



## Daily Activity Implementation Schedule 2:45 staff site arrival

- 3 pm Arrival / Attendance
- Staff retrieve children
  - Belongings put in cubbies / tables
  - Attendance is taken
- 3:15-3:30 Snacks  
Restroom
- All hands must be washed—soap & water
  - Children must be and remain seated
  - Snacks are maintained in a clean area
  - Meal roaster checked
- 3:45-4:30 Homework / Academic Activity
- All book bags checked by staff
  - Staff have daily assigned group
  - Staff initial homework
  - Academic Activity is provided if child has no HM
  - All staff ensure that the environment is quiet and conducive to learning/studying
- 4:30-5:30 Double check all Homework
- 4:30-5:30 Indoor Activity / Outdoor Activity
- Age appropriate & all inclusive
  - Arts & Crafts, Story time
  - Manipulative & Organized games
  - Staff must plan activities in advance
- 5:45pm Departure
- Clean-up
  - Staff host parents arrival

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YDP Full Name Print

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YDP Signature

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Date