

CHILD CARE PROGRAM PLAN

1. Children will always be supervised ;
2. Department Human Services (DHS)-Division of Licensing has licensed Memories & Milestones Academy for 62 total children:
 - Infants (6 weeks-15 months) 8
 - Toddlers (16 months-35 months) 14
 - Preschool (31 months-September prior to entering Kindergarten) 20
 - School-age (September prior to entering Kindergarten-12 years) 20
3. Memories & Milestones Academy operates Monday-Friday year round. The Center is open daily from 6:30 am- 5:30 pm. Our Center will be closed the following days:

New Years Day	Thanksgiving
Good Friday	Friday after Thanksgiving
Memorial Day	Christmas Eve
Fourth of July	Christmas Day
Labor Day	1 training day per year
4. Daily Schedules/Curriculum; may include but are not limited to the following:
 - Meals
 - Diapering/toileting
 - Self-help skills
 - Teacher directed activities
 - Child initiated activities
 - Language
 - Art/Craft
 - Sensory
 - History
 - Science
 - Health/Manners
 - Geography
 - Math
 - Physical Activity
 - Outdoor Play
 - Technology
 - Dramatic Play
 - Cooking
5. Conferences; will be offered twice a year providing a written assessment of the observed intellectual, physical, social, and emotional development of your child. This assessment will go in your child's file.
Please see parent handbook for complete details.
6. This Child Care Program Plan will be developed and evaluated in writing annually by a staff person qualified as a teacher under part [9503.0032](#); The plan will be located in the Director's office and may be viewed at any time.

Updated 2020

Infants

Our goal is to provide a safe, nurturing environment while giving the highest level of care and attention to each individual infant. We will build strong relationships with families giving you peace of mind while you are away from your baby.

Infants learn through daily routines (diapering, eating, etc.). Teachers will talk and play with infants throughout the day. Four areas of development are focused on during your infants' day.

- Physical development: Movement & coordination (ex. head control, sitting up, standing)
- Cognitive development: Exploration and problem solving, how children explore and figure things out (ex. reaching toward objects, follow object with eyes)
- Communication & Language: Understanding and communicating infant talk (ex. crying, smiling, listen to tone of voice)
- Social & Emotional development: Personal connections, feelings about self & relationships with other children (ex. how they show trust, express themselves, and act around other children)

Conferences; will be offered twice a year providing a written assessment of the observed physical, cognitive, communication & language, and social and emotional development of your child. This assessment will go in your child's file.

We offer infants a variety of activities utilizing varied materials and equipment. The materials and equipment used to provide many activities may be indoor as well as outdoor. The activities are designed in a manner to be consistent with your child's cultural background. Infant activities may be quiet & active as well as teacher directed and child directed. (Ex. stroller rides listening to birds, exploring the feel of grass, pulling self up on shelf, nap time, patty cake, singing and many more)

Daily Schedule

6:30 a.m. -5:30 p.m.

First and foremost your infants daily needs will be met (diapering, feeding, napping).

Teachers will stimulate your infant through singing, talking, holding and playing.

Infants will direct their play as well (cooing to friends, playing with toys, crawling, sitting etc.).

Infant food will be fed on demand until they are on table foods completely. Table foods will be served as follows:

Morning Snack	6:45 a.m.
Breakfast	7:30 a.m.
Lunch	11:30 a.m.
Snack	3:00 p.m.

Infants may go outside daily, weather permitting.

Updated 2020

Toddlers

Our goal is to provide a safe, nurturing environment while giving the highest level of care and attention to each individual toddler. We will build strong relationships with families giving you peace of mind while you are away from your toddler.

Toddlers learn through play and doing. Teachers will offer various activities and tasks to toddlers throughout the day. Four areas of development are focused on during your toddler's day.

- Social & Emotional development: Personal connections, feelings about self & relationships with other children (ex. find out what they can do by making choices, respond to you when they hear their name called, wipe dolls face saying "don't cry")
- Communication & Language: Understanding and communicating toddler talk (ex. understand simple directions, sing simple songs, ask questions related to a story)
- Cognitive development: Exploration and problem solving, how children explore and figure things out (ex. shows beginning understanding of concepts such as size, coloring and matching, empty cabinets & shelves)
- Physical development: Movement & coordination (ex. walks backward to pull toy on wheels, pull down zipper on jacket)

Conferences; will be offered twice a year providing a written assessment of the observed physical, cognitive, communication & language, and social and emotional development of your child. This assessment will go in your child's file.

We offer toddlers a variety of activities utilizing varied materials and equipment. The materials and equipment used to provide many activities may be indoor as well as outdoor. The activities are designed in a manner to be consistent with your child's cultural background. Toddler activities may be quiet & active as well as teacher directed and child directed. (Ex. sandbox play, exploring textures, tumbling, nap time, ring around the rosie, singing and many more)

Morning

6:30 a.m. -11:30 a.m.

Breakfast (7:30 a.m.)

Block

Sensory

Science

Cooking

Art

Teacher directed activities

Outdoor play (10:30-11:30am)

Lunch

Story time

Afternoon

2:30 p.m. -5:30 p.m.

Dramatic Play

Music

Language

Physical

Child directed activities

Learning Centers

Snack (3:00 p.m.)

