

**4 Day, Full Day Programing
Preschool Sample Schedule
Monday - Thursday**

7:30 - 7:45	Arrival/wash hands/transportation/walkers Discovery
7:45 - 8:00	(Center time) activities
8:00 - 8:05	Clean-up/wash hands
8:05 - 8:35	Breakfast-family style in the classroom/clean up/brush teeth
8:35 - 8:50	Circle Time
8:50 - 10:05	Discovery (Center time) (Parent Assistant arrives 9:50)
10:05 - 11:05	Gross Motor (1st 15 min. break for ECCAT 10:05-10:20)
11:05 - 11:10	Bathroom/wash hands
11:10 - 11:40	Lunch (All Staff sits/eats Family Style with students)
11:40 - 12:10	Paths, GUW or Group activity Lesson (ECCAT's lunch)
12:10 - 12:20	Bathroom/mats (ECCAT assists w/mats and bathroom)
12:20 - 1:45	rest time (2"d 15 min. break for ECCAT 12:20-12:35) teachers lunch 12:35 - 1:05: Teacher planning 1:05 - 1:50 Parent assistant leaves at 1:50)
1:45 - 2:15	Discovery (Center time)
2:15 - 2:25	snack/story time
2:25 - 2:30	Dismissal (transportation/walkers)
2:30 - 3:00	Teacher and ECCAT Planning/Preparation for next day

Friday - Teacher Planning/
Home Visits/Conferences
(Home visits will be made with the Social Worker during first home visit and then ECCAT during the second home visit. All Home visit schedules must be reported to the Principal and input into PSTEPS.)

Parent assistant works 4 hours only unless approved by the Director.

Please punch in no more than 3 min before and 3 min after your time.

Parent assistants do not work on Friday.

Anytime the PA stays outside their work time will be considered Volunteer time in the classroom.

** PA - The principal can recommend KCS Preschool to contract more than one parent. Ex: one PA for M, W and one PA for T, TH. Please include a substitute Parent Assistant. Parent assistants will eat free of charge.

Parent Assistant can arrive anytime for 4 hours. This is an example that can be used to ensure the ECCAT receives 2, 15 minute breaks and the Teacher and ECCAT receives a 30-minute duty free lunch.