

Meeting Minutes

8/24/06

Attendance: Donita, Jill, Esther, Carrie, Ryan, Meg, AMy, Nicole, Trisha, Darla, Jen, Joy, Janet, Chris, Mary, Angelica, Deb S, Cindy, Deb H, and Melanie

Not In Attendance: Tonya, Rosey, Erika, Lisa, Kim, Esther, Crystal, Jean, Trish, Angie, Denise, Cheryl, Ashley, Jane, and Colin

Issues to Cover:

DEB:

- ☼ Readings – Matthew 21:16 and Psalm 8:2. Deb wanted to help us realize that God is affirming all of us with the different things that are going on in our lives. EXAMPLE-Brandon wanting to be a Pastor, State recognizing our awesome facility and the work the team does, a perfect score from the Board of Health. Deb wants everyone to understand that she agrees that you all are awesome and that she is very proud of all of us.
- ☼ Song of Praise – “Awesome God” by Michael W Smith.
- ☼ Deb offers her apology to all the teaching team. She feels that the team has been disrespected because we have not had time to sit down with each teacher to review the written evaluations that were initially preformed in Feb. and then again in April of this year. She asks that you offer her forgiveness as she humbles herself before you. She states that the evals have to be verbally reviewed but the things are in the past and the “slate is clean” from this point on.
- ☼ Deb revealed her excitement for the new year/session. She encourages the team to continue their hard work and commitment to the children and team, holding each other accountable. She reminds us to continue to have an open heart, love one another, and understand that we are human and mistakes are sometimes made. Deb encourages the team to continue to have open communication with each other so there aren’t walls. Honor one another.
- ☼ Deb reminds us all to have quiet time with the Lord each day to center yourselves. It is important to hear God’s word in order to do what He has called you to do especially here at KPS.
- ☼ **INDIANAPOLIS TRIP** – The annual ACSI trip is here! October 13th and 14th. Please review your calendar and get it scheduled. Deb offers two options; go down as a group Friday after work and/or go down yourself in the morning and check in by 8:30a.m.. Whatever you do, please notify the office so we can make sure everyone has accommodations. Cindy and Deb will be attending with the team of teachers.

MELANIE:

- ☼ **ICE PACKS** – Please remember to reuse the ice pack sponges after each incident. Throw out the plastic bag and replace it with a new one. Return the sponge to the refrigerator in the teacher’s lounge.
- ☼ **BATHROOM TIME** – Please make note that there are Kindergarten classes now in both the Ark and Library Room. Please be sure to make the children use the bathroom *BEFORE* you go outside and *BEFORE* you go in the gym for nap. Please be aware of the children who need to go twice and those who you need to “listen” to while they go to make sure they are using the time wisely. There has begun to be too many children up during nap just to use the bathroom. Please work together to fix this issue.
- ☼ **GYM TIMES** – Please throw away all gym time schedules except for this new one dated 8/24/06. The schedules for the 2 kindergarten rooms have caused us to rework the gym times, again. Kindergarten has a transition time that incorporates the gym from 11:00-11:15 and the Farm Room’s time has changed.

- ☼ CHILD PROFILES – Why are we doing them? The information that you are gathering from the profiles will help you know how to manage that specific child. It is also one of the first papers that you will put into the child's portfolio for the year. This information should be kept confidentially in the realm of the Kiddie Prep School and the teachers immediately involved with the child.
- ☼ OPEN HOUSE – You will need to be preparing yourself for the Open House that is scheduled for Sept 7th from 5-6:30. All staff will be required to be here in order to keep the children busy, meet with the parents and create a safe environment. A list of ideas was handed out (attached) to help the teachers get prepared. These are only a couple of ideas for you. Please talk amongst each other to share ideas in order to highlight your professionalism. This is a great time to show the parents informally how good you are ☺.
- ☼ DOROTHY – Dorothy will be working on some new updates for the parents. She is working on ways to help the parents pay their statements. Credit cards, online payments, e-mail statements, etc...
- ☼ CINDY – Because of some things that Dorothy will be doing, Cindy will be freed up to do other things. She will get back to the basics of curriculum and be able to help more with her great ideas.

