

Milestones Learning Center LLC

POLICY: CURRICULUM INFORMATION

POLICY NO.: _____ 19 _____

APPROVED BY: _____

EFFECTIVE DATE: _____

19.1 CLASS ASSIGNMENTS

Children are assigned to individual rooms based on many factors, such as chronological age, cognitive, social, emotional development and classroom makeup. The Center Director determines these room assignments with input from the parents and classroom teachers.

Milestones Learning Centers age groups are:

Infants 1 Birth to 12 months

Infants 2 12 months – 18 months

Our infant program is planned to meet the unique and individual needs of each infant by providing a comfortable, nurturing environment in which each infant receives love, security, encouragement, respect, and activities that promote cognitive, physical, emotional and social development for each infant at his/her own rate in his/her own way.

Toddlers – 18 months to 3 years

Our toddler rooms are influenced by the philosophy of many developmentally appropriate theorists including Maria Montessori and the Reggio Emilia program. “Follow the child” which offers a prepared environment in which the child directed curriculum allows the children to individually choose the activities in which they are interested. Activities that promote gross motor, fine motor, literacy, music, art, dramatic play and sensory development are available throughout the day.

Preschool – 3 years

In order to become a lifelong learner, children must interact with their physical and social environments and interpret their experiences of them. Classroom structure and curriculum take into account the developmental stage of each child. Our center firmly believes in the guidelines established by the National Association for the Education of the Young Child for Best Practice and implements them into your child’s daily activities. We also are familiar with the Ohio Content Standards for kindergarten and incorporate those standards into your child’s day.

Preschool – 4 and 5 years of age

Teachers pay close attention to the interests of the children, capitalizing upon that interest to build a well-rounded program that addresses all areas of learning. An emphasis on literacy skills is woven through each activity. Our teachers seek to make use of your child’s natural desire to gain knowledge and their large capacity for curiosity and amazement.

School age – any children that would be permitted to attend Kindergarten through 8th grade
Milestones Learning Center LLC promotes an environment that encourages children to be lifelong learners. Teachers act as guides, facilitators with expectations, as they plan for and implement experiences from which children construct meaning with increasing depth and complexity. Each child is valued as a learner, teacher and classmate. Children not only need to learn about living, working, and playing together, they need to learn by living, working, and playing together. Developing a sense of community and of social responsibility are recurring themes in our classrooms.

It is our hope at Milestones Learning Center LLC to provide experiences for your child(ren) that helps them;

- Learn to relate, participate and care
- Learn to live full, healthy lives
- Learn to create purposeful futures
- Learn to act ethically
- Learn to learn
- Learn to think, know and understand

19.2 DAILY SCHEDULE OF ACTIVITIES

Infants Birth to 12 months And 12 months – 18 months

TIME	DESCRIPTION	GOAL
6:00am-8:00am	Arrival of infants. Greetings, Health check, Arrangement of personal items, Organization of formula and medicines, Feedings, Diapering, wash hands, inside play, reading, relaxation, AM snack.	Self-esteem, social development, literacy, discovery, hygiene, nutrition, songs and finger plays, art and creative expression, cognitive experiences.
8:00am-9:00am	Feedings, Diapering for late arrivals, wash hands, , Free choice and teacher-directed activities	Self-esteem, self-expression, social development, hygiene, discovery, literacy, small and large muscle, songs and finger plays, art and creative expression, cognitive experiences.
9:00am-9:30am	Preparation for outside play. Outside play or vigorous activities inside	Large muscle development, social development, physical growth, discovery, sensory development.
9:30am-10:00am	Preparation for quiet time/clean-up/water or juice snack and diaper changes	Social development, manners, hygiene, nutrition.
10:00am-11:00am	Quiet time (naps for those who desire). Continuation of free choice and teacher-directed activities for those awake.	Rest and relaxation, Self-esteem, self-expression, social development, discovery, literacy, small and large muscle,
11:00am-12:30pm	Preparation for various types of feeding, diaper changing, washing hands. Free choice for those who have finished eating.	Nutrition, social development, manners, hygiene, self-esteem, self-expression, sensory development, discovery, literacy, small and large muscle
12:30pm-3:00pm	Quiet time (naps for those who desire), continuation of free choice and teacher-directed activities for those who are awake, room clean-up, washing of toys etc.	Rest and relaxation, self-esteem, self-expression, sensory development, discovery, small and large muscle, literacy.
3:00pm-4:00pm	Children waking up, diapering if needed, hand washing, snack time, and teacher directed activities, vigorous outdoor or indoor play.	Self-esteem, self-expression, manners, hygiene, nutrition, sensory development, songs and finger plays, art and creative expression, cognitive experiences, discovery, small and large muscle, physical growth.
4:00pm-6:00pm	Preparation for departures, organizing children's possessions to be taken home, checking of charts, diaper changes if needed, change of clothes (if needed), water or juice, child centered activities and teacher directed activities, beginning arrival of parents/guardians.	Self-esteem, social development, nutrition, sensory development, songs and finger plays, art and creative expression, cognitive experiences, discovery, literacy, small and large muscle, physical growth, manners.