Outdoor play (3:45-4:15pm)

Morning snack served at 6:45 a.m.

Lunch served at 11:30 a.m.

Rest/Nap time from 12:15 p.m.-2:15 p.m.

Updated 2020

Preschool

Our goal is to provide a safe, nurturing environment while giving the highest level of care and attention to each individual preschooler. We will build strong relationships with families giving you peace of mind while you are away from your preschooler.

Preschool children learn through play and self discovery. Teachers will offer various activities and tasks to preschool children throughout the day. Four areas of development are focused on during your preschooler's day.

- Social & Emotional development: Personal connections, feelings about self & relationships with other children (ex. say thank you after a friend helps them, call a teacher to help get a turn at the sensory table)
- Communication & Language: Understanding and communicating toddler talk (ex. ask questions to keep a conversation going, talk to a friend about a birthday party the next day)
- Cognitive development: Exploration and problem solving, how children explore and figure things out (ex. be curious about everything they see, try to zip jacket and asks for help when it gets stuck)
- Physical development: Movement & coordination (ex. walk on tiptoes for short distance, use fork relatively well)

Conferences; will be offered twice a year providing a written assessment of the observed physical, cognitive, communication & language, and social and emotional development of your child. This assessment will go in your child's file.

We offer preschool children a variety of activities utilizing varied materials and equipment. The materials and equipment used to provide many activities may be indoor as well as outdoor. The activities are designed in a manner to be consistent with your child's cultural background. Preschool activities may be quiet & active as well as teacher directed and child directed. (Ex. story time, block play, weather wheel, coloring, ride-on bikes)

Morning

6:30 a.m. -11:45 a.m.

Breakfast (7:30 a.m.)

Block

Sensory/Sensory

Math

Cooking

Art

Teacher directed activities

Story time

Outdoor play (9:30-10:30)

Quiet activities

Afternoon

2:45 p.m.-5:30 p.m.

Dramatic Play

Music

Language

Physical

Child directed activities

Story time

Learning centers

Snack (3:00 p.m.)

Outdoor play (4:15-4:45pm)

Quiet activities

Morning snack served at 6:45 a.m.

Lunch served at 11:30 a.m.

Rest/Nap time from 12:45 p.m.-2:45 p.m.

Updated 2020

Pre-K/School-age

Our goal is to provide a safe, nurturing environment while giving the highest level of care and attention to each individual child. We will build strong relationships with families giving you peace of mind while you are away.

Pre-K/School-age children will participate in games, be engaged in various activities while having the opportunity to complete homework. Teachers will offer various games and activities to challenge children throughout the day. Seven areas of development are also focused on:

- Social development: friendship, trust,
- Language & literacy: reading, writing
- Mathematical thinking: addition, subtraction, problem solving
- Scientific thinking: earth, space, nature, weather
- Social Studies: maps, locations,
- The Arts: creative projects, art, building
- Physical development: fitness, nutrition

Conferences; will be offered twice a year providing a written assessment of the observed social, language & literacy, mathematical, scientific, social studies, the arts and physical development of your child. This assessment will go in your child's file.

We offer pre-k/school-age children a variety of activities utilizing varied materials and equipment. The materials and equipment used to provide many activities may be indoor as well as outdoor. The activities are designed in a manner to be consistent with your child's cultural background. School-age activities may be quiet & active as well as teacher directed and child directed. (Ex. basketball, twister, karaoke, gardening, homework)

Pre-K

Morning

6:30 a.m. -12:45 a.m.

Breakfast (7:30 a.m.)

Music

Language

Science

Cooking

Physical

Teacher directed activities

Story time

Outdoor play (8:15-9am & 12:15-1pm)

Afternoon

2:45 p.m.-5:30 p.m.

Dramatic Play

Block

Sensory

Art

Child directed activities

Story time

Learning centers

Snack (3pm. SA-after school 4 p.m.)

Outdoor play (4:45-5:30pm)

Bus times:

Falcon Ridge

St. Wenceslaus

8:45am-pick-up

No pick-up

3:45pm-drop-off

2:45pm-drop-off

Morning snack served at 6:45 a.m.

Lunch served at 11:30 a.m.

Rest/Nap time from 12:45 p.m.-2:45 p.m.

Updated 2020

Updated 2020

School-age

Morning

6:30 a.m. -8:30 a.m.
Breakfast (7:30 a.m.)
Games
Outdoor play
Social time
Bus @ 8:45am

Afternoon

4:00 p.m. -5:30 p.m.
Snack
Child directed activities
Outdoor play
Learning centers

Summer Schedule

Morning 6:30 a.m.-11:00 a.m.

Social development
Language & literacy
Mathematical thinking
Scientific thinking
Social Studies

Afternoon 1:30 p.m. -5:30 p.m.

Centers
The Arts
Outdoor play

Summer Meals

Breakfast served at 7:30 a.m.
Lunch served at 11:30 a.m.
Snack served at 3:00 p.m.

Summer Nap/Rest

Quiet time from 1 p.m.-2 p.m.

Staffing Patterns for Memories & Milestones Academy

1st Teacher
2nd Teacher Aide
3rd Teacher Assistant
4th Teacher Aide

Above list the minimum requirements-Memories & Milestones Academy staff patterns may exceed this requirement.