

Child Care Program Plan

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 by all at any time.

Department Human Services (DHS)-Division of Licensing has licensed Memories & Milestones Academy for 73 total children:

Infants (6 weeks-15 months) 8 Ratio 1:4

Toddlers (16 months-35 months) 17 Ratio 1:7

Preschool (31 months-September prior to entering Kindergarten) 27 Ratio 1:10

Pre-K/School-age (September prior to entering Kindergarten-12 years) 21 Ratio 1:10

Employee schedule patterns

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

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

Supervision

Employees will supervise children with in ratios at all times when child/children are in our care (both indoors and outdoors).

Parents/Guardians will always supervise your child/children while you are present (including in the parking lot).

Operation Hours/Days

Memories & Milestones Academy operates Monday-Friday year-round. The Academy is open daily from 6:30 am- 5:30 pm. Our Academy will be closed the following days:

New Years Day
Good Friday
Memorial Day
Fourth of July
Labor Day

Thanksgiving
Friday after Thanksgiving
Christmas Eve
Christmas Day
1 training day per year (announced annually)

Updated 2020

Daily Schedules/Curriculum

(may include but are not limited to)

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

Conferences

We offer conferences 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. Copies are available per request. Conferences are scheduled based on each individual parent/guardian decision to participate.

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. Six areas of development are focused on during your infants' day.

Social & Emotional development: indicators focus on the ways that children indicate their needs to their caregivers, respond to stimuli, learn to self-comfort, attend to the emotions of others and copy their actions, and show likes and dislikes.

Approaches to Learning: indicators focus on the ways that infants show interest in their environment, interact with others and objects for short periods of time, begin to manage frustration, begin to generalize experiences, and recognize cause and effect relationships

Language, Literacy and Communication: focus more on the children's receptive language and beginning communication skills with loved ones and caregivers. Interactions with books and early phonological awareness are seen within the context of relationships with caregivers.

The Arts: focus is on the ways that children begin to explore their senses, and their own preferences

Cognitive Development:

Math: indicators focus on the children's beginning understanding of patterns and predictability as they anticipate familiar routines, spatial awareness as they respond to objects and sounds relative to themselves, and recognition of similarities and differences among people and objects.

Scientific thinking: indicators focus on how children observe and respond to external stimuli, show interest in exploring, and begin to recognize familiar items, people, and situations.

Social Systems: indicators focus on the ways that children make their needs and wants known, relate to others, begin to notice the sequence of routines, and recognize familiar people, toys, and objects.

Physical and Movement Development: indicators focus on the ways that children that young infants move both involuntarily and with purpose, how they begin to move through space, and how they reach and grasp and use their hands and fingers.

Updated 2020

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. Table foods will be served as follows:

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

Infants may go outside daily, weather permitting.

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 talk through daily routines/activities and will offer various activities and tasks to toddlers throughout the day. Six areas of development are focused on during your toddler's day.

Social & Emotional development: include how they are beginning to attempt new challenges, use words to express needs and emotions, to follow simple routines, and to engage in parallel play with other children.

Approaches to Learning: how they are beginning to examine the characteristics of objects, make some independent choices, handle transitions, seek out others to play and carry out play plans, pretend, and identify and communicate about problems

Language, Literacy and Communication: As toddlers grow in their capabilities to express themselves in words and phrases, vocabulary in their home languages is emphasized, both from the receptive as well as the expressive mode. Phonological awareness is seen in the ways that children engage with word play, songs and rhymes. As caregivers provide opportunities to interact with books and story-reading experiences, they help build initial concepts of print and early comprehension. Toddlers make initial attempts at writing as they scribble and draw with various writing tools.

The Arts: how they begin to explore art materials including finger paint, crayons, music, dancing and clay

Cognitive Development:

Math: are growing in their mobility and independence in exploring the environment. Therefore, the indicators focus on the imitation of counting and early understanding of one-to-one correspondence, awareness of full and empty, following simple patterns, beginning awareness of shape and place in space, and matching and sorting

Scientific thinking: the indicators reflect that they seek out items of interest, begin to use objects as tools, use simple strategies to carry out ideas, and build on past experiences.

Social Systems: include how they are noticing similarities and differences in people and themselves, show understanding of expectations and routines, participate in self care, engage in pretend play, and help put away toys.

