

# Typical Day at a Glance In Preschool

## Building Blocks (3 year olds)

### Welcome and Free Play

An opportunity to explore materials

### Circle Time

Songs, games, group activities, calendar, stories, cooking and music, classroom helper, "It's all About Me"

### Centers Exploration

Use of a wide variety of materials and manipulatives in small groups with attention to content areas and thematic study and social interaction

### Snack

*Snacks provided by families and is available during free play time and center time*

### Outdoor/Gym Time

Running, sliding, swinging, digging & biking (group games in the Gym when weather prevents outdoor play)

### Closing

Discussion of the day's highlights and upcoming events, say goodbye to friends

## Stepping Stones (4-5 year olds)

### Welcome and Free Play

An opportunity to explore materials

### Class Meeting

Discussion about themes and ideas, areas of exploration, group projects, daily planning, calendar, activities, adopted Grandparents visits

### Centers Exploration

Use of a wide variety of materials and manipulatives in small groups with attention to content areas and thematic study and social interaction

### Snack

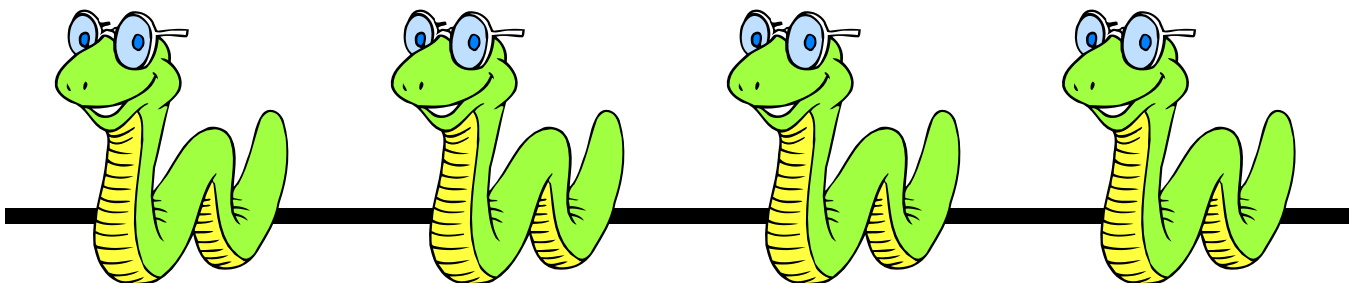
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### Outdoor/Gym Time

Running, sliding, swinging, digging & biking (group games in the Gym when weather prevents outdoor play)

### Closing

Discussion of the day's highlights and upcoming events, say goodbye to friends





# A "Typical day" in the Building Blocks Classroom

## **Greeting and free choice time 8:45-9:05/11:30-11:50**

At the start of class, teachers will open the doors and invite everyone inside. Coats should be placed in the coat bin next to the cubbies in the hallway, and parents need to sign their child in at the parent information counter inside the classroom. As children come into class, they are greeted and given time to explore the room and play with friends.

## **Circle Time 9:05-9:35/11:50-12:20**

We meet on the ABC rug. Each child is given a 'special letter' to sit on throughout the year. We begin each day by choosing a 'helper' and go through the helper jobs – talking about the weather, choosing a number fish, and completing our calendar.

For the remainder of circle time, we read stories and participate in fun activities to reinforce our theme – we dance, play games, enjoy using the felt board, and do group projects. Every day includes time to sing, and lots of movement!

## **Center Time 9:35-10:25/12:20-1:10**

At this time, kids are encouraged to explore all areas of our room. We use multiple centers that reinforce our themes, build on beginning skills, and encourage play. Craft activities are a constant and include a variety of materials that change each day. Our block area is always open, as is our dramatic play area and explore-it-corner. In these centers kids get to work with peers to build, create, play, and explore, encouraging learning in a multitude of ways. The materials in these centers change monthly. Our sensory table is out almost everyday, and may be filled with anything from sand to water, shaving cream to pudding.

Snack is included as a center and is a choice. Kids wash their hands, find their name tag, and sit down at our snack table. When they finish they clear their spot and go back to exploring our room.

## **Clean Up 10:25-10:30/1:10-1:15**

Everyone works together to get our room back in order!

