

# Campus Kids Suffolk Kids' Cottage Children's Learning Centers

## Parent Handbook







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#### Welcome

Welcome to the Children's Learning Centers at Suffolk County Community College. Our mission is to provide convenient, high quality, affordable children's programs in a safe, stimulating, caring environment with flexible scheduling to meet the needs of each family. This handbook was designed to help parents become familiar with our philosophy, policies and the organization of our centers.

The Centers are not-for-profit and licensed by the Department of Social Services under the auspices of the Suffolk County Community College Association and the Office of Student Services. Our centers are accredited by the National Association for the Education of Young Children (NAEYC). They are supported through user fees, SUNY grants, funds from the College fee, fund-raising activities, and services provided to us by the College.

The Centers are equipped with fire alarms and meet New York State building and fire codes and Health Department regulations.

Our goal is to offer a program of daily activities designed to enhance the physical, emotional, social, and intellectual well-being of each child and to foster peace of mind for students and parents so that they may attend school (or work) comfortably, knowing that their child is safe and close at hand. Most importantly, we want you to know that we recognize that you have entrusted us with your most precious gift, your child. Parents are welcome to visit the center whenever they wish.

We ask you to take some time to read through this Parent Handbook and become familiar with the information. We have tried to include answers to questions you may have. You can use the handbook as a reference for our policies and procedures. This book plus additional information is available on the College web site under "student services". If you have any additional questions, please contact the director at Campus Kids on the Selden Campus at 631-451-4388 or the director at Suffolk Kids' Cottage on the Michael J. Grant Campus at 631-851-6517.

## **Philosophy**

A good early childhood program is one that meets the child's total developmental needs (i.e., physical, intellectual, social, and emotional) at his or her own level, at his or her own pace, and in a family-like atmosphere that is clean, safe, and nurturing.

The Children's Learning Centers take the approach that children learn by doing. We provide learning opportunities through various multi-sensory learning and interest centers that use carefully selected equipment and cognitively focused educational materials. Children are encouraged to develop habits of observation by learning to create, question, listen, experiment, make discoveries. express their feelings, and make decisions. Learning happens incidentally and informally. We believe that the process of learning is more important than the product. Thus, we make an effort to continually challenge the children with specific learning experiences which also allows for individual interests and abilities to emerge. We take a positive approach in providing a non-sexist. non-violent and non-authoritarian environment. We hope that each child will become independent and learn how to solve problems while expanding his or her readiness skills. By providing social experiences and emotional support, children will develop positive self-esteem, self-confidence and independence. Staff members foster this by quiding them through activities, that support their efforts, allowing them to take risks and learn from their mistakes, and encourage them to achieve accomplishments on their own.

We have a strong commitment to multi-cultural, anti-bias care and education that promotes respect for all people regardless of differences in race, culture, sexual orientation, language, socio-economic level, age, health, physical and mental ability, religion, political views or family structure. As part of our educational philosophy of respecting each child's culture and background, the centers have the wonderful opportunity to not only affirm children's identities, but also further explore and celebrate a wide variety of cultural, racial, and ethnic differences.

Our teachers are always nearby to lend support, answer questions, offer challenging statements, and make suggestions in keeping with each child's current level of achievement, interest, ability and need. We recognize that a positive self-image and the role it plays in fostering competence, creativity, dignity, and a sense of trust are important lessons a child can learn. If we can accomplish the above we believe that we will meet the desired outcomes for our families and their children

#### Curriculum

When a parent enters the Center, he or she will notice that the classrooms are arranged into learning centers. Our learning centers include family living, blocks, library, discovery, manipulative, music, creative art and an outdoor area. Each center is filled with materials that enrich the child's experience in ways that are not always evident at first. For example, when children play with blocks we often think that they are just stacking objects. Children are actually developing large and fine muscle control, visual discrimination, logical thinking and problem-solving skills. They are learning math, science, and socializing with other children. Often when a parent asks a child what he or she did in school, a response might be, "I just played". Feel good in knowing that play means developing readiness concepts, and promoting social and emotional development. language skills, fine and gross motor coordination, sensory motor abilities, perceptual skills and conceptual skills. These skills are presented to the children through various experiences.

