

Sample Annual Plan for September - May

September 2006

September 4th – Labor Day

September 5th – 8th – Theme – Getting to Know You, Getting to Know Me

September 5th – 8th – No Creative Movement room, Art or Spanish

September 11th – 15th – Theme – Homes and Families

September 11th – Start dance classes

September 12th – Teacher training – Project WILD 6-9p

September 14th – Start karate classes

September 18th – 22nd – Theme – Pets

September 25th – 29th – Theme – Friends

September 27th – Staff Meeting 6-8p

September 30th – CPR/ First Aid training @ School – Selected Staff

* School Wide Project for front hall – Each classroom Friendship Quilt to be displayed by September 29th

October 2006

Parent Fire Safety Display

October 2nd – 6th – Theme – The Farm

October 3rd – Teacher training – 2nd Part – Project WILD 6-9p

October 4th – Pony Pictures from Happy Face/ Am for 2's- Pre-K

October 6th – Studio pictures for Infants, Infant 2, Toddlers and Toddlers 2

October 9th – 13th – Theme – Police and Fire Fighters, Also Fire Prevention Week

October 16th – 20th – Theme – My Five Senses

October 19th – Kindergarten Readiness Presentation

October 18th – Staff Advisory Committee Meeting – Lounge @ 1pm

October 23rd – 27th – Theme – Zoo Animals/ Visiting the Zoo

October 23rd – No dance class (mid-session break)

October 25th – Teacher training @ School 6-8

October 26th – No karate class (end session 1)

October 27th – The Annual Pumpkin Patch Festival, Farm animals coming

October 30th – November 3rd – Theme - Fall and Harvest Celebrations

* School Wide Project – Decorating Jack-O-Lanterns – Displayed October 27th

October 30th – Resume dance class

October 31st – Costume Parade on Preschool bike path for classes Toddlers – Preschool starts at 4p

November 2nd – Resume karate class (session 2) * Boxes for Food Drive Done

November 2006

School Wide Food Drive starts Thursday - November 1st

November 6th – 10th – Theme – Colors

November 13th – 17th – Theme – Famous Artist/ Styles of Art

November 15th – Staff Meeting 6-8p

November 17th – School Wide Art Show in the Halls and Creative Movement Room

November 17th – Food Drive Ends - Food needs to be taken to the drop site by November 18th

November 20th – 22nd – Theme - Turkeys/ Giving Thanks

November 20th – 22nd - No Creative Movement Room, Art or Spanish

November 23rd & 24th – School Closed

November 27th – December 1st – Theme – Famous Children's Author's

November 30th and December 1st – Osbourne Book Fair in the Lounge Am/ Pm

November 30th – Children's Assessments due to Mickie – All Classes

December 2006

Toy Safety Month – Parent display

School Wide Toy Drive – Dates TBA

December 4th – 8th – Theme – Vehicles and Transportation, Conferences with parents with children in the Infant/Toddler Wing

December 9th – Parent's shopping day 9 – 1pm - Age groups and staff TBA

December 11th – 15th – Theme – Musical Appreciation/ Types of Music, Conferences with parents with children in the Preschool Wing

December 13th – Staff Advisory Committee Meeting – Lounge @ 1p

December 11th – Last dance class before winter break

December 14th – Last karate class before winter break

December 18th – 22nd – Theme - Winter, Snowflakes

December 25th & 26th – School Closed

December 27th – 29th – Theme – Holidays and Festivals

December 27th – 29th – No Creative Movement, Art or Spanish

January 2007

January 1st – School Closed

January 2nd – 5th – Theme – Foods and Nutrition

January 8th – 12th – Theme – The Human Body

January 8th – First dance class after winter break

January 11th – First karate class after winter break

January 11th – Staff training @school 6-8p

January 15th – 19th – Theme – Arctic Animals

January 17th – Staff Meeting 6-8p

January 22nd – 26th – Theme – Shapes

January 23rd – Magical Puppet Creatures Coming

January 29th – February 2nd – Theme – Construction, Building and Bridges

February 2nd – Ground Hog Day, Classes Celebrating Elmo's B-Day and National Red Day – All staff and children wear red.