STAFF COMMENTS AND CONCERNS:

- ☼ OPEN HOUSE – “How do we get ready for it?”
Work together and share ideas. Ask Cindy regarding curriculum ideas and review your checklist.
- ☼ ASSESSMENTS – “Do assessments need to be done before the open house?”
NO – assessments are not expected to be done before the open house. Although, they are required to be done by the end of September.
“How should we handle assessments for children that are of one age in the fall and another age in the spring.”
It is all individualized. Usually you will want to do your Fall assessment now for the age that the child is now. Then in the Spring, use the new age assessment for but fill it out under the Spring heading. (See attached) If by chance, the child is not able to do things on the new assessment for the appropriate age, use the same assessment from the Fall.
- ☼ BREAKFAST TIMES – “Can we spread out the breakfast times to include an extra 15 minutes, pushing the closing time to 8:15?”
We cannot do this because the state requires us to have 2 hours in-between meals. It gets a little complicated so that is why Cindy is in charge of it and we follow what she sets into place for us.
- ☼ KITCHEN – “Problems...”
The kitchen is in a transition time right now. Dorothy will begin training Tina to be able to take over the ordering. Tina will become the head cook and this will relieve Dorothy to do other things.
- ☼ STATE REQUIREMENTS – “Tack strips”
Please make sure that the papers on the tack strip in your classroom stay available. Melanie has a reminder to review all the papers to make sure nothing is pulled off but she only does it quarterly. Please make sure that you do not add anything to the strip without consulting with Melanie first.
- ☼ FEEL BETTER BAGS – “Some of the stuff has been broken or is not there...”
Please let the office know if you need any replacement items for your bag.
- ☼ BE BY MYSELF AREA – “How to use and when...”
Please make sure to accommodate the child with the area. Designate an area in the room just for this time. Use this “time” for children who need some extra time to cool out and be by themselves. Cindy purchased hula hoops for the rooms to put on the floor and designate an area for a child in need of time.

- ☼ CRAWLING TIME FOR YOUNGER AGES – “State request and regulation that the 2’s have something in their room.”

The Train and Bug Room initially had a tunnel. They will look for it and update the office. 2yr olds must have something in their room so they can crawl and discover things. This type of activity helps enhance their language development.

- ☼ MIRRORS – Please make sure the mirrors are placed in the rooms where the children can get to them. They should be placed outwards.

AFFIRMATION BOX:

- ☼ Meg – Train Room Help
- ☼ Tonya – Ideas
- ☼ Melanie R – Card and prayers
- ☼ Amy – Cot Help
- ☼ Trish – Giving up break time to help others
- ☼ Deb H – Prayers

SUGGESTION BOX:

- ☼ “Should be a bible in the office for staff use.” – There are bibles to use at any time down at the church if needed. In addition, Deb offers her bible at any time. The staff suggested that they get one for each room. This is a good suggestion. Some of the teachers state they already have one. Melanie will do a check and see who has one and who needs one and then look into talking with the Deb and Pastor to see if we can get one for the KPS team.

DEVELOPMENTAL ASSESSMENT CHECKLIST - 3 YEAR OLDS

KIDDIE PREP SCHOOL

Child's Name _____

Date:

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(Fall) (Spring)

N = Not Yet S = Some of the Time U = Usually

Physical Growth/Motor Development	Fall	Spring
Walks without watching feet; walks backward		
Runs at an even pace, turns and stops well; runs around obstacles		
Climbs stairs with alternating feet, using hand rail for balance		
Jumps off low steps or objects; does not judge well in jumping over objects		
Shows improved coordination		
Perceives height and speed of objects (like a thrown ball) but may be overly bold or fearful, lacking realistic sense of own ability		
Jumps in place with two feet		
Uses fair coordination when on a low balance beam/watches feet		
Plays actively (trying to keep up with older children) and then needs rest		
Fatigues suddenly and becomes cranky if overly tired		
Copies circles		
Manipulates clay, puzzles, scissors properly		
Walks on a line		
Throws a ball forward, overhand		
Begins to use zipper, buttons, and can dress self		

