

Welcome to the Early Childhood Development Program!

The People Serving People Early Childhood Development Program is licensed by the state of Minnesota's Department of Human Services and a Parent Aware 4 Star rated program. Our center serves a maximum of 52 children in the following age groups:

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| Infants: | Ages 6 weeks – 15 months |
| Toddlers: | Ages 16 months – 2 years |
| Preschool Prep: | Ages 2 ½ years – 3 ½ years |
| Preschool: | Ages 3 years – 5 years |

*Children must be potty trained before entering preschool.

General Program Information

Hours of Operation: 9:00 AM – 4:30 PM Monday – Friday

The Early Childhood Development Program is not open on the following days:

- New Year's Eve/Day
- Memorial Day
- Independence Day
- Labor Day
- Thanksgiving and the Friday after Thanksgiving
- Christmas Eve/Day
- Any other day interfering with a planned PSP event or Staff Development.

Infant School Schedule

Each infant follows an individualized feeding and napping schedule based on their needs and parent requests. Infants are given time each day to explore their environment in chosen areas throughout the room. There are also various activities planned by the infant teacher to work on individualized goals for each infant. Diapers are changed every 2 hours or as needed. For infants that are eating table food, snacks are served around 10:00 am and 2:30 pm. Lunch is served around 11:30 am.

Volunteer/Intern Responsibility in the Infant Classroom

As a volunteer in the infant school you will be trained in on and asked to perform all or some of the following tasks:

- Bottle feeding
- Preparing a bottle
- Holding and comforting children
- Putting children down for nap
- Playing with children
- Helping with clean up and sanitizing
- Recording nap times, diaper changing times, feeding times, etc. on children's individual daily sheets.

- Any other tasks requested by the classroom teachers.

Toddler School Schedule

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|-------------|------------------------------|
| 9:00 | Sign-In Time |
| 9:00-9:30 | Self Directed Learning Time |
| 9:30-9:45 | Movement |
| 9:45-10:15 | Circle Time |
| 10:15-10:30 | Snack |
| 10:30-11:30 | Large Motor Time/Small Group |
| 11:30-12:00 | Transition/Handwashing/Lunch |
| 12:00-2:30 | Nap/Quiet Time |
| 2:30-3:00 | Snack |
| 3:00-3:30 | Large Motor |
| 3:30-4:30 | Self Directed Learning |

Preschool Prep Schedule

| | |
|-------------|-----------------------------|
| 9:00 | Sign-In Time |
| 9:00-9:30 | Self-Directed Learning Time |
| 9:30-10:30 | Large Motor Time |
| 10:30-10:45 | Snack Time |
| 10:45-11:00 | Large Group |
| 11:00-12:00 | Small Group Activities |
| 12:00-12:15 | Wash Hands |
| 12:15-12:45 | Lunch Time |
| 12:45-2:45 | Naptime |
| 2:45-3:00 | Quiet Activities |
| 3:00-3:15 | Afternoon Group Meeting |
| 3:15-3:30 | Snack Time |
| 3:30-4:00 | Large Motor Time |
| 4:00-4:30 | Self-Directed Learning |

Preschool Schedule

| | |
|-------------|-------------------------------------|
| 9:00 | Sign-In Time |
| 9:00-10:00 | Self-Directed Learning |
| 10:00-10:30 | Large Group Lessons |
| 10:30-10:45 | Wash Hands/Snack |
| 10:45-11:30 | Self-Directed Learning/Small Groups |
| 11:30-12:30 | Large Motor Time |
| 12:30-1:00 | Wash Hands/Lunch |
| 1:00-3:00 | Nap/Quiet Time |
| 3:00-3:30 | Quiet Reading |
| 3:30-3:45 | Wash Hands/Snack |

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| 3:45-4:00 | Large Group Lesson |
| 4:00-4:30 | Gym |
| 4:30 | Pick-Up Time |

Volunteer/Intern Responsibilities in the Toddler, Preschool Prep, and Preschool Classrooms

As a volunteer you will be trained in on and asked to perform all or some of the following tasks:

- Playing with the children
- Comforting children when they are sad
- Assisting the group of children or an individual child on art projects, during group time, during self-directed learning time, or during other activities throughout the day.
- Helping with transition times such as clean up, lining up, washing hands, etc.
- Helping children lay down for nap
- Cleaning and sanitizing the room and toys throughout the day as needed.
- Modeling behavior for the children
- Observing children to help prevent incidents of disruptive behavior or safety hazards
- Any other task assigned by the teachers in the school

Cancellation of Programs

It is very rare that the program will close, but in case of extreme weather or other emergency situations schools will follow Minneapolis Public School directives in dealing with weather: MPS school closings will = a 2 hour delay in opening at PSP.

For any other cancellation, volunteers will be informed by the teachers or by the Preschool or Infant/Toddler Coordinators prior to the cancellation date. The dates are also listed on the Volunteer Portal on our website:

<http://www.peopleservingpeople.org/home/volunteer/community/resources/early-child-classrooms-closed-days/>

Mandated Reporting

As a volunteer or intern in the Early Childhood Development Program you are considered a mandated reporter.

1. Who Should Report Child Abuse and Neglect

- a. Any person may voluntarily report abuse or neglect
- b. Anyone that works with children in a licensed facility is legally required or mandated to report and cannot shift the responsibility of reporting to a supervisor or to anyone else at a licensed facility. If a staff member knows or has reason to believe a child is being or

has been neglected or physically or sexually abused within the preceding three years staff must immediately (within 24 hours) make a report to an outside agency.

2. Where to Report

- a. If you know or suspect that a child is in immediate danger, call 911
- b. All reports concerning suspected abuse or neglect of children occurring in a licensed facility should be made to the Department of Human Services, Licensing Division's Maltreatment Intake line at (651) 431-6600.
- c. Reports regarding incidents of suspected abuse or neglect of children occurring within a family or in the community should be made to the local county social services agency at (612) 348-3552 or local law enforcement at 9-1-1.
- d. If your report does not involve possible abuse or neglect, but does involve possible violations of Minnesota Statutes or Rules that govern the facility, you should call the Department of Human Services, Licensing Division at (651) 431-6500.

3. What to Report

- a. Definitions of maltreatment are contained in the Reporting of Maltreatment of Minors Act (Minnesota Statutes, section 626.556).
- b. A report to any of the above agencies should contain enough information to identify the child involved, any persons responsible for the abuse or neglect (if known), and the nature and extent of the maltreatment and/or possible licensing violations. For reports concerning suspected abuse or neglect occurring within a licensed facility, the report should include any actions taken by the facility in response to the incident.
- c. An oral report of suspected abuse or neglect made to one of the above agencies by a mandated reporter must be followed by a written report to the same agency within 72 hours, exclusive of weekends and holidays.

You have been assigned in either the infant school, toddler school, preschool, or preschool prep for the day. Continue to start in the same assigned school each time you come. If the teachers need help in the other classrooms they will let you know. Please feel free to ask the teachers any questions you may have during your time in the school. They are always willing to help.

This completes your orientation for the People Serving People Early Childhood Development Program. If you have any questions please contact Meredith Kunitz, Preschool Coordinator, or Jami Skinn, Infant/Toddler Coordinator.

Thank you for volunteering with us!