The centers use "the Creative Curriculum" by Dodge, Colker and Heroman. Activities will be developmentally appropriate and challenge children's thinking as they start to understand written and oral language concepts. Children will be exposed to language through reading, writing, singing, experience charts, and cooking.

## Registration

The centers will accept children of Suffolk County Community College students, faculty, staff, alumni, and community residents. The centers do not discriminate on the basis of race, color, religion, sex, age, marital status, sexual orientation, national origin or handicap. Children must be toilet trained upon entering the three year-old or pre-school room. Children may finish their kindergarten school year while attending the center.

The centers offer both a full day and a flexible scheduling option so that parents may select hours that best suit their needs. Note, however, that there is a three-hour daily minimum requirement, a weekly minimum of nine hours, and a two day weekly minimum. The hours between 9:00 a.m. to 1:30 p.m. are considered peak time. The child's schedule is determined at registration and will continue in effect until the end of the semester. Parents may not drop hours after the first 3 weeks. No credit is given for absences or illnesses. You may request extra time in advance. We will try to honor your request. A change of schedule must be approved in advance by the director. **Drop-in care is not available**.

Registration continues year round until enrollment has reached capacity. Since the centers are filled on a first-come, first-served basis, it is strongly suggested that you register your child as soon as you have registered for classes. Returning children will be given priority at pre-registration. Children of students are given priority during registration. We are sensitive to the fact that special situations may arise. We try to consider requests on a case-by-case basis.

## **Hours of Operation**

<u>Campus Kids Children's Learning Center:</u>
<u>Ammerman Campus:</u> 7:30 a.m.-4:00 p.m.
when day classes are in session\* (all sessions)

Suffolk Kids' Cottage Children's Learning Center: Michael J. Grant Campus: 7:30 a.m.-4:00 p.m. when day classes are in session\* (all sessions)

\*Hours are subject to change depending on student need.

## **Arrival and Departure Procedures**

All children must be brought in to their classroom by their parent/ guardian. The parent must sign the child in upon arrival and sign him or her out upon departure. **This procedure is very important for attendance records and safety measures in emergencies.** Although parents are often in a rush, please remember to let the teacher know you have arrived and to say good-bye to your child!

Parents are expected to adhere to the pre-arranged schedule approved by the director. If a child arrives early and/or is not picked up on time, a late charge will be assessed (\$10.00 for every 15 minutes or part thereof)! If a parent is habitually late, he/she will be asked to leave the center. In addition, if the parent is late and has not called the center, the teacher will contact the names on the emergency list (after one-half hour). If these contacts cannot be reached, and it is one-half hour past closing time the teacher will call Child Protective Services to report the situation and have the child picked up. The center assumes no responsibility for children on route to or from the center.

No child will be released to anyone other than an authorized parent or guardian designated in writing. A person unknown to the staff will be required to show picture identification. A written authorization for changes in your child's normal pick up must be recorded in the office with the director. If there is a court ordered custodial agreement or order of protection, please leave a copy on file. This will also be forwarded to security. If anyone is under the influence of any substance when picking a child, he or she will not be given the child.

## **Financial Obligation**

A non-refundable fee is due at registration.

Registration Fees:

\$35.00 Fall Semester \$35.00 Spring Semester \$15.00 Summer Session \$50.00 Supply Fee (Fall and Spring)

- Tuition due for the semester is equal to the number of hours contracted per week, times the number of weeks in the semester
- 2. Registration can only be done in blocks of one-half hour multiples. Scheduled arrival and departure time will be billed on the half hour or hour. You may pick up your child at any time.
- 3. Peak time hours are any three hours between 9:00 a.m.- 1:30 p.m. Anyone who arrives between the hours of 9:00 a.m. 1:30 p.m. is attending during peak time.
- 4. Each semester is divided into three pay periods. The first payment must be made a week prior to your child's attending classes. Subsequent payments are due on the first of the following two months (October- November- for the fall semester and March-April for the spring semester).
- 5. There will be a \$15.00 late fee charged for any payment not made within one week of the due date
- 6. There will be a \$15.00 fee charged for returned checks.