Comments: _____

Fine Motor Development	Fall	Spring
Places large pegs into pegboards		
Strings large beads		
Pours liquids with some spills		
Builds block towers		
Easily does puzzles		
Fatigues easily if much hand coordination is required		
Draws shapes; begins to design objects, such as a house or figure		
Draws objects in some relation to each other		
Uses one hand consistently R: _____ or L: _____		
Holds crayons and markers with fingers instead of fist		

Comments: _____

Language and Communication Development	Fall	Spring
Shows a steady increase in vocabulary, ranging from 2000 to 4000 words		
Tends to over-generalize meaning and make up words to fit needs		
Connects 3-4 words to form simple sentences; expresses needs		

Language and Communication Development (Cont.)	Fall	Spring
Has difficulty taking turns in conversation; Changes topic quickly		
Pronounces words with difficulty; often mistakes one word for another		
Likes simple finger plays, rhyming stories and singing		
Asks <i>who</i> , <i>what</i> , <i>where</i> and <i>why</i>		
Solves problems; has organized thoughts		
Listens attentively; shows an increased attention span		
Responds and follows simple directions; Completes tasks		
Counts _____ Fluently counts to: _____		
Speech is understandable		
Recognizes and matches colors		
Draws a picture and can explain it to an adult		
Understands written name (first and last)		
Can group objects		
Begins to understand time concepts		
Refers to self as <i>I</i> and/or <i>me</i>		
Can tell a simple story		
Links two ideas by sentence combining		

Comments:

Social and Emotional Development	Fall	Spring
Expresses self-confidence but can be fearful		
Expresses feelings in an appropriate manner		
Accepts constructive criticism		
Developing humor, may be silly		
Can revert to toddler behavior (crying, thumb sucking, etc.)		
Tells name and age		
May continue to play alongside others; parallel play		
Joins in play with others		
Effectively shares; takes turns		
Identifies with others		
Accepts responsibility		
Demonstrates self-control; wants to please adults		
Looks on from the sidelines		
Is affectionate; shows delight in things/others		
Begins dramatic play; <i>pretends</i>		

Comments:

DEVELOPMENTAL ASSESSMENT CHECKLIST - 2 YEAR OLDS

KIDDIE PREP SCHOOL

Child's Name _____

Date:

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(Fall) (Spring)

N = Not Yet S = Some of the Time U = Usually

Physical Growth/ Motor Development	Fall	Spring
Scribbles with marker or crayon		
Balances on one foot		
Threads beads		
Draws a circle		
Stands and walks on tiptoes		
Handles scissors with assistance		
Imitates horizontal crayon stroke		
Uses a spoon without spilling		
Opens doors		
Puts on coat		
Washes and dries hands properly		
Uses one hand consistently R: _____ or L: _____		
Runs forward, jumps in place, climbs		
Kicks ball forward		

Comments: _____

Language Development	Fall	Spring
Shows increased awareness of being seen and evaluated by others		
Sees others as a stumbling block to immediate happiness		
Begins to realize others have rights and privileges		
Gains greater enjoyment from peer play and joint exploration		
Begins to see benefits of cooperation		
Identifies self with children of same age or sex		
Is more aware of feelings of others		
Is helpful to others		
Exhibits more impulse control and self-pity in relation to others		
Uses words for wants		
Seeks teacher attention		
Shows independence		
May have imaginary playmates		
Watches other children		
Plays near others		
Begins to play in small groups		
Participates in group activities		

Language Development (cont.)	Fall	Spring
Watches other children		
Shows strong sense of self as an individual, uses "No" responses		
Experiences self as powerful, strong and confident		
Capable of self-evaluation (good, bad, attractive, etc.)		
Makes attempts of self control		
Uses names of self and others		
Identifies six or more body parts		
Enjoys small group activities		

Comments:

Emotional Development/Expression of Feelings	Fall	Spring
Frequently displays aggressive feelings and behaviors		
Exhibits contrasting mood shifts (stubborn versus compliant)		
Show increased fearfulness (of dark, monsters, etc.)		
Expresses emotions with increased control		
Aware of own feelings and those of others		
Shows satisfaction when building things/completing a task		
Expresses feelings with symbolic play		
Shows empathy for others		
Intentional lying explored		
Shows sympathy and affection		
Feelings can be hurt; shows temper		
Associates facial expressions with emotions		

