

Revised 12/15/2012

Kids' Co-op Cambridge
Caregivers' Typical Day

SCHEDULE

8:45 - 9:00	Caregivers arrive and set up for the day
9:00 - 9:45	Kids arrive; Free Play
9:45 - 10:00	Circle Time (focus on theme of the week)
10:00 - 10:20	Wash up; Snack
10:20 - 10:40	Group Activity
10:40 - 11:00	Arts and Crafts
11:00 - 11:30	Quiet Play
11:30 - 11:50	Music and Movement
11:50	Kids are picked up

JOBS

1. Circle Time / Arts and Crafts
2. Snack / Music and Movement
3. Cleaner / Group Activity

BEFORE YOUR DAY

Make sure that you have all the members' phone numbers programmed into your cell phone.

DETAILED OUTLINE OF EACH CAREGIVER'S DUTIES

Circle Time Duties

- Check the week's theme.
- Choose 2 books to read that relate to the theme. Library books

- related to the theme should already be prepared by Curriculum.
- Consider bringing in or identifying Co-op CDs, props, and/or items for the children to hold that would complement your Circle Time.
 - Think of songs and imaginative play prompts for finger play and other games.
 - Make sure you know the opening songs ("It's Time for Sitting in a Circle" and "Hello to Everyone") and the closing song ("Circle Time Now is Through").
 - Be prepared for Circle Time to last 10-15 minutes.

Arts and Craft Duties

- Think up/research an art activity or craft project that emphasizes the theme. Curriculum I and II will post arts and crafts suggestions for each theme via the Yahoo! Group. Also, reference the Curriculum Binder for craft ideas from past years. Be sure to think in 3-D (sculpture, decorating boxes) and in a variety of media (watercolor, tempera paints, glue sticks, scissors, taping, etc.). Feel free to focus on "process" over "product." If you have a specific idea, Curriculum I and II may be able to order special supplies for you, given enough advance notice (perhaps a month).
- Be aware of different skill levels. Perhaps you may want to cut pieces in advance for the younger children, while the older children do the cutting themselves.
- Consider contacting other Caregivers on your day to let them know your plans in advance (particularly if you are trying something "ambitious").
- Plan to arrive at Co-op prepared, knowing exactly what you plan to do and having prepared as much as possible beforehand in terms of supplies. This is very important, as you need to have everything for Arts and Crafts set up and ready to go before 9 a.m.
- Check how many children will attend that day so as to prepare the correct number of craft projects.

- Pour any desired paint, glue, etc. out into containers (it will not dry too much in the interim). It is best to make multiple containers of the same items so that each child does not necessarily have to share the supplies - it's very difficult at this age! Even for paint, you may want to put multiple colors within the same tray so that each child can access all the colors, rather than just one or two of the colors you may be providing. Things will get mixed up anyway as they work, so do not be afraid of that probability.
- Pull together all tools needed for the craft medium (paint brushes, glue sticks), and put them into the "Craft" bin for quick transport at Craft time. Again, make sure to have plenty of each kind of tool so that the children do not have to worry about taking turns. Leave the bin in the kitchen.
- If the craft might be messy, pull out some newspaper and masking tape for covering the tables or tarp for the floor. Also, gather a roll of paper towels and perhaps fill a bin with soapy water to use for hand washing later, so that you are prepared for Arts and Crafts from start to finish. Think about how to contain messes and hasten clean-up while still letting the kids explore the material, and prepare accordingly.
- Reminder: the Arts and Crafts person is the person in charge of taking kids to the bathroom after snack because the Snack person may still be working with children who are eating snack and the Group Activity person is setting up/running Group Activity; if a child is more comfortable going to the bathroom with someone else, then the child should be accommodated.

Snack Duties

- Purchase and prepare some fresh fruits or vegetables. Be sure to check the Allergies List when selecting the food, and remember that Co-op has a NO NUTS policy and a ONE SNACK FOR ALL policy.

