

## Child Care Center Program Plan

Licensed to care for:

18 Infants (6 weeks-16 Months)  
24 Toddlers (17 Months-33 Months)  
18 Preschoolers (34 Months-4 years)  
18 Pre-Kindergartners (4-5 years)  
20 School Age (Kindergarten-12 years)

Classroom:

10 infants = 1 Lead Teacher, 1 Aide, 1 Assistant Teacher  
8 Infant Transition = 1 Lead Teacher, 1 Aide  
12 Toddlers = 1 Lead Teacher, 1 Aide  
12 Toddlers = 1 Lead Teacher, 1 Aide  
18  $\frac{3}{4}$  Preschoolers = 1 Lead Teacher, 1 Aide  
18  $\frac{4}{5}$  Pre-Kindergarten = 1 Teacher and 1 Aide  
20 School Age = 1 Teacher, 1 Aide

Children are to be supervised at all times while maintaining appropriate child-teacher ratios. We strive to maintain a consistent schedule at Harmony Kids Learning Center and understand that children excel when they know what to expect next and who is taking care of them.

We believe that children learn and grow most appropriately through play and exploring their environments during hand-on learning activities. We provide numerous opportunities during the day for children to make real choices and explore ideas or object on their own. Curious and confident children will continue to be eager learners and cooperative children. Children need structured and unstructured learning and experimenting activities.

Harmony Kids Learning Center's Program Plan will be evaluated and redeveloped as needed annually by both the director and a staff member who is qualified as a teacher under part 9503.0032. This plan will be available for parents upon request.

Harmony Kids Learning Center strives to promote the physical, intellectual, social and emotional development of the children in each age category. The goals of our center are to:

- Provide a safe, healthy and educational learning environment for the children in our care
- Support social and emotional development through positive guidance and meaningful interactions.

- Develop caring and sharing partnerships with families. Communication is provided through newsletters, electronic updates, daily conversations and parent-teacher conferences.
- Provide age-appropriate activities which encourage curiosity and support physical and cognitive development

Harmony Kids Learning Center's philosophy regarding cultural diversity is that the traditions of the children in each group are reflected in the class's curriculum. To achieve this, we encourage involvement from all parents in sharing family customs and celebrations. This is a wonderful way to enhance your child's self-esteem and to provide an enriching experience for the class.

Teachers at Harmony Kids Learning Center's document the intellectual, physical, social and emotional progress of each child. Ongoing assessments assist the teachers in creating goals for individual children as well as guides their lessons planning to support these goals. Assessments will be utilized during parent-teacher conferences held twice a year. Harmony Kids Learning Center will also use a daily communication tool to be utilized between the center and families.

Each classroom at Harmony Kids Learning Center will display in the room and make available for families their daily schedule. These schedules will provide for both indoor and outdoor activities, teacher directed and child directed experiences, quiet and active interactions and provide a variety of activities that require the use of varied equipment and materials.

The major activity of young children is play and it is the basic ingredient of all learning. The young child deals with concrete, specific and tangible materials and realizes greater value from the actual handling of objects. Our goal at Harmony Kids Learning Center is to help children develop habits of observing, questioning and listening. These habits give increasing awareness of their own feelings to their right to express those feelings through various means such as talking, moving, drawing, building etc. Harmony Kids Learning Center provides care for the children more than 3 hours a day. Each classroom will provide daily experiences in indoor or outdoor large motor activities as well as at least 5 of the following areas of interest:

- Creative Art and Crafts
- Construction
- Dramatic Play
- Science
- Music
- Fine Motor Activities
- Sensory Stimulation

Expectations of behavior are guided by developmental norms for each classroom age, tempered by respect for individual differences. A minimal number of necessary rules with reasons for them are explained to the children at the start of their experience. If behavior occurs which hurts other or destroys property, it is stopped and reasons are given.

#### Infant (6 weeks-16 months) Program-

Parents and teacher will develop an appropriate schedule for the individual infants. Continuous electronic communication between the staff and the parents ensure your child's first transition away from home will be successful. It includes records of infants' feeding and napping schedules along with their activities for that day. Parents also have the option to request a paper log for daily reports. Our teachers' priority is to make your new born feel safe, comfortable and happy while you are away at work. Loving teachers respond to your infant's needs and wants with warm smiles and gentle words assuring your infant is receiving the best care and attention, laying a foundation for trusting relationships and improving their social and emotional development.

Our "Safe Sleep" guidelines meet those of the American Academy of Pediatrics including having infants closely monitored during their rest times.

Teachers prepare bottles according to parents written instructions and procedures are certified by a health consultant. Parents must provide breast milk or formula and bottles. All bottles must be labeled with the child's name on them. If breast milk is provided, it must be thawed and in bottles labeled with the child's name and date it was thawed and any leftover milk from the day will be sent home at pick up time or thrown out. Formula can be provided in its original can labeled with the child's first and last names.

Teachers interact with infants using verbal and non-verbal language which boosts curiosity, socialization and self-esteem. Baby sign language will be taught to help infants express their needs before verbal communication has been developed. Additional activities include music, tummy time, sensory exploration and story time.

Teacher help improve your infants mobility and coordination by supporting him or her when learning to roll over, crawl, stand and walk. We have age-appropriate materials and equipment to support growth and gross motor development.

Infant Schedule: Self-directed schedules and feedings; all infants will be exposed to a music, sensory, and a large motor activity at least once a day; all infants will have at least 10 minutes of combined tummy time a day.

Toddler (16 months-30 months) Program:

Harmony Kids provides more of a structured environment for children in the toddler rooms. Meals and snacks, stations, outside time, choice play and group times will be on a schedule to help children transition into a more scheduled classroom. Children will experience a variety of centers during the day too. Independent bathroom skills will also be introduced in this classroom as toddlers display interest. Teachers and parents will work together to make this a positive and successful experience and skill gaining process for each child.

These classrooms provide additional hands on learning experiences for children to increase their intellectual, large & fine motor and social emotional skills. These children will have daily access to the various interest areas listed above as well as time with a degreed teacher in the Learning Center. Activities in the Learning Center will focus on various kindergarten readiness skills.

Reviewed by: \_\_\_\_\_ Date: \_\_\_\_\_

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