

## **Staff Daily Responsibilities: Children 2.5 to 5 Years Old**

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### **7:00 AM – Opening the Room**

*If IT staff is available, they will take care of the starred chores below.*

1. *Fold and distribute laundry to appropriate rooms and drawers.*
2. *Empty the dishwasher.*
3. *Make coffee.*
4. Ensure your room has a bleach solution ready for the day (for both tables and bathroom surfaces). Follow the dilution instructions on the bottle. Replace bleach solution every morning.
5. Ensure cloths/rags are clean and available.
6. Put away clean dishes from the dryer to their designated shelves.
7. Fill children's water bottles for the day.
8. Read the communication book.
9. Set up the art activity and tabletop activities (worksheets, puzzles, etc.). Leave one table free for breakfast.
10. Set up the play dough table. If there is no play dough, prepare the ingredients and bowl to make it with the children at the table.
11. Prepare the easel and keep it accessible for open-art time.
12. Fill the water table.
13. Inspect the sand/sensory bin for broken toys, foreign objects, and overall cleanliness.
14. Prepare any planned activities that require extra setup time.
15. Ensure the book area is clean and ready.

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### **7:30 AM – Children Begin Arriving**

- Greet children and communicate with parents: ask if the child has eaten, how their morning was, if they slept well, etc.
- Record attendance and ensure children are signed in.
- Note in the communication book any updates from parents or concerns you may have.
- If any bruises, scratches, or marks are observed on a child, ask the parent about them and document both your observation and the parent's response.

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### **8:00 AM – Breakfast Routine**

- Clean tables with soapy water and then wipe with bleach solution.
- Assist children with bathroom needs and handwashing, especially those in potty training.

- Serve breakfast: encourage children to open their own containers and wrappers, and use polite language when asking for help.
- After breakfast, guide children to:
  - Put utensils in the sink
  - Dispose of garbage
  - Put containers back in their lunch bags and zip them up
- Assist with handwashing after breakfast.
- Clean tables with soapy water and bleach solution.

*No breakfast should be served after 8:30 AM.*

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### **8:30–9:15 AM – Transition and Activities**

- Second and third staff members arrive:
    - Read the communication book and write a response if needed.
  - One teacher leads the planned art activity (in small groups of about four).
  - Another teacher facilitates play at the play dough and tabletop activity areas.
  - All teachers must actively scan the room.
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### **9:15–9:45 AM – Learning Time**

- Tabletop literacy and math activities: letter writing, worksheets, etc.
  - Children who complete tabletop tasks may transition to free play.
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### **9:45–10:00 AM – Group Time**

- Group games (e.g., “Duck, Duck, Goose,” “Punchinello,” “Ring-around-the-Rosy”).
  - Children may continue with free play, but educators are responsible for implementing activities aligned with the weekly lesson plan.
  - Encourage children to clean up each area before moving on.
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### **10:00–10:25 AM – Circle Time & Snack Prep**

- First teacher: Circle time or scheduled classes (e.g., music on Mondays, dance on Thursdays).
- Second teacher: Prepare snack tables—clean with soapy water and bleach solution, lay out name tags, prepare snacks (preferably yogurt), and set utensils.

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### **10:25–10:35 AM – Bathroom & Handwashing**

- Assist children with bathroom needs, especially those in potty training.
- Ensure all children wash hands before snack.

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### **10:35–10:50 AM – Snack Time**

- Sing a song at the table before beginning snack.
- Children eat snack and clean up as they did during breakfast.
- After snack: handwashing and table cleaning (soapy water + bleach).
- Line children up, perform a headcount, and proceed to cubby area.

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### **11:00 AM – Outdoor Time Prep**

- Dress children appropriately for the season (muddy buddies, jackets, hats, etc.).
- Line children up at the wall, encourage walking feet, and play games like "Choo-Choo Train" to maintain focus.
- For fall/winter: take a towel to dry toys and structures.
- For summer: take sunscreen and water bottles.