* Diaper changing and feeding will occur as often as needed throughout the day.

* Weather permitting, outdoor play will be offered on a daily basis. The center will adhere to licensing rule 5101:2-12-14 in regards to equipment and playground safety.

Toddlers 19 months to 3 years

TIME	DESCRIPTION	GOAL
6:00am-7:30am	Arrival of toddler, greet children and parents/guardians, health check, arrangement of personal items, organization of food and medicines, child centered activities and snack	Self-esteem, social development, literacy, discovery, cognitive experiences, self-expression.
7:30am-8:00am	Diaper change/toilet, wash hands	Self-esteem, social development, manners and hygiene.
8:00am- 8:30am	Wash and sit for breakfast	Manners, hygiene
8:30am-9:15am	Breakfast, clean up, wash hands and face, diapering if needed.	Nutrition, social development, manners, hygiene.
9:15am-9:45am	Child centered activities, art, science, sand/water table, dramatic play, books, blocks, climbing, sliding, stair climbing, puzzles, and pegs.	Self-expression, social development, listening, small muscle, self-control, creativity, communication
9:45am-10:45am	Preparation for outdoor play, vigorous outdoor play, indoor play if weather does not permit outdoor activities.	Large muscle, social development, responsibility, manners, discovery, sensory development, communication, independence, problem solving.
10:45am-11:00am	Wash hands for lunch	Manners, hygiene
11:00am-11:30am	Eat lunch, wash hands and face, diaper change if needed/toilet	Nutrition, manners, hygiene, social development
11:30am-11:45am	Quiet time with books, getting ready for nap	Literacy, self-control
11:45am-2;15pm	Nap time, Quiet time for those not napping or early risers	Rest and relaxation
2:15pm-2:45pm	Wake up, diaper change/toilet, wash hands for snack	Self –esteem, hygiene, manners
2:45pm-3:15pm	Snack time, wash hands and face	Nutrition, social development, manners, hygiene.
3:15pm-3:45pm	Music and movement	Social development, cognitive, small muscle, self-expression, creativity, communication, independence, problem solving, responsibility.
3:45pm-4:45pm	Preparation for outdoor play, outdoor activities, indoor play if weather does not permit outdoor activities.	Large muscle, social development, responsibility, manners, discovery, sensory development, communication, independence, problem solving.
4:45pm-5:00pm	Teacher directed activities, stories, songs, finger play, art.	Social development, listening, self-control, cognitive development, self-expression, manners, cognitive.
5:00pm-6:00pm	Child centered activities, prepare for departure, diaper change as needed/toilet, gather personal items, beginning arrival of parents/guardians.	Social development, problem solving, manners, discovery, communication, independence, small muscle.

