

SHAPE Center Child Care Program Plan

Established: 8/28/2008
Revised/Updated: 9/2014

Child care services are available to any students attending the Osseo Area Learning Center. We are open 8:40 A.M. and 3:20 P.M. Monday through Friday, during the school year only. We follow the ISD 279 – Osseo Area Schools calendar for days of operation. Enrollment in our child care is based on the following conditions:

- Child must be at least 6 weeks old and not yet entered kindergarten.
- Parents must agree to apply for County Child Care Assistance or pay for child care services themselves.
- Parents must attend all classes regularly while their child is enrolled and attending child care program
- Parent must agree to make at least a 6 week commitment to our program.
- Parents must agree to follow policies and procedures outlined in the SHAPE Childcare Parent Handbook.
- Priority is given to students enrolled in school on a full-time basis, however, Independent Study and part time care may be available.

We are licensed by the State of Minnesota to serve up to 20 children. Our staff to child ratio is 1:4 for infant and mixed age groups, 1:8 for toddler age groups. An infant is any child who is 6 weeks to 16 months old. A toddler is any child who is 16 months to 33 months old. A preschooler is any child 33 months old to not yet entered kindergarten. We are licensed to serve up to 8 infants and 12 toddler/preschool age children. Children are supervised at all times. We follow all Minnesota Department of Human Services child care licensing requirements.

Infant Daily Schedule: Approx

8:40-9:00	Greet families/Sign In
9:00-9:30	Free Play Activities/Breakfast
9:30-9:45	Diapering/Wash hands
9:45-11:15	Nap/Quiet Time
11:15-11:30	Diapering/Wash hands
11:30-12:15	Bottles/Lunch
12:15-12:30	Stroller Ride/Outside/ Large Motor
12:30-12:45	Diapering/Wash hands
12:45-2:15	Nap/Quiet Time
2:15- 2:30	Diapering/Wash hands
2:30-3:00	Bottles/Snack
3:00-3:20	Reconnect with parents

Toddler/Preschool Daily Schedule: Approx

8:40-9:00	Greet families/Sign In
9:00-10:00	Free Play Activities/Breakfast
10:00-10:15	Wash hands
10:15-10:30	Diapering/Toileting/Clean up Toys
10:30-11:00	Language/Music (Circle Time)
11:00-11:30	Large Motor/Outside
11:30-11:45	Wash hands
11:45-12:15	Lunch
12:15-12:30	Diapering/Toileting/Wash hands
12:30-2:30	Nap/Quiet time – Fine Motor
2:30-2:45	Diapering/Toileting/Wash hands
2:45-3:00	Snack – Read Story
3:00-3:20	Reconnect with parents

Program Philosophy:

We believe parents are a child's first and most important teacher and therefore, encourage parental interaction and involvement. Our philosophy is based on providing a safe and nurturing environment in which we can enhance the social, emotional, language, cognitive and physical development of each child. We believe each child is unique and develops at their own rate.

Children in our care are encouraged to explore, investigate and learn at their own pace with the guidance of staff trained in and dedicated to early childhood education.

Educational Methods:

The early years are one of the most influential periods for growth and development. To best meet the needs of this critical time we rely on the following educational techniques:

- Create an environment that encourages exploration and invites interaction.
- Provide activities that are age appropriate, relevant to the children and allow them to use their senses.
- Maintain a schedule that provides both a daily routine and flexibility for children to explore on their own.
- Encourage staff to role model appropriate behaviors and guide children through positive behavior techniques.
- Involve parents in their child's daily care routine.
- Respect and honor religion and/or cultures as needed and if possible.

In addition to the above techniques, we maintain an Individual Planning Form for each child. This allows us to consider each child's likes and dislikes, temperament, learning style and any special needs by adapting the environment, activities, schedule or interaction.

Developmental goals and objectives:

Activities and routines are planned to promote the social, emotional, language, cognitive and physical development of each child in the program's care. Minnesota's *Early Childhood Indicators of Progress* (Department of Human Services, 2005 and 2007) and *The Creative Curriculum* (Dombro, Colker and Dodge, 1997) The Creative Curriculum Infant, Toddlers and Two's developmental checklists are used to identify each individual child's desired learning outcomes. In general, we strive to help children learn:

- social skills to develop relationships with other children and adults.
- to approach the world with a sense of trust and emotional security through forming attachments with others and developing self-awareness and self-regulation.
- to acquire language skills and the ability to communicate with others.
- new skills, knowledge and the ability to acquire and process new information through play and interaction with others and the environment.
- physical and motor skills and promote health and well-being.

The social, emotional, language, cognitive and physical developmental progress of each child will be documented and shared with parents during conferences held twice a year. Children will have the opportunity to experience quiet, active; teacher directed and self-initiated activities each day. The activities will be planned based on a weekly theme and the identified developmental needs of each individual child. The children will also have access to interest areas focusing on large and fine motor skills, sensory stimulation, dramatic play, creative arts, language growth and cognitive exploration. Each child's cultural and language background, learning style, and personal interests will be taken into account as learning experiences are implemented. Children will be supervised by licensed staff at all times.

*Developed and evaluated annually by teacher qualified staff and is available to parents for review upon request.