- 7. If a child is picked up later than the scheduled time, there is a \$10.00 late fee for every 15 minutes or any part thereof!
- 8. No refund or credit will be given for days missed or hours not in attendance or for withdrawal before the end of the semester. Parents are responsible for the entire sum contracted. There are no exceptions to this policy. There are no makeup days for illness or reduction in tuition for non-attendance. (The refund policy follows the College refund policy as stated in the College Catalog. There is no refund after the first three weeks of the semester).
- 9. Awarded financial aid over the amount requested for tuition and fees may be used to pay child care tuition. Only financial aid posted on the College system may be deferred. Excess financial aid awards may be used to pay for child care tuition after all college fees are paid. All paperwork **must** be on file the first day of the semester.

## **Health Policy**

The goal of the centers is to maintain the health and safety of all children. A nurse visits once a month

Each enrolled child is required to have a complete current physical examination prior to admission, with a complete list of immunizations. It must show that the child has been immunized, appropriate to age, as mandated by the Board of Health for school entrance and is free of communicable disease. The centers are not approved to administer medication. Parents must notify the center should their child be diagnosed with any communicable disease. rash or infestation. All parents will be informed in writing about any unusual type of communicable disease to which their child was exposed including symptoms, incubation periods and other information about the disease. Children who are under immunized will be excluded from the program until a doctor's approval is given and a make up schedule of immunizations is submitted. Parents must inform the center about any health care needs of their child and keep the center up to date. Written documentation may be required from the doctor. Health records will not be shared with any other agency, doctor or person without written consent from the parent. All health information is kept confidential under HIPPA regulations. All children's medicals are shared with your child's classroom staff.

Children are checked daily upon arrival by the staff for health problems. Parents are asked to keep their child home if he or she shows symptoms of illness. If a child gets sick while in class, children will be separated, kept comfortable, while being supervised by a caregiver. Parents will be notified of their child's illness. Children will be sent home if they are suffering from or develop any of the following symptoms:

- 1. Signs of possible illness or inability to function in a group setting.
- 2. A fever higher than 100 degrees F. The child must be fever free for 24 hours before returning to the center.

- 3. Presence or development of any type of skin rash which may be considered to be contagious, until the rash is gone or a physician diagnoses and confirms that it is not a health hazard.
- 4. Two (2) or more episodes of unexplained diarrhea in the course of a day, or diarrhea within the past 12 hours. **Child must be**
- 5. Two (2) or more episodes of vomiting which cannot be related to a non-medical reason. Child must have ceased vomiting for a minimum of 24 hours prior to their return.
- 6. Persistent cold symptoms which have affected the child in such a way as to interfere with his or her daily activities. This includes nasal drainage which is other than clear in color, any type of purulent eye drainage, or repeated episodes of sneezing or coughing which are markedly disrupting the child's day.
- 7. Presence or development of an eye, ear or throat infection which may be considered to be contagious until such time as the infection is gone or a physician determines that the child may return to school. A physician's note is necessary.
- 8. Any other symptoms which a qualified member of the staff might deem suspicious with regard to communicable diseases which are known to be prevalent at the time.
- 9. Any child who shows evidence of head lice may return after treatment as long as inspection shows she or he is nit free.

Any child sent home due to illness may not return to the center until he or she is well. If a physician designates that a child may return to school while on an antibiotic, the child must have completed a minimum of 24 hours on medication and must have a note from the physician stating when he or she may return to school and that he or she is no longer contagious.

Whenever a child has been exposed to a communicable disease (i.e., chicken pox, strep throat), parents are asked to report the situation to the director. This information is often vital to other children and their family members. If a child has been ill and absent for five days or more, he or she must have a doctor's note stating that the child is in good health before he or she can return. There are no make-up days due to illness, or reduction in tuition.

#### Medication

The Children's Learning Centers are able to offer only the administration of over-the-counter topical ointments including sunscreen lotion and diapering preparations to the children enrolled in our centers. We are unable to administer any over-the-counter medication, prescription medication, or assist a child with a nebulizer. Any child with chronic problems that qualify as an American with a Disability will be required to file a health care plan that must be approved by our Health Care Consultant. This will be required before a child may start attending school. Please allow sufficient time for approval.

