

# **STAY and PLAY Classroom Routine and Participation Responsibilities**

Remember: While this is a general routine of our day, our schedule is always FLEXIBLE! 😊

## Preparation Time 9:15

Participating parents arrive to assist with classroom set-up. At this time we will prepare the easel with paper and paint, the sensory table with its contents, the activity tables with materials for the day, as well as check snack and bathroom supplies and set up any equipment needed. This is also the time we will go over the day's plans so you will be familiar with the centers and the planned flow of the day. If you are Snack Parent, you may get your snack prepared (if able), supplies, etc. Please be prompt on your participating days. We work as a team and need those few minutes to get organized.

## Arrival 9:20-9:25

Students enter the classroom when the door is opened and STAY and PLAY-mania begins! I will welcome everyone at the door and send everyone to our circle area for a very brief circle time.

## Circle Time 9:30-9:35

We will say "Hello", have a brief introduction to the day and then begin our morning's free play time.

## Free Play 9:35-10:20

This is the time for the children to explore and discover on their own. We want to encourage curiosity in the world around them as we: introduce them to skills they need to begin developing at this age, encourage (not force) them to experience a variety of activities, and practice their forming social skills. We need to praise and encourage cooperation and offer positive direction when needed. Activities will be out that promote adult/child interaction...do activities with the children or start an activity and ask others to join in. I will roam from room to room to oversee and observe activities. Be sure that no child is ever left unattended.

## Clean-up 10:20-10:25

I will give 5 minutes notice before time to clean up by flashing the lights. The Snack Child will ring the bell when it is time to clean up. As a whole, we will work together to tidy the room to its cleaned-up state...toys away, sensory table closed and swept around, paint brushes and paints removed from easel, playdoh put away, blocks picked up, housekeeping corner straightened, and markers and writing supplies put away.

Encourage cooperation and praise effort as the children assist in the clean up. Parents assist and direct children to specific items to be picked up, so the task is not so overwhelming. Then everyone should join in the Circle Room for a brief Circle time.

When all the children are settled the Snack Parent (child can help) can begin readying the tables for snack. The table must be wiped clean with cleaning solution and paper towels. Set out place mats & napkins, snack food, and cups with water. Be sure to set a place for the adults at the table also. When the snack preparation is complete the parent (and child) should join the group for the remainder of the circle activities.

Circle Time, Handwashing 10:25-10:40

This is a time of sharing and discovery together. We will gather on the floor in the Circle Room. I will read a story, use pictures, flannel board, calendar, finger plays, songs, etc. to engage and teach the children. Adults need to assist in gathering the children. No pressure, please, as some children prefer to observe at first. Parents have fun and join in the activity, as the children will look to you for example.

The children will be dismissed from the CIRCLE activities in small groups to wash their hands. Adults should assist the children at the sink to wash their hands with warm water and soap.

Snack Time 10:40-10:50

When everyone is seated we will say our Snack Verse and then begin enjoying our treats. While snacking, encourage conversation and proper table manners. Scheduled participating parents can stuff folders with mail/artwork from the mailboxes.

Outside Play 10:50-11:00

The teacher and adults will supervise outside play activities.

Dismissal 11:00

Be sure to get the mail in your child's mailbox, which will often contain important information and special work from your child!

**IMPORTANT:** It is the responsibility of the assigned Participating Parents to take care of clean-up for the class. Participating Parents can begin cleaning up during clean up and/or snack time, if the children are comfortable with that. Otherwise, clean up needs to be done after class. Any additional help from other parents is always appreciated! 😊