*** Diaper changing will occur as often as needed throughout the day.**

*** Weather permitting, outdoor play will be offered on a daily basis. The center will adhere to licensing rule 5101:2-12-14 in regards to equipment and playground safety.**

Preschool 3 year olds

TIME	DESCRIPTION	GOAL
6:00am-7:30am	Arrival, greeting of children and parents/guardians, arrangement of personal items, organization of medicines, health check, child centered activities. Snack	Self-esteem, social development, discovery, sensory, independence.
7:30am-8:00am	Wash and sit for breakfast	Manners, hygiene
8:00am-8:30am	Breakfast, clean up, wash hands and face, toileting.	Large muscle, social development, sensory, discovery.
8:30am-10:00am	Preparation for outdoor play, vigorous outdoor play, indoor play if weather does not permit outdoor activities.	Large muscle, social development, sensory, discovery
10:00am-10:45am	Child centered activities; climbing, sliding, stair climbing, puzzles, pegs, blocks, books, music, art, dramatic play, sensory activities.	Social development, cognitive development, problem solving, manners, listening, small muscle, self-esteem, self-control, discovery.
10:45am-11:00am	Wash hands for lunch	Hygiene
11:00am-11:30am	Eat lunch, wash hands and face	Manners, nutrition, hygiene
11:30am-11:45am	Quiet time getting ready for nap, toilet, book	Literacy, self-control
11:45am-2:15pm	Nap, quiet time for those not napping or early risers.	Rest and relaxation
2:15pm-2:45pm	Wake up, toilet, wash hands	Self-esteem, hygiene, manners
2:45pm-3:15pm	Circle time; music, singing and movement	Social development, cognitive development, problem solving, manners, listening, small muscle, self-esteem, self-expression, literacy, sensory.
3:15pm-3:30pm	Wash for snack	Manners, hygiene
3:30pm-4:00pm	Snack	Nutrition, social development
4:00pm-5:15pm	Preparation for outdoor play, vigorous outdoor play, indoor play if weather does not permit outdoor activities.	Large muscle, social development, discovery, sensory, problem solving.
5:15pm-6:00pm	Child centered activities, prepare for departure, toilet as needed, gather personal items, beginning arrival of parents/guardians	Social development, cognitive development, problem solving, manners, listening, small muscle, self-esteem, self-expression, sensory, literacy

*** Toileting will occur as often as needed throughout the day.**

*** Snacks will be provided at morning and afternoon for children to eat when hungry**

*** Weather permitting, outdoor play will be offered on a daily basis. The center will adhere to licensing rule 5101:2-12-14 in regards to equipment and playground safety.**

Preschool 4 and 5 year olds

TIME	DESCRIPTION	GOAL
6:00am-7:30am	Arrival, greeting of children and parents/guardians, arrangement of personal items, organization of medicines, health check, child centered activities, snack available.	Self-esteem, social development, responsibility, discovery, independence.
7:30am-8:00am	Wash and sit for breakfast	Manners hygiene
8:00am-8:30am	Breakfast	Nutrition, social development
8:30am-10:00am	Preparation for outdoor play, vigorous outdoor play, indoor play if weather does not permit outdoor activities	Social development, self-control, listening, cognitive development, large muscle, sensory, discovery
10:00am-10:45am	Child centered activities; art, science, sand/water table, games, dramatic play, puzzles, pegs, blocks, books, music.	Social development, cognitive development, manners, listening small muscle, self-esteem, self-control discovery, problem solving, self-expression.
10:45am-11:00am	Wash hands for lunch	Hygiene
11:00am-11:30am	Eat lunch, wash hands and face	Nutrition, manners, hygiene.
11:30am-11:45am	Quiet time activities: books puzzles while getting ready for nap, toileting.	Literacy, self-control
11:45am-2:15pm	Nap: quiet time for those not napping or early risers.	Rest and relaxation.
2:15pm-2:45pm	Wake up, toileting, wash hands.	Self-esteem, hygiene, manners.
2:45pm-4:00pm	Preparation for outdoor activities; vigorous outdoor activities, indoor play if weather does not permit outdoor activities.	Large muscle, social development, sensory, discovery, problem solving self-expression.
4:00pm-4:30pm	Circle time; stories, songs, games, weather, numbers, letters, words, social studies, sharing, books snacks available and science.	Social development, cognitive, small muscle, self-expression, creativity, communication, math, science, n umbers, letters, social studies, literacy, weather, art
4:30pm-5:00pm	Teacher directed project work	Discovery, problem solving, math, science, responsibility, independence.
5:00pm-6:00pm	Child centered activities or continuation of project work, prepare for departure, toileting as needed, gather personal items, beginning arrival of parents/guardians.	Social development, cognitive development, manners, listening, small muscle, self-esteem, self-expression, self-control, discovery, problem solving.