## **Accident & Injury Policy**

The centers' policy is to notify parents of accidents involving their child only when medical attention is required. Minor accidents, such as scraped knees and routine bumps and bruises, are attended to by the staff. Parents who feel that is important to be notified about these minor accidents which do not require medical attention should notify the director.

When accidents or symptoms of illness occur, we will make an immediate attempt to contact you. If we cannot reach you, we will call the emergency numbers on file at the center.

In the event that a child needs immediate medical attention, the director or designated staff member will make a decision as to the best care for that situation. The caregiver who is with the child and who has had pediatric first aid training will provide first aid. This may include a call for a local ambulance or paramedics, a call to the campus Health Office and/or a call to the child's physician. The emergency facility used by the Ammerman Campus for both medical and dental emergencies is Stony Brook Hospital. The center used by the Michael J. Grant Campus is South Side Hospital. In the event that a child must be transported to the hospital, the director or a staff member will accompany the child with his or her medical records and remain with the child until the parent or legal guardian assumes responsibility for the child. Be assured that the staff will continue to try to contact you.

The staff member will complete an incident report form whenever an accident or injury occurs. The form will be signed by the parent or legal guardian. Copies will be distributed to the parent or legal guardian and placed in the child's record at the facility. Dental injuries will be given treated as an emergency. If emergency dental care is required, the same procedure stated above will be followed. A staff member will accompany the child and remain with the child until the parent or legal guardian assumes responsibility for the child.

#### **About The Staff**

All full-time staff members are experienced early childhood educators, often with a bachelor's or master's degree in Early Childhood Education, although a two-year college degree is the minimum requirement. All staff members participate in continuous programs of professional development as mandated by New York State Licensing Requirements and attend numerous conferences throughout the year. In addition to full-time professional staff, the centers have assistant teachers, student teachers and work study students from the College, as well as foster grandparents from the Foster Grandparent Agency. College students may participate in the program to meet a requirement for a course upon written request from their professor. All staff members are required to have a criminal background check and are fingerprinted for clearance to work with children in New York State.

## **Separation Anxiety**

It is quite normal for some children to experience some separation anxiety (fear) when a parent leaves. This is especially true at the beginning of a child's stay at the center. Children may approach this new experience with hesitation since they have not yet formed secure attachments with their teachers or classmates. Please be assured that the teachers and the director will assist the parent and child during this time. We will help the parent find the best way to

say good-bye for the day. Sometimes it may require that the parents stay for a little while, so that both the child and the parent will feel comfortable. If the parent has a positive feeling about leaving, this is transmitted to the child. However, if the parent is overly anxious, the youngster will sense this. Children can be prepared for the adjustment of "going to school" in several ways:

- 1. Attending Parent Orientation at your child's center.
- 2. Visit as often as necessary until you see that your child feels secure and comfortable.
- 3. Talk to your child about where you are going, what he or she will be doing, and when you will return.
- 4. Acknowledge your child's feelings and offer comfort, support, and assurance.
- 5. Always say good-bye before you leave. Good-byes build trust. Repeated good-byes strengthen the child's belief that you will return.
- 6. Upon picking up your child, take a moment to share in his or her activity. This will leave the child with positive thoughts and feelings about school.

## **Children With Special Needs**

A goal of the child care centers is to provide quality care for all children. It is recognized that young children learn and develop at different rates. Often, these differences will even out, but some children will need extra help. Free services outside of the centers are available to help your child grow and develop. These outside services (often provided by your school district) provide early identification, screening and assessment of hearing, vision, speech, physical and occupational therapies, nutrition and psychological services

Is one of the following true of your child?

- Has difficulty sucking or swallowing?
- Is too active or not active enough?
- Has health problems?
- · Has problems seeing or hearing?
- Is not talking?
- Talks differently than other children?
- Is not rolling, walking or moving like other children the same age?