*Apply sunscreen only once outside to avoid stains and slippery floors indoors.*

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### **11:40 AM – Lunch Prep**

- Second teacher returns to the room to prepare lunch:
  1. Clean tables with soapy water, then bleach solution.
  2. Lay out name tags.
  3. Serve lunch in the order: main dish → cheese/fruit/veggies → drinks.
  4. Ensure utensils are available.
    - Prepare cots for nap.

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### **11:55 AM – Return Indoors**

- Follow the same lineup and entry procedure.
  - Children line up at the bathroom door and take turns.
  - Assist with bathroom needs and handwashing.
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### **12:00 PM – Half-Day Dismissal**

- Engage in open communication with parents, passing on important updates.
  - Record any new information or concerns in the communication book.
  - Ensure all half-day children are signed out.
  - Maintain attendance records.
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### **12:05 PM – Lunch Time**

- Ask children to find their name tags and sit down.
  - Wait for all children to be seated.
  - Sing a song before beginning.
  - Special helper collects name tags.
  - Once tags are collected, lunch begins.
  - At least one teacher per table must eat with the children.
  - Encourage polite conversation and model social skills.
  - Prompt children to express needs politely.
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### **12:15–12:45 PM – Clean-Up & Story Time Prep**

- Second (or third) staff member mops the nap area.
- First teacher prepares the story time area after cleaning.
- Second teacher assists children in finishing lunch and cleaning up, encouraging self-help.
- Support bathroom and handwashing routines.

*Note: Volunteers/students may not assist in bathrooms. ECE Assistants must be supervised.*

- Direct children to story time once finished.
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### **12:55 PM – Nap Time**

- Story ends, and nap time begins.
  - First teacher helps children settle for nap.
  - Second teacher assists as needed.
  - Other staff begin cleaning tasks:
    - Wipe and clean tables
    - Sweep and mop bathroom
    - First teacher mops the classroom and hallway
    - Clean counters, trays, and garbage cans
    - Record sleep times
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### **1:30–1:45 PM – Quiet Time & Prep**

- Quiet/tabletop activities for non-nappers.
  - Lead teachers may use this time for next-day planning.
  - Third teacher, helpers, or second teacher (if needed) clean and dust toys in scheduled areas.
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### **2:30 PM – Wake-Up Routine**

- Begin waking children.
  - Support with bathroom routines, especially potty training.
  - Offer quiet activities (e.g., coloring, worksheets) to build fine motor and spatial skills.
  - Record wake-up times.
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### **3:00 PM – Free Play & Snack Prep**

- Free play.
  - Wake remaining sleepers.
  - On Fridays, collect sheets/blankets to send home.
  - Begin setting up for afternoon snack.
  - Give 5-minute warning at 3:10.
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### **3:15 PM – Snack Time**

- Handwashing, then snack.
- Clean up afterward and wash hands again.
- Wipe tables with soapy water and bleach.

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### **3:30 PM – Outdoor Play or Indoor Activities**

- Line up, perform a headcount, and go outside (or begin indoor free play).
  - Teachers stay actively engaged with children during all activities.
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### **4:30 PM – Pick-Up Time**

- Begin parent pick-up process.
  - Maintain open communication. Share daily updates, upcoming events, and concerns (recorded in a communication book if needed).
  - Ensure sign-outs are completed and attendance is up to date.
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### **5:00 PM – Final Cleaning Tasks**

- Return indoors.
  - Begin cleaning:
    - Vacuum room carpets and entrance mat
    - Ensure all dishes are washed
    - Empty, clean, and place water bottles on the drying rack
    - Set activity/art tables for the next day
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### **5:15–6:00 PM – Wrap-Up & Closing**

- If possible, merge with IT room (max 8 children in total; only 3 under 3 years, with only 1 under 12 months).
- Start laundry (including dress-up clothes once per week or as needed).
- Take out all garbage from rooms and bathrooms.
- Lock the facility.