## **Letter of the Week 10:30-10:40/1:15-1:25**

Using the Zoophonics program, we introduce a new letter each week. The letters are introduced as an animal, along with the sound it makes, its shape, and three things that begin with that letter. Our goal is to introduce the kids to the idea that print has meaning, an important step in the early reading process. We also read a story that features the week's letter.

## **Outside time 10:35-10:55/1:20-1:40**

We try and go outside whenever possible. We use the playground area, which includes some sand toys and trucks. At times we also enjoy the sand volleyball area in the back of the rec center. Here we can play in the sand, use chalk to draw on the pavement, or play games. If the weather is bad, we will go to the gym and play basketball, ride scooters, enjoy other sports equipment, or play games.

## **Closing 10:55-11:00/1:40-1:45**

We talk about our day and sing our 'Good-bye' song. We will open the door to invite in our parents. Children all need to be signed out, and cubbies should be checked everyday for projects or information.



# A "Typical" Day in the Stepping Stones Classroom

## **8:00 Teacher Classroom Set Up / 11:00 Teacher Lunch and Set Up**

Our teachers have to set up and break down the room each day. This includes moving furniture, storing supplies, setting up activities and preparing for the day. The teachers also unload materials through the back door during this time. We ask that you wait in the lobby for class time, not in the hallway.

Our teachers have a half hour each day to eat lunch and prepare for the later class.

## **8:15/11:00 Sign In, Question of the Day and Free Play**

When the children arrive at Stepping Stones they should choose a cubby and place their tag in it. Then they should enter the room, answer the Question of the Day and get involved in Free Play activities. Free Play activities include use of a variety of building materials, manipulatives, dramatic play activities, science and art explorations. The children are free to do what they choose and can request materials that interest them, too.

## **9:00/11:45 Clean up and Morning Meeting**

Morning meeting is a whole group time where we share ideas, have discussions, read stories, sing songs, play games, and participate in whole group explorations and experiences. On Wednesdays, we work in our journals during meeting too.

## **9:35/12:20 Recess**

The class generally visits the playground, the sand pit or the gym daily, sometimes for organized group games, sometimes for free play, and sometimes for specially planned activities.

## **10:00/1:15 Centers**

The children are introduced to the center activities and use their planning tags to plan their day and navigate the room. Center activities are generally more focused and structured than Free Play activities, but there is some overlap! Initially, children visit only the centers that interest them and spend as much time as they would like; as the year progresses, we encourage the children to try all the centers and help them "manage their time" so that they have an opportunity to visit each center each day.

## **10:50/2:05 Clean up and Closing**

Children participate in cleaning up the room, and then meet in the meeting space for a quick closing activity and good bye.

## **11:00 Teacher Clean Up, Set Up, Lunch / 2:15 Classroom Clean Up**

Teachers clean up from the earlier class, set up for the 11:30 class and have lunch. Teachers remain in the classroom to do a final clean up, lock up materials and shelving and close the classroom for the day.

These are a busy, important part of the classroom maintenance and teacher work time so children need to be picked up from class on time each day.

## Children's Adjustment to Class

Entering a new group of children and adults may be temporarily upsetting to a child which, in turn, may bring about feelings of guilt or doubt in their parents. These feelings are perfectly natural. And, while it may take time for a child to feel completely comfortable in a new environment, it will happen. Some children will run right into class with a hurried good-bye to parents. Some of these parents may feel emotions that the child doesn't need them anymore, and this is certainly not the case. Parents should respect their child's independence and say good-bye and let the child know that they will return later.