If one of the above conditions exists, we may recommend that you have your child tested through the Early Intervention Program. For information, please call (Growing Up Healthy) 1-800-522-5006. Children approaching or over age 3 will be referred to their school district.

On occasion, a child may have a difficult time adjusting to his or her classroom. The director and staff will make every effort to help both the parent and child with this adjustment. We feel it is important to provide continuity for the child and moral support for the parent. At the same time, we expect the parent to make every effort to support the staff. This is important in maintaining a healthy and safe environment for all children. If a child's needs are such that he or she cannot function without causing undue stress to him or herself,

or other children, or the teachers, or his or her behavior creates harm to others, we may ask the family to make other child care arrangements.

#### **Nutrition**

The centers are approved sites for the CACFP (Children and Adult Care Food Program). We serve breakfast, lunch and an afternoon snack to all our children. All children are provided meals. No food from home is permitted. Exceptions will be permitted only with a doctor's note or religious affiliation.

We fully comply with the CACFP regulations for balanced nutritious meals and snacks, and always encourage good nutrition at the center.

All foods and beverages brought from home must be labeled with the child's name and the date. Staff members will make sure that food requiring refrigeration stays cold until served.

## **Birthdays & Celebrations**

We celebrate special occasions during the snack period. Please let the teachers know in advance if your child would like to share his or her birthday with friends at the center. We would prefer that parents send muffins, donuts or cookies made with enriched flour since this will meet the CACFP requirement. Of course, any nutritious snack would be fine. We serve only full-strength fruit or vegetable juices to the children, no punch or sugary drinks. Our teachers will add a festive atmosphere with songs, cheers and candles to make this a special day for your child.

#### Rest

Full-day children will rest for 45 minutes or more each day and may continue to rest for a longer period if they are asleep. Each-full day child may need to bring a small blanket to be kept in school. Please discuss this with the staff at your center. All infants will be placed to sleep on their back until such time they can turn over. No pillows, cushions or extraneous materials are allowed in the crib. Crib guidelines from the National Institutes of Health will be followed. Infants nap according to their own schedule. Please speak with the teacher if something happened the day before to change their regular schedule. Toddlers nap after lunch. Preschoolers may or may not nap according to their personal needs and schedules.

#### Dress

Active outdoor play is an important part of the day for the children. If your child is well enough to come to school, he or she is well enough to go outside. Children will go out in all but rainy or frigid weather. Children have the opportunity to play in the shade. When in the sun, they may wear sun-protective clothing, have sunscreen applied, or both.

Children will be working with paint, water and other messy materials and therefore, should wear comfortable clothing, suitable for a variety of activities, that can be easily laundered. Children are usually asked to participate in cleaning up after activities. Since it is important for children to use the toilet themselves and be able to dress themselves, we ask that they wear simple clothing free of complicated fastenings. We do not recommend one-piece outfits since they require a child to completely undress to use the bath-room

When you dress your child, keep in mind that there may be potential changes in the weather. Even though the sun may be out at 9:00 a.m., it might be cold and cloudy at 10:00 a.m. Provide sweaters, jackets, hats, and mittens even on the first sunny days of fall. Dressing your child with layers is helpful. It is much easier to re-

move an unwanted item than to put on something you don't have. It is the policy to always go out even in cold weather. Please dress your child appropriately.

Parents are asked to bring one extra set of seasonally appropriate clothing sized large enough to last the semester. Store clothing in a clearly marked shoe box and leave it at the center. If the child uses his or her clothing, please replace it with another set the following school day. Clogs, crocs, flip flops and sandals are not appropriate for wear at the center. Children must wear closed toed shoes.

In the winter children need a hat, two pairs of mittens, a warm coat (waterproof is best) and snow pants. Boots are necessary once snow begins to fall. If children do not need their boots to go to and from the center, please leave a pair in their cubby.

#### Sunscreen and Insecticides

We are authorized to apply sunscreen and insecticide with your written permission. Parents must supply both or either of these items. Applied skin protection will be either sunscreen or sunblock with UVB and UVA protection of SPF 15 or higher. When public health authorities recommend use of insect repellants due to a high risk of insect-borne disease, only repellants containing DEET are used, and these are applied only on children older than two months. Written parental permission is required.