Comments:

Physical, Spatial, and Temporal Awareness	Fall	Spring
Identifies an object when it is placed in a bag with two other objects		
Uses <i>tomorrow</i> , <i>yesterday</i>		
Figures out which child is missing by looking at group		
Asserts independence: "Me do it"		
Puts on simple garments, such as cap		

Comments:

Purposeful Action and Use of Tools	Fall	Spring
When playing with a ring-stacking toy, ignores any forms that have no hole. Stacks only rings or other objects with holes		
Classifies, labels, and sorts objects by group (hard versus soft, large versus small)		
Helps dress and undress self		

Comments:

Things to have on hand in your classroom during the KPS Open House

Most of these things will be provided by the office unless marked differently. Please be patient while everything is put together for each room.

- 1) Blank Name Tags (*we may not have these*) for the parents to use
- 2) Pens
- 3) Blank lined paper
- 4) Extra (blank) copies of Student Profiles (*teacher to make copies*)
- 5) Examples of Lesson Plans (*a couple of copies*)
- 6) Copie(s) of the Class Schedule (*teacher to make copies*)
- 7) New Rate Notices (*office to provide copies*)
- 8) Parent/Teacher communication binders (*teacher to provide*)
- 9) Copies of blank assessment forms for the age in your room (*teacher to make copies*)
- 10) Teacher Bios
- 11) Copies of school calendar (*office to provide packet*)
- 12) Parent welcome letters (*teacher to make copies from packet provided by the office*)

OTHER

Meeting Minutes

8/30/2006

Attendance: Cheryl, Esther, Ashley, Meg, Nicole, Rosey, Ronee, Jen, Janet, Kim, Erika, Lisa, Mary, Deb S, Melanie R.

Not In Attendance: Trisha, Crystal, Colin, Jane, Bethanie.

Issues Covered:

- ⊗ Reviewed the requirements for evening closing of KPS classrooms. A handout was given to all present to help them get re-acquainted with the different necessities (attached). KPS is a ministry of Grace Point which shares the facility with several other ministries. We need to be considerate of the other ministries that are organized for after KPS hours. By doing this, we show a good example to everyone that is a part of God's mission.
- ⊗ We talked about sharing the responsibilities of closing. It is not the responsibility of only the afternoon part-time team member. The full-time team members that are scheduled in the room are also responsible to help prepare the room and children's possessions for pick-up time and closing. It is suggested that all team members prepare things such as bags, laundry, left over materials from crafts, etc... during naptime so their attention will be free to be with the kids once they wake. Another team member shared with us that determining a list for each teacher works best for them. This way things don't get missed. Another team member suggested to work together and have a plan before the lights turn on.
- ⊗ AFTERNOON COMBINING – Melanie shared the behind the scenes on how staffing is organized for the afternoons. A spreadsheet was handed out so everyone could see the example (attached). This form should always be in the office, usually tacked to the Team Communication Board. It does tend to change frequently at the beginning of the season, until ratios are ironed out. It will also change if we get a new team member on staff. Please feel free to review the Morning or Afternoon Combining Schedule at any time.
- ⊗ ICE PACKS – *RE-USE THE ICE SPONGES!* When a child is done with the ice sponge, replace the plastic bag and put the ice pack back into the refrigerator in the Teachers' Lounge.
- ⊗ Please make note that there are Kindergarten classes now in both the Ark Room and the Library Room. Make sure to make the children use the bathroom *BEFORE* you go outside and *BEFORE* you go in the gym for nap and play. Please be aware of the children who need to go twice and those who you need to "listen" to while they go to make sure they are using the time wisely. There has begun to be too many children up during nap just to use the bathrooms. Please work together to fix this issue.
- ⊗ NEW GYM TIMES – Please make sure you have the correct gym schedule. We have changed things yet again. 2 kindergarten rooms has caused us to rework things for the fall.
- ⊗ CHILD PROFILES – We are doing these in order to meet the needs of every child possible. Getting this information will help the Lead Teachers organize their room, curriculum, teaching aids, etc.... If you see the info coming in from the parents, please put away for the Lead Teachers. Please remember to keep this information confidential as well. If you are not in direct contact with a child, then you do not need to get "info" about them "just for fun".
- ⊗ OPEN HOUSE – All part-time and full-time teachers are *REQUIRED TO ATTEND*. If you leave before the event happens, please be back by 4:45 in order to get prepared for the parents and families to arrive. The scheduled time is 4:45-6:30. Part-time staff will be scheduled in rooms and will be responsible for "keeping the children occupied". Use different reading materials, books-on-tape, play dough, crayons, markers, etc... Things that the children can do at the tables and keep busy and not bored. The Lead Teachers will be mingling with the parents in order to answer any questions they may have.

