



## 3-5 YO DAILY SCHEDULE (NO FIELD TRIP DAYS)



Camp Day Schedule	Building Logistics	Family/Campers Do	Team Members Do
<p><b>8:00 am</b></p>	<p>Doors Open</p> <p>All families enter (flexible drop off that works for your family, it's summer!)</p>	<p>Sign in *make sure your camper has on adequate sunblock!</p> <p>Go to classrooms</p> <p>Pack away and put a name label on the cubby used</p> <p>Talk to the team members and learn names</p> <p>Let team members know any special information you may want to share</p> <p>Write any important information in the Team Communication Log on top of the cubbies</p> <p>Play at table toys center or read at carpet</p> <p>Participate in morning meeting</p> <p>Go to the bathroom</p>	<p>Put materials out at table toys centers and make books available</p> <p>Receive campers &amp; greet families</p> <p>Help pack campers' belongings away</p> <p>Share names</p> <p>Engage children at table toys</p> <p>Lead morning meeting</p> <p>Review the allergy list</p> <p>Lead a bathroom break</p> <p>Take attendance &amp; submit</p> <p>Check allergy lists</p> <p>Transition campers to breakfast</p>
<p><b>9:00 am</b></p>	<p>Breakfast</p>	<p>All groups meet in the cafeteria</p> <p>Eat breakfast of talk to peers if not hungry</p> <p>Bathroom break</p>	<p>Monitor children eating and encourage children to eat what they are comfortable with</p> <p>One person standing at foot of table, others spread between children</p> <p>Talk to children about what is on the menu</p> <p>Ensure children who have allergies are sitting in appropriate places</p> <p>Lead bathroom break</p>



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<p><b>9:45 am</b></p>	<p>Outdoor Time</p> <p>Special Class</p> <p>Performer</p> <p>Center Time</p>	<p>Review playground rules</p> <p>Engage in special class</p> <p>Engage in performance</p> <p>Engage in center time</p>	<p>Talk to children about reapplying sunblock/put on hats and grab water bottles</p> <p>Transition campers Encourage and engage in center time</p> <p>Actively monitor the playground</p> <p>Monitor for overheating of children, sunburn, and heat/sun related issues</p> <p>Take children to the bathroom</p> <p>Monitor for safety</p> <p>Bring playground equipment and toys outside and back in when done</p> <p>Engage in activities and support the children and specials teacher</p>
<p><b>12:00 pm</b></p>	<p>Bathroom break</p>	<p>We ask every camper to try!</p>	<p>Encourage every child to participate</p>
<p><b>12:15 pm</b></p>	<p>Lunch</p>		<p>Ensure children who have allergies are sitting in appropriate places</p> <p>Monitor children eating and encourage children to eat what they are comfortable with</p> <p>Monitor for safe eating and seating</p> <p>Talk to children about what they are eating</p> <p>Go to the bathroom after lunch</p>



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<b>1:00 pm</b>	Rest Time	All 3 & 4 yo children rest their bodies/sleep  5 yo children and up do activities	Team members read a book to the children to transition to rest time  Quiet music is playing  Cover children with blankets and do tuck in phrase, "snug as a bug, rest well"  Team members monitor for children not sleeping in 20 minutes and offer quiet activities at mats  Sit near children on floor if needed for sensory support.
<b>2:50 pm</b>	Bathroom Break  Put Mats Away	We ask all campers to try!  Pack away belongings	Monitor bathrooms  Manage children who are waiting or are finished  Ensure hands are washed  Ensure all children's belongings are packed in their cubby
<b>3:10 pm</b>	Snack	Enjoy	Ensure children who have allergies are sitting in appropriate places  Monitor children eating and encourage children to eat what they are comfortable with  Monitor for safe eating and seating  Go to the bathroom after snack
<b>3:40 pm</b>	Special Class  Performer  Center time  Clean up time  Weekly theme read aloud	Engage in special class  Engage in performance  Engage in center time  Clean up all play spaces	Transition campers  Encourage and engage in activity with children  Take children to the bathroom  Monitor for safety



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			Engage in the special classes/performances and support the specials teacher
<b>5:15 pm</b>	Outdoor time *weather permitting  Dismissal	Play responsibly and have a blast!  Take all belongings home unless you are coming back the next day (everything home on Fridays)	Talk to children about reapplying sunblock/put on hats and grab water bottles  Transition campers  Actively monitor the playground  Monitor for overheating of children, sunburn, and heat/sun related issues  Take children to the bathroom  Monitor for safety  Bring playground equipment and toys outside  Double check classrooms for cleanliness  Leftover materials taken to the lost and found Lunchboxes must be emptied