* Toileting will occur as often as needed throughout the day.

* Snacks will be provided in the morning and afternoon for children to eat when hungry.

* Weather permitting, outdoor play will be offered on a daily basis. The center will adhere to licensing rule 5101:2-12-14 in regards to equipment and playground safety.

School-age all day at the center, before and after school

TIME	DESCRIPTION	GOAL
6:00am-7:30am	Arrival, greeting of children and parents/guardians, arrangement of personal items, organization of medicine, health check, child centered activities, snack available, departure of before and after school age children	Self-esteem, social development, responsibility.
7:30am-8:30am	Preparation for breakfast and breakfast	Hygiene, manners, nutrition
8:30am-10:00am	Preparation for outdoor activities; outdoor activities, vigorous outdoor play, indoor play if weather does not permit outdoor activities.	Large muscle, social development, sensory, discovery, problem solving.
10:00am-10:45am	Circle time; stories, songs, games, weather, numbers, letters, words, social studies, sharing, science.	Social development, self-control, listening, cognitive development, math, science, numbers, letters, social studies, literacy, weather, art, literacy.
10:45am-11:00am	Wash hands and face for lunch	Hygiene
11:00am-11:30am	Eat lunch, wash hands and face	Nutrition, manners, hygiene.
11:30am-12:00pm	Rest time	Rest and relaxation
12:00pm-1:00pm	Quiet activities; not all areas open	Social development, cognitive development, small muscle, creativity, communication, literacy.
1:00am-3:00am	Child centered project work, snacks available	Discovery, problem solving, math, science, art, creativity, responsibility, independence, self-expression, literacy, nutrition
3:00pm-4:30pm	Outdoor activities; re-entry of before and after school age children, outdoor play if weather permits.	Large muscle, social development, sensory, discovery, problem solving, self-expression.
4:30pm-6:00pm	Homework or special child centered projects and events, preparation for departure	Discovery, problem solving, math, science, literacy, language, social studies

*** Weather permitting, outdoor play will be offered on a daily basis. The center will adhere to licensing rule 5101:2-12-14 in regards to equipment and playground safety.**

19.3 STAFF TO CHILD RATIOS

The state license determines the maximum teacher/child ratios to be maintained for each of the age groups as follows:

There shall be at least one child-care staff member caring for.

1. Every five infants who are less than twelve months old. Infants cared for in the same room may total twelve with two child care staff members.
2. Every six infants who are at least twelve months old, but less than eighteen months old. Infants cared for in the same room may total twelve with two child care staff members.
3. Every seven toddlers who are at least eighteen months old, but less than thirty months old. Toddlers cared for in the same room may total fourteen with two child care staff members.
4. Every eight toddlers who are at least thirty months old, but less than three years old. Toddlers cared for in the same room may total sixteen with two child care staff members.
5. Every twelve preschool children who are three years old. Preschool children cared for in the same room may total twenty-four with two child care staff members.
6. Every fourteen preschool children who are four years old or five years old, and who are not school children. Preschool children cared for in the same room may total twenty-eight with two child care staff members.
7. Every eighteen school age children who are kindergarten and in school through eleven years old. School age children cared for in the same room may total thirty-six with two child care staff members.
8. Every twenty school age children who are eleven years old through fourteen years old. School age children cared for in the same room may total forty with two child care staff members.

The licensing record of Milestones Learning Center LLC, including compliance reports, health and fire evaluation are available upon request from the Department of Job and Family Services, 65 E. State Street, Columbus, Ohio 43215

In addition to adhering to the staff/child ratio, Milestones Learning Center LLC staff will be within sight and hearing of all children with the exception of school age children. For school age children, staff members will be within either sight or hearing of the children. Staff members will actively observe and guide children in daily activities and have knowledge of children's needs as well as their whereabouts at all times.