8/30/06
Attachments

KPS Team Closing Requirements

In order to organize the closing of each day, Kiddie Prep School has a Room Closing List for all staff members to follow.

All afternoon Kiddie Prep Team Members will be held responsible to properly close their room while keeping good supervision flowing in their classrooms. This will be done by planning ahead to make sure you are not the only teacher in the room while doing most of the room closing.

Because we respect the children and parents of Kiddie Prep School, we want to honor them in every way possible. By following these straightforward guidelines the parents will be able to come for their child and not have to search the property in order to find them.

Furthermore, we respect our Team Members at Kiddie Prep School and we want to honor them as well. You will be able to get the important things completed before 5:00 and will have an abundance of time to spend with the children.

Objective: To close the rooms properly in order to share space with other ministries©

Solution: Plan ahead! ☺

Schedule as follows:

Key: Teacher A = Teacher scheduled to leave after P.M. snack is finished.

Teacher B = Late afternoon teacher.

Naptime = Plan ahead! Take back any materials used while preparing for the next weeks curriculum. Use the naptime to your advantage. Not just to catch up on the days events, but to get prepared for the afternoon and the week to come. Also, do not forget to get your P.M. snack before the lights come on in the gym.

2:30 = Teacher A and B can begin to clean cubbies out and put bags together.

2:50 = All teachers (except for the Bug and Train Room) are to be in the Gym ready for the lights to come on. PLEASE DO NOT WAIT TO GO INTO THE GYM UNTIL THEY COME ON. The children know exactly when the lights come on and they are ready to go. Be there for your children.

3:00 = Teacher A or B can encourage the children to help put any belongs used for naptime in their own bags while waiting on the bathroom. This will teach the children responsibility of cleaning up after themselves. You can make a game out of it as well. Please make sure that not all teachers in the room are doing this. Someone needs to be supervising and spending time with the children.

Your bags are now packed for the evening except for any of the "mom and dad gifts" made during other afternoon curriculum.

3/3:15 = Snack Time!! Take your time... There is no real hurry...

3:30/4:00= Teacher A should return all materials that have been borrowed from another room (Kitchen linen, Spray bottles, etc...)
Dirty linen → In the laundry basket by the clothes washer
Dirty dishes → On the stainless steel countertop by disposal
Spray bottles → In the stainless steel sink

**There should not be any leftover snack that has been opened from it's original container (in the classroom) returned to the kitchen due to the IN State regulations.

4:45-5:00 = Lock up any cabinets not being used. Keep your keys with you in order to open any cabinets in a hurry. DO NOT CLOSE UP THE TOY CABINETS. Make sure the children still have plenty of things to choose from while playing.

5:00-on = As a general rule children and staff should not be outside after this time of day.

5:15-5:25 = Clean up the room. Pick up any loose trash around the room and make sure the toys/books are put away properly. This is the key time to put everything away that is on your Wednesday and Friday Closing list.

5:25-5:30 = Have children play a game like Sleepy Lions away from the tables and begin to put the chairs up. Take backpacks and combine into the designated classrooms. Please make sure that the chairs are still down and at the tables of the following classrooms.

