

## **SCHEDULING INFORMATION**

Once you have been accepted into the program for the first time you will be contacted to schedule an appointment to meet with your Cottage Supervising Teacher. During that meeting you will need to bring your completed enrollment forms. Please use the checklist found on web site to ensure you complete the needed forms in advance of your meeting. This meeting generally lasts about 30 minutes and your child is welcome to attend with you.

### **THE SCHEDULING APPOINTMENT**

- ❑ You will have an opportunity to ask questions, visit the classroom and meet the key staff members who will be working with you and your family in the Cottage.
- ❑ You will review all paperwork with your Supervising Teacher and complete a couple more required forms as needed for that Cottage.
- ❑ You have already discussed the days you wish to have your child enrolled prior to your appointment. If you think you will need additional days you will be able to discuss those options.
- ❑ If you are a student, It is important that you bring in a copy of your official class schedule or if you have not registered as yet, a copy of your projected schedule.
- ❑ Families who will be receiving funding have certain guidelines they must meet to qualify for days/hours of care. We will do our best to meet your needs, but we may not be able to accommodate all requests. Your Supervising Teacher will explain the schedule we can offer and the procedure to change that schedule should you wish to do so in the future.
- ❑ We encourage you to schedule several additional visits to the classroom with your child in order to meet the Master Teacher and become familiar with the classroom prior to your child's first day. Taking photos during your visit in the classroom is always helpful as they can be posted at home for your child to view as a way to prepare for the new classroom environment.
- ❑ Other tips to making a smooth transition from home to school will be discussed at your scheduling appointment.

### **YOUR OFFICIAL SCHEDULE**

- ❑ Your schedule is a contract with us for an entire year beginning with the start of each Fall Semester. Procedures to change your schedule will be explained to you and we will do our best to accommodate those changes as requested.
- ❑ SDSU Students have the option of choosing to enroll in the Academic Year Program, meaning your child will attend during the Fall and Spring Semesters but will not attend during winter break nor spring break. Summer School is not guaranteed to Academic Year families but may be available as space permits.

- We encourage all families to arrive by 9 am each morning. This is the beginning of the core learning each day. Arrival prior to 9 am is best to ensure an opportunity to spend time with the teacher during arrival. After 9 am the teachers become very involved in the days activities and may not have the luxury of 1 on 1 time to talk with each parent or child as they arrive.
- Please be careful to fill in your child's typical start and ending times on the Schedule Contract rather than simply 7 to 6. You may use all 11 hours if needed, but knowing your typical start and end times will be will help us plan accurate meal counts and ensure proper staffing at the beginning and end of each day. With a more accurate count of the number of children who will be in the room between 7 and 9 am and from 4:30 to 6 pm, we will be able to maximize our staffing hours to provide the most staff during the hours when more children are present.
- Meals are served at the following times:
  - Breakfast 8:30 am
  - Lunch 11:30 am
  - Snack 2:30-3:00 pm
- Infants eat on their own personal schedule and you can discuss your child's personal schedule with your Cottage Supervising Teacher.
- You may choose a MWF or a TTH or a Mon-Fri schedule for your child based on the openings in the classroom. This allows for a typical academic year schedule or either a MWF or TTH schedule if using less than 5 days a week.
- Hours of Operation - Monday - Friday
  - Infant Classrooms are open only 8 am to 4 pm
  - Toddler Through Preschool Classrooms are open 7 am to 6 pm

### **FAMILY INVOLVEMENT/PARTICIPATION**

- Our Center is committed to involving families in our daily program and all aspects of center operation. It is expected that all families become involved members of the center team that includes teachers, staff, parents and children.
- Families are considered active partners in our educational program and are encouraged to volunteer directly in the classrooms on a weekly/monthly basis as their schedule permits.
- Other opportunities to be involved include serving as a classroom representative on The Children's Center Board; working as a Chair of a Board committee or participating member; assisting with special events at the center or off campus; participating in fundraising events; sharing skills and talents directly in the classroom (reading, cooking, singing, dancing, etc.) or to enhance the physical environment (building, painting, sewing, computer skills etc).
- Your Supervising Teacher will be happy to discuss other opportunities you may wish to be a part of as you join our center family.