- Cut the food into pieces so that there is no risk of choking. Remember that many children are just beginning to feed themselves. Note that this means cutting some foods lengthwise or in quarters (e.g. grapes). Bananas can be left in the peel until just before snack time to prevent any discoloration.
- Bring either the receipt for the produce or a piece of paper stating the store, location, and type of produce purchased, with date, to Co-op. Put in envelope on bulletin board.
- During morning set-up, prepare appropriate number of water cups and plates and choose dry snack (check for open bags to finish first). Put these, along with serving spoon, in the "snack/dishwashing" bin. Place complete snack in kitchen.
- Use the Brita pitchers from the Co-op fridge to fill cups. Refill the Brita containers and place them back in the fridge. Make sure the filter is covered completely by water, or it will dry out. Cleaning Coordinator is in charge of changing Brita filters.

Music and Movement Duties

- There is a detailed Music and Movement curriculum stored in the Yahoo Group / Files / Music. There is also a laminated poster at the Circle Time area that you can use to guide you through this time.
- Music and Movement time is broken down into the Welcome to Music Song, the Singalong Song (kids can choose with song cards), the Finger Play/Sitting Movement Song, the Movement Song (1 or 2), the Instrument Song (1 or 2), and the Thank You for Making the Music Song(with sign language).
- Make sure to decide what songs you will sing and what song cards and instruments you want to use ahead of time.

Cleaner Duties

- Check bathroom for cleanliness.

- Disinfect toilet, toilet seats, flushers, and sink.
- Make sure the soap dispensers are full (Co-op has the small hand pumps by the sink), and there is a roll of paper towels and stickers available.
- Check the changing area to ensure there are sufficient wipes, gloves, paper towels, peroxide, bags in the diaper pail, bags to double-bag the diapers, and Purell.
- Wash and sanitize tables. Replace with new bottle from supply closet if necessary.
- Check for Purell and a box of tissues on window sill in main room.
- Put away any arts and crafts supplies and toys that were left in drying rack to dry overnight.
- Use a bleach/water spray on the kitchen counters before food is prepared.
- Wash and sanitize tables before AND after snack.
- Wash and sanitize dishes.
- Wash and sanitize toys in Mouthed Toy box.
- Wash tables after arts and crafts.
- Wash arts and crafts supplies.
- Wash counter top under Coop food and dish cabinet.
- Wash sink and sink area.
- Sweep kitchen floor.
- Mop kitchen floor AND floor under tables on assigned day.
- Vacuum floor.
- Check bathroom for neatness.
- Take out diaper, bathroom, and kitchen trash.

Group Activity Duties

- This time can be viewed as a way to create gross motor activities for children and as a time to engage children in a group activity. For younger children, especially, the focus should be more on gross motor activities. As children continue to develop, they will be more

interested in and able to engage in organized group activities.

- Gross motor skills include climbing and dancing (1-2 year olds); rolling, crawling, creeping, walking, jumping, and running (2-3 year olds); and hopping, walking backwards, marching, and galloping (3-4 year olds). Locomotor skills for 1-2 year olds can be stimulated by providing an open area where balls, push and pull toys, wagons and other equipment encourage free movement. Two - three year olds, especially, like to crawl through tunnels, go over and under low obstacles, and move swiftly up and down ramps. They also love to move on hands and knees pretending to be animals. When using balls and beanbags, children like to toss or drop them into a bin, throw them, kick them, and attempt to catch them.
- During set-up, choose from activity box which activity you will do that day.
- Get supplies ready and set aside.