Bug Room = 2 year olds

Balloon Room = Farm Room, Bear Room, Castle Room and Balloon Room

Ark Room = Ocean Room, Safari Room and School Age children

**These classrooms are grouped together age appropriately.

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IMPORTANT: If you are a teacher that leaves at 5:30, **DO NOT** bring your classroom kids into the rooms and leave. Please make sure the other teachers know how many children you are dropping off and make sure they are in ratio before leaving them. Also, make sure that the bags get **inside** the room and are not blocking the door in order to alleviate any accidents when parents come into the rooms.

5:30-5:40 = Do **quiet** games with the children (Reading, make believe story telling, etc...). This will help calm them down and encourage them to leave with their parents in a restful manner.

5:40 = Have children play a game like Sleepy Lions again, away from the tables and begin to put the chairs up. Take backpacks and combine into the Ark Room. **Make sure that the 2 year olds are visually separated in another area of the room. This is an Indiana State requirement.**

5:45 = Room Closer will begin to go around to the individual classrooms and closeout the rooms according to the checklist. If there are any problems with your room, the Room Closer will make note of it and complete the task. The notes will be reviewed by the Staff Supervisor in order to discuss immediate improvement.

By 6:00, all children should be picked up. If not, please let Cindy know ASAP so we can plan for an additional pick up and/or call to parents.

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OPEN HOUSE



We would like to invite you to our school's first annual Open House. Come and learn about our classroom procedures and curriculum topics. Become familiar with the classroom where your child will be given opportunities to experience numerous amounts of educational and spiritual motivation from our great teaching team.



Date: Thursday, September 7

Time: 5:00-6:30

Location: Kiddie Prep School



The Lead Teachers will be on hand in order to welcome you to your child's classroom. They will be open to *general* comments, ideas and questions. There will be handouts available along with our daily Parent Communication Folders in order to help the parents stay informed.



This Open House is **not** a time for individual parent-teacher conferences. Parents who have concerns about their individual child need to **write their contact information down** on the comment paper in the classroom during the Open House. The teachers will then be able to contact you during their planning period in order to give you their complete attention.

Thank you for your help and support. We know it will be a fun and successful year for the children. We look forward to meeting you at our Open House.



Best regards,

The Kiddie Prep School Teaching Team

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LIBRARY ROOM
Closing Requirements

8/30/06
Attachment

Please follow the list below when closing out your rooms on a daily basis:

1. Make sure earlier teacher returned all items that were borrowed throughout the day.
2. Clean up all loose toys and trash around the classroom making sure that loose trash is in the trash cans.
3. Sweep up tile area of floors.
4. Clean and wash off all countertops.
5. Shut off all radios and put them in the KPS closet.
6. Shut off computers.
7. Close and lock all windows.
8. Lock all cabinets and closets.
9. Stack all child chairs up on top of the tables.
10. Shut off lights in bathrooms after making sure the floor is clear of toilet paper and toilet is flushed.
11. Shut off lights in the room to signify that you have completed your room closing.

We share the classrooms with the other ministries of the Church on Wednesday nights and weekends. There are specific things the KPS ministry has to do in order to get the rooms ready for their use.

Wednesday and Friday Specifics:

1. Close toy chest and push the long end flush with the wall.
2. Secure lids on any open toy box and push them flush with the wall.
3. Close up large toys (i.e. kitchen centers, etc..) and push them flush with the wall.
4. Place any large toys (i.e. Little Peoples Play Houses, etc..) on top of the toy chest or in your KPS closet.
5. Remove all KPS material (hanging art) from the clothes string. Send it home with the children or put them in the KPS closet.
6. Remove all KPS material from countertops except for the Kleenex boxes. This includes all diapering materials, CDs, radios, clipboards, KPS checklists, etc..
7. Place all toy boxes, which do not have a secured lid, in the KPS closet.
8. Remove all plastic cubby boxes and neatly stack them together on top of the wooden cubby storage units. ****Do not put away the Walking Rope. Place it in the correctly labeled cubby compartment.**
9. Place all left over book bags in the KPS closet.