#### Conferences

Throughout the year, the teacher will have the opportunity to meet informally with each parent about his or her child's progress in school. While a formal conference will be held at least twice a year, meetings may be scheduled throughout the year, if desired.

## **Fundraising**

Each semester, parents will be asked to participate in a fundraiser. These monies are used to purchase art supplies and educational materials for the children. Since these funds are built into the budget and help keep tuition costs down, please make every effort to participate.

## **Tovs From Home**

We ask parents to leave their children's toys at home or in the car. If you have a book that may be of interest to all of the children, we will appreciate this being shared with the class but ask that it be left for several days. We also appreciate special audio or TV media or materials for curriculum enrichment. However, we discourage guns, war toys, or other toys of destruction. If a child needs to express feelings of aggression, we will direct them to Play Doh or other appropriate activities which will allow them to deal with these emotions.

## **School Closing**

The center will be closed whenever classes are canceled at the College. Please check the College home page for closures. You may also check your local news station. Please remember to enroll with N.Y. Alert. In this way you will receive a phone call, e-mail or fax announcing a school closing directly. You may do this through the MySCCC portal in the "Home" tab on the College home page.

#### Miscellaneous Notes for Parents

If you are experiencing a problem that is school related or personal, please tell the director or staff. The staff has access to both campus services and community services that may be of assistance to you.

As you walk into the center, you will see our parent bulletin board with up-to-date information you might find helpful.

Please check your child's mailbox daily for his or her work and notes that we have sent home.

Please alert the staff whenever there are changes in your address or phone numbers, new additions to the family, etc. It is also helpful for the teacher to be made aware of any situation which may be disturbing your child.

Please keep us informed of cell phone changes. If you are leaving the campus please let us know how to find you or who to contact.

## DAILY SCHEDULE FOR INFANTS

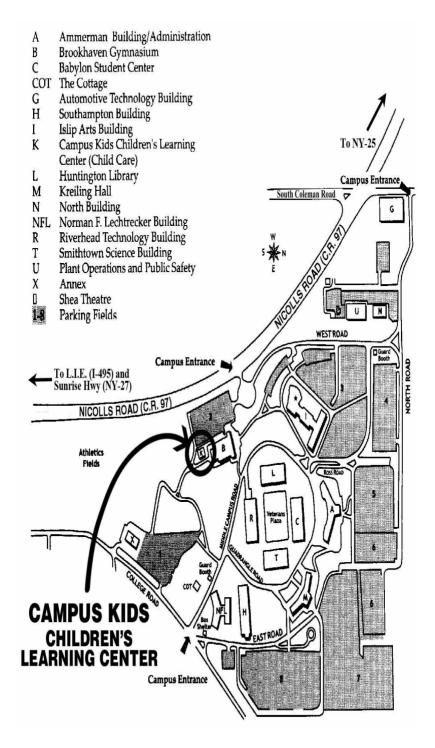
| 7:30-8:00   | Arrivals, greetings, health check. Free play, self directed activities   |
|-------------|--|
| 8:00-9:00   | Teacher–directed activities, music, songs or finger plays, diaper changing   |
| 9:00-9:15   | Greetings to new arrivals, health check, self directed play  |
| 9:15-9:30   | Wash-up and prepare for breakfast  |
| 9:30-10:00  | Breakfast<br>Clean up, diaper changes  |
| 10:00-10:30 | Listening and talking activities (story time and music time)   |
| 10:20-11:00 | Naps and/or physical or creative activities  |
| 11:00-11:30 | Outdoor play (weather permitting) or indoor play   |
| 11:30-11:45 | Wash up and prepare for lunch  |
| 11:45-12:15 | Lunch  |
| 12:15-12:30 | Clean-up, diaper changes   |
| 12:30-1:30  | Nap time   |
| 1:30-2:15   | Quiet play (awake children)  |
| 2:15-2:30   | Wash up and prepare for snack<br>Snack   |
| 2:30-3:00   | Clean-up, diaper changes, listening and talking activities, self-directed play   |
| 3:00-4:00   | Physical or creative activities<br>diaper changes, self-directed play and teacher-<br>directed play, music, stories, finger play |