DETAILED SCHEDULE OF THE DAY

8:45 - 9:00	WORK DAY SET-UP
	<ul style="list-style-type: none">• Arrive at Co-op by 8:45am. If you are running later than 8:45am, call the other Caregivers to let them know when to expect you. Cleaner can arrive at 9am, as s/he stays late to clean after all the kids are picked up.• Upon arrival, wash your hands. Then, set up room. Move furniture as needed. Pull out imaginative play props (keep in mind that we do not need to have everything out). Open bins of play food, dolls, etc.• Wash the table tops. Decide on tabletop activities. Consider incorporating the theme. Feel free to wrap a table or two in the butcher paper and then let the kids draw, paint, stamp, etc. directly on the table.

	<ul style="list-style-type: none"> • Decide on a sensory activity, and set it up. • Take care of your specific job duties. • If you know a child will be absent, inform the other Caregivers.
9:00 - 9:45	FREE PLAY
	<ul style="list-style-type: none"> • Greet children as they come in and check in with parents. If the parent forgets to write the child's name on the whiteboard, add the child's name to the whiteboard. • Please be conscious of keeping the child safe gates to the Co-op space closed so that children do not exit the space. • Make children your priority and think about "teachable moments" related to interpersonal skills and related information. See another Co-op document, "Caregiver Guidelines", for more about interpersonal interactions. • Throughout the morning, be sensitive to older children who may need to use the potty, and offer them a chance to go. Keep your nose open to find out who among the younger crowd may need a diaper change. • NOTE to parents with an accompanying infant: Once set-up is complete, then, until clean-up time, is a good time to attend to your baby.
9:45	QUICK CLEAN -UP
	<ul style="list-style-type: none"> • Let children know there is a transition coming by singing, "Two minutes, two minutes, two more minutes to play!" • Sing the Clean-Up Song and welcome the help of each child. Thank them when they place an item in a helpful place. Take care to return items to the proper bins,

	<p>and stack bins neatly away. View this time as a chance to model how to clean-up and positively reinforce any helpful behavior.</p> <ul style="list-style-type: none"> • Do not worry if some children do not choose to help. However, if the unengaged children begin to 'act out', one Caregiver needs to try to engage them in a distracting way and maybe start trying to direct them toward Circle Time. • CLEANER - While the other two Caregivers lead the children in picking up the toys, wash the tables with water/bleach solution and set up the chairs for snack-time. • NOTE to parents with an accompanying infant: Now is a good time to put your infant back in the carrier, until the next transition time is over.
9:50	CIRCLE TIME
	<ul style="list-style-type: none"> • Direct the children to sit in a circle (sing: "It's Time for Sitting in a Circle"), and begin circle time ("Hello to Everyone"). • Review the calendar with children. Point to and say the month, point to and say the day, count the days already displayed and add today's card. Ask what the weather is like today, and add that card. • Talk VERY BRIEFLY about the theme. Ask kids questions about it, tell a story about it, etc. • Read one story, sing a song, read another story, and sing another song. Note that songs with finger plays or arm/body movements are popular. • End with transition song "Circle Time Now is Through"
10:00	BATHROOM /WASHING UP
	<ul style="list-style-type: none"> • Use transition song to have kids line up on the "line" (and roll up their sleeves) to prepare for hand

	<p>washing. Use the circle markers to create the line. Have each child stand on one circle.</p> <ul style="list-style-type: none"> • Grab stickers to bring to the bathroom. • Help potty trained kids use the bathroom before they wash hands. • Each child's hands should be washed by the Cleaner. Be sure to wash hands well - a lot of lather, front, back, and thumbs for approx. 15 to 20 seconds. Consider singing the "ABC" song while you wash each child's hands. • Arts and Craft person gives a paper towel and a sticker to every child that has washed hands. • Be sure to wash own hands at the same time. • Try to wash the hands of the most active kids and/or the slowest eaters first, so that they are the first ones to leave and start snack.
10:10	SNACK
	<ul style="list-style-type: none"> • In front of every sitting child, put a plate, cup of water, and a small helping of both the fresh and dry snack. Give cheese to those children who would like to eat it. Remind children that are not sitting to sit in order to be served (or be quiet, or keep the plate still, etc.). • Refill snacks and water on request. If age-appropriate, remind kids to use manners when asking for more. All children should wait for you to come to the table to serve them. • Encourage the children to sit at the table until they are truly done eating. No child should chew food and walk around at the same time. • As each child finishes snack, each child brings his/her plate to throw any leftovers into the trash,