**There are specific duties that are special to each room.
Please read and do the following for this room:**

1. Bring in playground trashcan.
2. Make sure to fold up the metal chairs and neatly stack them on the chair cart.
3. Return any metal chairs to the Youth Center (if borrowed earlier in the week).
4. Make sure the closet is put back together neatly and orderly.
5. Lock the outside door leading onto the playground.
6. Unplug the computers and roll one computer stand into the large closet and lock the door. Push the other computer stand into the KPS office. (During Fall School Year)

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Afternoon Room Combining Schedule

8/23/06
 Attachment
 updated:
 8/21/06

Combine Times	Room	Children	Teachers
3:00	Train Room	Train Room Kids	Jill
			Esther
			Cheryl
Bug Room	Bug Room Kids	Carrie	
		Meg	
		Ashley	
Farm Room	Farm Room Kids	Amy	
		Nicole	
Bear Room	Bear Room Kids	Trisha	
		Renee	
Castle Room	Castle Room Kids	Janet	
		Enka	
Balloon Room	Balloon Room Kids	Mary	
		Crystal	
Safari Room	Safari Room Kids	Angelica	
		Deb S	
Ocean Room	Ocean Room Kids	Jen	
		Kim	
Ark Room	Kindergarten Kids	Trish	
		Lisa (2:45)	
Library Room	Kindergarten Kids	Angle	
		Denise	

Afternoon Room Combining Schedule

Updated:
 8/21/06

Combine Times	Room	Children	Teachers
3:30	Train Room	Train Room Kids	Jill
			Esther
			Cheryl
Bug Room	Bug Room Kids	Carrie	
		Meg	
		Ashley	
Farm Room	Farm Room Kids	Nicole	
		Rosey	
Bear Room	Bear Room Kids	Trisha	
		Ronee	
Castle Room	Castle Room Kids	Janet	
		Enka	
Balloon Room	Balloon Room Kids	Mary	
		Crystal	
Safari Room	Safari Room Kids	Deb S	
		Bethanie	
Ocean Room	Ocean Room Kids	Jen	
		Kim	
Ark Room	Kindergarten Kids	Angle	
		Trish	
		Denise	
Library Room	School Age Kids	Lisa	

Afternoon Room Combining Schedule

Updated:
8/21/06

Combine Times	Room	Children	Teachers
4:00	Train Room	Train Room Kids	Esther
			Cheryl
	Bug Room	Bug Room Kids	Meg
			Ashley
	Farm Room	Farm Room Kids	Nicole
			Rosey
	Bear Room	Bear Room Kids	Ronee
	Castle Room	Castle Room Kids	Erika
	Balloon Room	Balloon Room Kids	Crystal
	Safari Room	Safari Room Kids	Bethanie
	Ocean Room	Ocean Room Kids	Kim
	Ark Room	Kindergarten Kids	Trish
			Jane (3:45)
	Library Room	School Age Kids	Colin
			Lisa **Bus Runner

Combine Times	Room	Children	Teachers
5:00	Train Room	Train Room Kids	Cheryl
		Bug Room Kids	Ashley
	Farm Room	Farm Room Kids	Nicole
	Bear Room	Bear Room Kids	Ronee
	Castle Room	Castle Room Kids	Erika
	Balloon Room	Balloon Room Kids	Crystal
	Safari Room	Safari Room Kids	Bethanie
	Ocean Room	Ocean Room Kids	Kim
	Ark Room	Kindergarten Kids	Jane
	Library Room	School Age Kids	Colin

Afternoon Room Combining Schedule

Updated:
8/21/06

Combine Times	Room	Children	Teachers
5:30	Train Room	Train Room Kids	Ashley
		Bug Room Kids	
	Balloon Room	Farm Room Kids	Nicole
		Bear Room Kids	Kim
		Castle Room Kids	
		Balloon Room Kids	
	Ark Room	Safari Room Kids	Bethanie
		Ocean Room Kids	Colin
		Kindergarten Kids	
		School Age Kids	

Combine Times	Room	Children	Teachers
5:45	Ark Room	Train Room Kids	Ashley
		Bug Room Kids	Bethanie
		Farm Room Kids	
		Bear Room Kids	
		Castle Room Kids	
		Balloon Room Kids	
		Safari Room Kids	
		Ocean Room Kids	
		Kindergarten Kids	
		School Age Kids	

Nicole will be closing the facility at this time.