19.4 NAP/REST TIME

Each afternoon there is a quiet time for all children. Depending upon their age, children are expected to rest quietly in cribs, on cots, or engage in quiet activities, allowing those who need to sleep the opportunity to do so. Infants however, sleep on demand, according to each infant's own schedule. A favorite blanket and/or pillow or stuffed animal may be sent to the Center for your child to cuddle with at naptime. Milestones Learning Center LLC will launder these items weekly. Cots and cribs are disinfected weekly. If you choose to laundry your child's items PLEASE remember to take them home weekly (or they will be laundered at the Center) and BRING them back after the weekend.

19.5 EDUCATIONAL/PERSONAL CARE SUPPLIES NEEDED

All children:

Are required to have a pair of tennis shoes or closed toe and closed back shoe that can be worn outside. These can be left at the center for your child to change into. A change of clothes in case of accidents, messy projects, or spills is also required.

Infants: Parents are required to bring all items needed for their child. Which may include but is not limited too- diapers, formula, wet-wipes, clothing, diaper cream and powder if it is to be used every time your child is changed. If not see "medication" for instruction.

Toddlers: Parents are required to bring all items needed for their child. Which may include but is not limited too- diapers, pull-ups, formula, baby food, wet-wipes, clothing, diaper cream and powder if it is to be used every time your child is changed. If not see "medications" for instruction.

Preschool: Parents are required to bring all items needed for their child. Which may include but is not limited too- pull-ups, underwear, clothing, and any special food items.

School age: Parents are required to bring all items needed for their child. Which may include but are not limited too- clothing, and any special food.

NOT ALLOWED VISIBLE AT CENTER:

Electronic games, videos (unless special permission has been given), cell phones, knives, guns, lighters, fingernail polish or remover, make-up, MP3's, CD or tape players, or TV's.

19.6 BIRTHDAY/HOLIDAY CELEBRATIONS

Milestones Learning Center LLC holds birthday and holiday parties throughout the year in each classroom. You are welcome and encouraged to participate. We will notify you in advance when these events occur. Birthdays will be celebrated each week on Friday for those whose birthday fell within that week. Parents/guardians are encouraged to participate and bring snacks and party favors (appropriate to the age in the classroom) to the party. To comply with state mandates, we can only accept commercially prepared foods (unopened and packaged by a local bakery). Consideration might also be given to providing a healthy snack as an alternative to traditional birthday cake or cupcakes. Please inform the classroom teacher on Monday if you plan to attend and/or bring anything to the party.

19.7 PARENT/TEACHER CONFERENCES/COMMUNICATION

At Milestones Learning Center LLC we pride ourselves on effective communication with parents/guardians. Our open-door policy means we encourage you to visit the center at any time and we are always open to your suggestions or questions concerning your child's day. We offer many ways to communicate. Our staff is available on a daily basis to listen and discuss your wishes regarding your child's need. We also communicate through our newsletter, daily reports from teachers and a parent board located in the entrance. Additionally, please feel free to call whenever you have questions or concerns. For lengthy conversations or conferences please call and schedule an appointment with your child(ren)'s teacher or the Director.

Your child(ren) will be assigned a cubby in their classroom for coats, shoes, other items and especially for communication. Please check the cubby daily for messages, newsletters, and your child's daily work.

19.8 TRANSITION TO NEXT AGE GROUP

As your child approaches the next age group that would be mandated he or she moves to another classroom, Milestones Learning Center LLC will make every attempt to have this transition be a positive and exciting change. The teacher will talk this transition over with the parent/guardian a minimum of two months before it is to happen. Your child will be able to spend time in the next classroom several times a week to become familiar with the teacher, the room, the schedule and the other children. Some children adjust easily to this, but for others it may be difficult. Both reactions are normal. Children are individuals who react to situations differently. We will work with you and your child to overcome any barriers.