### Suggestions for families who are having a slower adjustment :

- Talk with the child's teacher, sharing any information that will help make the transition easier.
- Talk positively and enthusiastically about the class and teachers with the child. It is important that the child sense that the parents like and trust the teachers.
- When arriving to class, the parent could take a moment to get the child settled in, interest him/her in a toy or activity and tell him/her that they are going now, but that they will be back later. Once the good-bye has been said, parents should promptly leave the classroom. Good-byes should be kept short and simple. It is not recommended to "sneak out" while the child isn't looking. He/She may soon discover the unexplained absence and feel betrayed or abandoned. By being open about "good-byes", parents will help their child develop the confidence and trust that the parent will return.
- Crying when a parent leaves is not unusual of a young child. In most cases, crying stops shortly after the parent is out of sight. Trust that the staff will try to comfort your child until he/she is ready to join their new friends. Some children may not want to be comforted by the teachers (in some cases it can even make the child more agitated); in this case, teachers will let the child have their own space and the teacher will keep an eye on them from a distance. Teachers will encourage participation in the class, but will never force participation. The goal is for the child to gradually feel comfortable in their new environment– the child may choose to play independently or watch from the perimeter of the classroom.
- Parents shouldn't "peek" through the classroom window as children are aware of this and will have a difficult time moving away from the door and joining their classmates. If the child is in Building Blocks or Stepping Stones, parents may call the classroom phone to check on their child. If the child is in Twoodles and is extremely upset and not calming down, a teacher will bring the child to the parent if deemed necessary for the well being of the child or safety of the other children in the class.
- Parents are encouraged to have open communication with teachers to discuss strategies. Parents should inform teachers if there have any changes at home like a new baby, visitors, death in the family or anything else that may disrupt the daily activities at home.





## Building Blocks Snack!

\*In the Building Blocks classroom, snack is a time for kids to sit together and eat. They learn table manners, independence in serving themselves, and responsibility in cleaning up their own messes. Emphasis is on the experience and learning opportunities rather than the food, and the snack itself is kept simple.

\*We do an open snack, meaning kids may make a choice to have or not have snack during our center time. Coming to the snack center is a multi-step process, helping kids learn how to follow directions. The kids are able to get the routine down fairly quickly, but teachers are always available to help as needed. Our snack directions are:

Wash hands with soap and water and dry off with a paper towel.

Find your snack tag on the red paper and move it to the green paper, signaling that you have had a turn at the snack center.

Take a snack bowl and a cup of water and sit down at the snack table.

When you have finished snack, throw your trash away.

\*Licensing and health department rules dictate what foods can and cannot be served and we appreciate your help in following these. We will be asking that parents sign up to bring a large box of a specified item to be eaten throughout the month.

\*Parents will be asked to bring in items for our snack 2-3 times throughout the year. The sign-up sheet will be hanging on the snack board above the sink.

\*You may bring birthday treats to share with the class on your child's birthday, but they need to be pre-packaged and not made at home. Mini-cupcakes or muffins (one per child) are preferred.

\*Please do not bring sippy cups or water bottles to class. Cups for water are provided as needed.

\*Please do not bring food from home unless there is an allergy or dietary restriction. If that is the case, please speak with the teachers.

Thanks!

# Stepping Stones Snack Information

Thank you for providing snacks for your preschooler and their classmates!

On the days you bring snacks, please provide enough snacks to feed **15** children!

Please bring snacks into the classroom at drop off and “assemble” it on the top of the snack cart. We ask that you keep snacks simple and bring in a bowl or a platter to serve it from. Snack is served “open” style so children will have snack during free play or centers time and will serve themselves the designated portion. We do limit preschoolers to one snack daily. Snack is a nice, social, comfortable time for preschoolers, but we make an effort not to emphasize snack or let snack interfere with other parts of our daily schedules, so please feed you preschooler breakfast or lunch before coming to class.

## New Approved Snack Ideas and Restrictions

**No snacks that contain nuts of any kind or that are manufactured in plants with nuts.**

Check packaging on granola bars, cookies, etc.

**All snacks must be store-bought and store-packaged.**

Goldfish or other simple crackers in any flavor, pretzels, graham crackers, pirate or veggie bootie, basic cookies, granola bars

**Fruit and vegetables must be purchased cut and packaged. We cannot serve fruit or vegetables that are cut in individual homes.**

We suggest grapes or berries, baby carrots or carrot chips, clementines (children will peel themselves), cherry tomatoes, or small apples. Please do not wash and cut fruit/veg prior to arrival and do not bring in fruit that needs to be cut before serving!