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Physical and Movement Development: include how they are beginning to walk, climb, run, and jump, to roll, push, and throw balls, to use their hands and fingers to manipulate books, crayons, blocks, and other items, and to participate in dressing and personal hygiene

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	Afternoon
6:30 a.m. -11:30 a.m.	2:30 p.m. -5:30 p.m.
Story time	Dramatic Play
Block	Music
Sensory	Language
Science	Physical
Cooking	Child directed activities
Art	Learning Centers
Teacher directed activities	Outdoor Play
Outdoor play	

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

Meals

Breakfast served at 7:30 a.m-8am

Lunch served at 11:30 a.m.-12pm

Snack served at 3:00 p.m.

Please view Toddler Classroom Schedule

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. Six areas of development are focused on during your preschooler's day.

Social & Emotional development: focus on how children show confidence and self-direction, identify gender and self as part of a family, community, and culture, ability to make choices, verbal expression of needs and emotions, responses to changing behavioral expectations, and beginning to manage conflicts in social interactions.

Approaches to Learning: how they are beginning to examine the characteristics of objects, make some independent choices, handle transitions, seek out others to play and carry out play plans, pretend, and identify and communicate about problems

Language, Literacy and Communication: show their rapidly expanding vocabulary in the ways they can respond to adult directions and engage in conversations. They express their wants and needs more clearly and in greater complexity as their understanding of grammar and syntax grows. They show enjoyment in being read to and may read the pictures or retell the stories in books they know well. They begin to make sense of letters and print as they play with reading and writing and engage in word play with the sounds of language as they develop phonological awareness..

The Arts: focus on how children intentionally use the arts, develop the vocabulary to describe their own creations and begin to combine artistic elements.

Cognitive Development:

Math: their use of an ever-increasing vocabulary of mathematical terms to describe and make sense of their world. They recite numbers and count objects with one-to-one correspondence to higher quantities. Preschoolers identify geometric shapes and use the comparative language of measurement. Developing sorting strategies that grow in complexity and duplicating and creating patterns using various rules are skills best developed within the context of preschooler's play.

Scientific thinking: the indicators show the ways they seek to gain knowledge and formulate questions, making plans and predictions, and verbally expressing their ideas and thoughts.

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Social Systems: focus on their developing understanding of their identity and of belonging in different groups, are learning to follow rules and routines, to show interest in family culture and participate in turn-taking and negotiation.

Physical and Movement Development: focus on how children show their increasing coordination and balance as they walk, run, climb, hop, jump, and gallop, kick, throw, catch, and bounce balls, and use their hands and fingers to manipulate puzzle pieces, to draw and write, and to put on articles of clothing.

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	Afternoon
6:30 a.m. -11:45 a.m.	2:45 p.m.-5:30 p.m.
Quiet activities	Dramatic Play
Block	Music
Sensory/Sensory	Language
Math	Physical
Cooking	Child directed activities
Art	Story time
Teacher directed activities	Learning centers
Story time	Quiet Activities
Outdoor play	Outdoor play

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

Meals

Breakfast served at 7:30 a.m-8am

Lunch served at 11:30 a.m.-12pm

Snack served at 3:00 p.m.

Please view Classroom Schedule

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

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 (follows summer schedule during summer)

Morning	Afternoon
6:30 a.m. -12:45 a.m.	2:45 p.m.-5:30 p.m.
Outdoor play	Dramatic Play
Music	Block
Language	Sensory
Science	Art
Cooking	Child directed activities
Physical	Story time
Teacher directed activities	Learning centers
Story time	Outdoor play

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

Meals

Breakfast served at 7:30 a.m-8am

Lunch served at 11:30 a.m.-12pm

Snack served at 3:00 p.m.

School-age

Morning	Afternoon
6:30 a.m. -8:30 a.m.	4:00 p.m. -5:30 p.m.
Games	Child directed activities
Outdoor play	Outdoor play
Social time	Learning centers

Bus times: Falcon Ridge 8:45am-pick-up 3:45pm-drop-off

St. Wenceslaus (Public bus does pick-up/drop-off here)

Bus times are estimate and may change each year

Please view Classroom Schedule

Updated 2020

School-age Summer Schedule

Daily 6:30 a.m.-5:30pm.

Social development	Language & Literacy
Mathematical Thinking	Scientific Thinking
Social Studies	Outdoor play
Community field trips	In-house fieldtrips
Centers	Outdoor play
The Arts	

Quiet time from 1 p.m.-2 p.m. (no naps during summer months)

Meals

Breakfast served at 7:30 a.m-8am

Lunch served at 11:30 a.m.-12pm

Snack served at 3:00 p.m.

Please view Classroom Schedule

Updated 2020