	<p>and then places his/her cup and plate in the bin.</p> <ul style="list-style-type: none"> • NOTE to parents with an accompanying infant: As soon as snack is served, it's a good time to attend to your baby, before the fast eaters are ready for the next thing. Don't hesitate!
10:20-10:40	GROUP ACTIVITY
	<ul style="list-style-type: none"> • Activity box has cards in it with details of group activities. • Activity materials should be set up before Co-op day starts. • All available caretakers should help kids participate in activity. • Be aware that you may have to modify for younger/older kids.
10:40-11:00	ARTS AND CRAFTS
	<ul style="list-style-type: none"> • Clean the tables if needed. Cover them in newspaper if appropriate and/or put shower curtains on the floor. Use plastic trays to contain mess if need be. • Bring in your supplies from the backroom, and set up the tables so that each child is able to access as many materials as possible. Sometimes it makes sense to have children stand instead of sit. • If necessary, help children put their smocks on. • After kids are finished, label each craft with the child's name, and place on drying rack. • Return all supplies to the back room.
11:00-11:30	QUIET PLAY
	<ul style="list-style-type: none"> • Children and Caregivers alike are getting tired at this point. Quiet time is a time for children to play freely; however, Caregivers should consider setting up and leading activities that are quiet and relaxing. For example, read some books to a group on the bean bag

	<p>chair, set out puzzles on the tables, and have a puppet show that tells a familiar story for children to watch.</p> <ul style="list-style-type: none"> • Cleaner uses this time to finish work in the kitchen such as washing any arts and crafts items. • All Caregivers and children should help pick up toys at the end of Quiet Play.
11:30-11:50	MUSIC AND MOVEMENT
	<ul style="list-style-type: none"> • A 20-minute music curriculum is posted in the Circle Time area. Feel free to follow it directly or be more improvisational in your approach. General goals are to include sing-a-long songs, finger plays, instrument songs, and movement songs. Beginning and ending songs can help with transitions. • Use song cards to help kids choose a song. Only present them with 2 options at a time, not all 12 cards. Some kids will be happy to verbalize their choice, but the song cards can help for those that are unable or unwilling to speak up. Try to keep track of who gets to choose a song each week so that it is fair.
11:50	PICK-UP TIME
	<ul style="list-style-type: none"> • Parents should arrive no later than 11:50 to pick up their child/ren. Make sure to let parents know of any mishaps that may have occurred during the morning to their child or if a child was involved in any behavioral incidents (as either aggressor or victim), and/or tell a nice anecdote about the child's morning. • If a parent has notified the Caregivers that a non-parent will be picking up a child, Caregivers should check that person's ID before releasing the child to that person's care. • Parents should mark their child as "picked up" on the

	<p>attendance sheet (generally by crossing off the child's name).</p>
--	-----------------------------------------------------------------------

- Once all parents have arrived, Caregivers can begin leaving. Please help those with accompanying infants finish their tasks and leave first, if that helps them.

BOARD MEMBERS

- The Board member working that day is responsible for sending an email to Advocacy to report any incidents of overly physical behavior between children. This is both to help us identify any patterns regarding especially tricky parts of the Co-op day and any patterns regarding interpersonal relations between the children.
- If any incidences of hitting, pushing, biting, or any other unwelcome physical contact occurred, specify who was involved as well as the context.
- Also, the Board member working that day is responsible for sending an email to Advocacy reporting any late pick-ups (parent arrived at 11:55 or later).
- The Board member working that day also sends an email to the Treasurer if a sibling attended that day who would owe a daily fee.