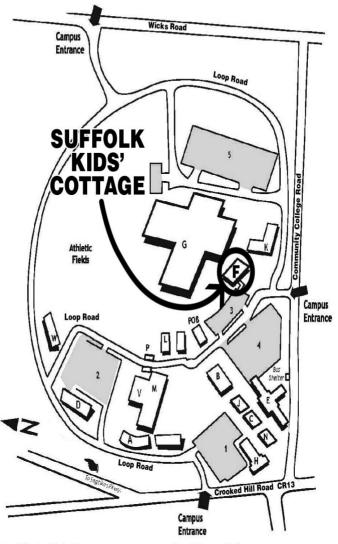
### **DAILY SCHEDULE FOR TODDLERS**

| 7:30-9:00   | Arrival, greetings, health check. Free play, self-directed activities including table toys, blocks, easels, coloring, dramatic play, stories   |
|-------------|--|
| 9:00-9:30   | Teacher-directed activities; music, dance, finger play, flannel board, puppets Wash up, clean up, prepare for breakfast  |
| 9:30-10:00  | Breakfast<br>Clean up, diapering, toileting  |
| 10:00-11:00 | Choice of child-centered activities/thematic lessons including art, music and movement, story, language activities, games, water play and tasting activities.  Clean-up, wash-up, dress for outdoor play |
| 11:00-12:00 | Outdoor play (weather permitting), otherwise indoor games or movement activities Wash-up for lunch   |
| 12:00-12:30 | Lunch  |
| 12:30-1:30  | Clean-up, diapering, toileting,<br>Nap time (for full day children), quiet indoor<br>play<br>Wash-up, clean up, cots put away  |
| 1:30-2:00   | Snack  |
| 2:00-2:30   | Wash-up, diapering, toileting Table activities, afternoon child-centered activity (lesson) including art, music and movement, story, language activities, games and outdoor play                         |
| 2:30-3:00   | Free play, stories, clean up   |
| 3:00-4:00   | Outdoor play/quiet activities  |
|             |  |

## DAILY SCHEDULE FOR THREE TO FIVE-YEAR OLDS

| 7:30-9:00   | Arrival, greetings, health check. Choice of all learning centers/free play, self-directed activities including table toys, blocks, easels, coloring, dramatic play area        |
|-------------|--|
| 9:00-9:30   | Good morning, month, day, weather,<br>music, marching, creative dance, songs<br>flannel board, finger play, puppets<br>Wash up, clean up, set table for breakfast              |
| 9:30-10:00  | Breakfast/Clean-up   |
| 10:00-10:30 | Circle Time, unit activity (lesson) or choice of table-top toys (puzzles, games, etc.)   |
| 10:30-11:00 | Choice of learning centers. At this time additional art, science, math, language art activities, etc. will be set up on a rotating basis.  Clean-up and dress for outdoor play |
| 11:00-12:00 | Outdoor play (weather permitting), otherwise indoor activities or movement activities. Clean-up, prepare and wash-up for lunch   |
| 12:00-12:30 | Lunch  |
| 12:30-1:30  | Clean-up, Nap/Rest time or quiet play for arriving children  |
| 1:30-2:00   | Snack  |
| 2:00-3:00   | Choice of learning centers, free play, table toys, puzzles, easels, computer, water table, circle time   |
| 3:00-4:00   | Outdoor play (weather permitting) or indoor games and movement activities.   |





- Sally Ann Slacke Corporate Training Center
- Captree Commons
- C Center Cottage
- D Asharoken Hall
- Caumsett Hall
- Suffolk Kids' Cottage Children's Learning Center (Child Care)
- Health, Sports and Education Center

- Nesconset Hall
  - North Cottage-Public Safety
  - Paumanok Hall K
  - Plant Operations
  - M Sagtikos Arts and Sciences
  - N South Cottage
  - **Bus Shelter**
  - Workforce Development Technology Center Van Nostrand Theatre

  - 1-5 Parking Fields

## **Questions You May Have**

