shall be at least two inches thick, two feet wide and four feet in length and covered with a washable, waterproof material. Sheets, blankets, and pillows may be brought from home. They should be labeled with child's name and must be taken home and washed at least once a week.

Lights may be lowered during quiet time but there must be enough light present to observe the children at all times. The children shall be supervised continually during quiet time.

Children shall be checked individually every thirty minutes during quiet time.

Daily Schedule

6:00 - 7:00	Quiet Time - (Drawing, Coloring, Puzzles)
7:00 - 7:30	Clean-up and Breakfast
7:30 - 8:00	Free Play
8:00 - 8:30	Group Time (Lessons and Learning Activities)
8:30 - 9:15	Center Time (Dramatic Play, Blocks, Sand, Water, Kitchen, etc.)
9:15 - 9:30	Snacks
9:30 - 10:30	Outside Play (When weather is bad, inside large motor activities.)
10:30 - 11:00	Art or Crafts
11:00 - 11:30	Songs, Finger Plays, or Stories
11:30 - 11:45	Clean up for lunch.
11:45 - 12:15	Lunch
12:15 - 12:30	Prepare for Quiet Time, and Story
12:30 - 2:30	Quiet Time
2:30 - 2:45	Put Up Bedding and Wash for Snack
2:45 - 3:00	Snack Time
3:00 - 4:15	Outside Play
4:15 - 5:30	Quiet Activities (Videos, Puzzles, Books)
5:30 - 6:00	Free Play



"A child is a person who is going to carry on what you have started. They are going to sit where you are sitting, when you are gone, attend to those things which you think are important. You may adopt all the policies you please, but how they are carried out depends on him. He will assume control of your cities, states, and nations. He is going to move in and take control of your churches, schools, universities, and corporations. All of your books are going to be judged, praised, or condemned by him. The fate of humanity is in his hands . . .

Abraham Lincoln