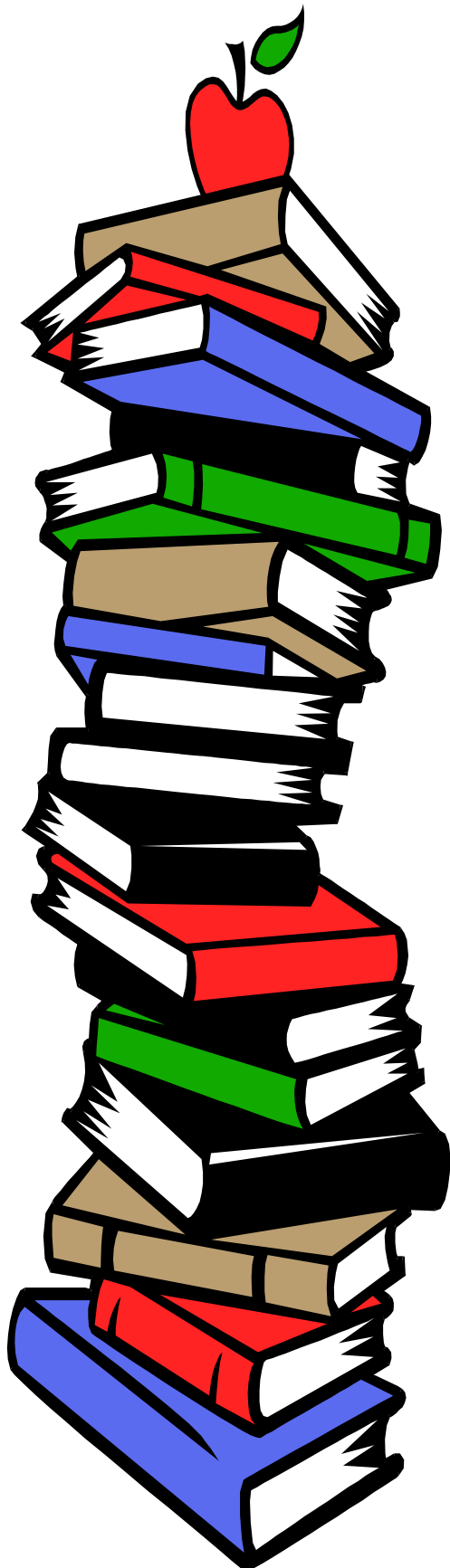
**No juice (including boxes and pouches), perishable items, including yogurt and cheese, or candy-like items (fruit snacks, candy)**

Cups for water are provided and available during class.

**We are unable to serve any homemade goods including special treats for birthdays and holidays.**

All baked goods must be store-bought and in store packaging.

Thanks!



Dear Building Blocks & Stepping Stones Families,

As we welcome you into our program, we would like to introduce you to two programs that we participate in: Scholastic Books and Grand Rabbits Bunny Bucks.

The Louisville Recreation Center Building Blocks and Stepping Stones programs participate in the Scholastic Book Club because it affords us the opportunity to help families establish and build their children's home libraries at a low cost while also providing us with an opportunity to order books for our classrooms at no cost.

The September Catalog will be available at the Open House for your family. Please take a minute to look it over. If you are interested in purchasing any of the books, just fill out the back order form and return it to your child's teachers with a check for the total amount made out to Scholastic Book Clubs.

You may also shop online with Scholastic <http://www.scholastic.com/clubsordering> Create your own account with your own username and password. Then link your account with ours as prompted using the class activation code **GW3BG**.

When your books arrive, your child's teacher will put them in his/her cubbie. Stepping Stones and Building Blocks are credited points for every purchase you make and the points are used to order books for our program. By building your library at home, you also help to build your child's school library!

Scholastic comes out with a new catalog every month or two and you will get a copy of it in your child's cubbie. You are under no obligation to order books from Scholastic and there is no ongoing commitment. We just ask that if you are purchasing books for your family, that you consider buying them through our program and Scholastic.

Bunny Bucks at the Grand Rabbits store is another program in which we participate. If you are doing any shopping at their stores, please mention our program at time of check out and we will receive points for your purchase. Twice a year, they issue Bunny Bucks based on the number of sales associated with our program and we may use them to purchase supplies for the classroom. Our program is listed as Louisville Recreation Center Preschool.

Thank you and Welcome!

*Lana Fauver*

Stepping Stone Teacher  
Program Director

 SCHOLASTIC