February 2007

Black History Month, Children's Dental Health Month

February 5th – 9th – Theme – The Circus is Coming to Town

February 12th – 16th – Theme – Feelings and Emotions

February 14th – Valentine's Day Parties at 4 pm - All classes

February 19th – School Closed, Staff Development 8-12, no dance class

February 20th – 23rd – Theme – Famous American's

February 21st – Staff Advisory Meeting – Lounge @ 1p – Summer Planning

February 22nd – No karate class (between session break)

February 26th – March 2nd – Theme – Taking Care of your Teeth/ Dental Hygiene

February 26th – Resume dance class

March 2nd – Celebrating Dr. Seuss' s Birthday

March 1st – Resume karate class, start session 2

March 2007

Poison Prevention Week 12-16th, Display Education Table, Spikes up program to be done by all classes

March 5th – 9th – Theme – Types of Exercise/ Bodies in Motion

March 12th – 16th – Theme – Ireland and Irish Culture

March 14th – Training @ School 6-8p

March 16th – Everyone wears green, St. Patrick's Day Cookie and Punch parties at 4pm

March 19th – 23rd – Theme – Welcome Spring

March 21st – Staff Meeting 6-8p

March 26th – 30th – Theme – Dinosaurs – Assemble cardboard Dinosaurs and display in lobby/ Pre-K

March 30th – Summer Calendar Planned and events scheduled

April 2007

April 2nd- 5th – Theme – ABC's & 1,2, 3's

April 2nd – Last dance class

April 6th – Good Friday – School Closed

April 9th – 13th – Theme – Seasons & Weather, Spring Break for Chesterfield Co Schools

April 16th – 20th – Theme – Water, Ice, Steam
April 18th – Staff Advisory Committee Meeting – Lounge 1p
April 21st – Parents night out from 6-9p – Ages of children and staff TBA
April 23rd – 27th – Theme – Reduce, Reuse, Recycle
April 27th – Arbor Day

May 2007

April 30th – May 4th – Theme – Garden & Growing
Assessments for the children due to Mickie by May 3rd
May 5th – Teacher Training 9-1p
May 7th – 11th – Theme – Insects
Mother's Day Projects Due May 9th, Mother's Day – May 13th
May 14th – 18th – Theme – Fairy Tales and Fables, Conferences for parents for children in the Preschool Wing
May 21st – 25th – Theme – Occupations, Conferences for parents for the Infant/ Toddler Wing
May 28th – Memorial Day – School Closed
May 29th – June 1st – Theme – The Rainforest
May 30th – Exotic Animals coming, Toddlers – Pre-K

June 2007

Summer camp for the existing Preschool will start June 4th
June 5th – Baby Signs class for parents and staff 6-8pm
Pre-K Graduation will be June 7, 2007
Summer Camp for School Age program to open June 18th
June 29th – Calendar for September 2007 – May 2008 needs to be complete

The purpose of the Annual Plan is to ensure that the program has a direction. This document allows the program to focus on the overall goals and objectives for the program by ensuring that key areas of the program are not missed or not properly communicated causing staff members to be rushed and unorganized. During the bi-monthly staff advisory meetings, committees should be created for each major activity, two months before the actual event.

Questions you need to answer when planning an event:

- When planning the event consider who is participating? Children and parents?
- Which classrooms? Will all the classrooms go to the event at one time? If done in shifts, then you need to make a schedule to share with the classes BEFORE the day of the event in order to allow the classes to be informed and organized. Recommendation: The younger classrooms need to go first.
- Where will the event be held during the day? In a certain classroom, is the activity going to each class, is it going to be outside? Parking lot or playground? Be careful with animals and ensure that they are properly cleaned up after and that children wash their hands after petting them. Do not assume that the children did not touch the animals, wash everyone's hands, this includes the teachers.
- Do supplies need to be purchased in advance?
- Will there be food at the event and who will buy and prepare it?
- Will you need to have chairs for people to sit? Tables? Do you need to rent them? Do you need to rent a tent if the event is held outside? What if it is hot, sunny or light rain?
- Do you have enough room for the event? Consider the event. You may need to have graduation in the evening to ensure that there is enough parking and space in the center for the event. Particularly with graduation, you might need to limit the number of adults in order to have enough room.
- With parent education events in the evening, will the program provide babysitting? Free? Will food be provided to the children? If so who will fix the food?
- Do you need to mention the event in the newsletter or give the parents a date and time a month or two in advance to ensure that they are able to participate?
- Remember to provide activities for all age groups and appreciate all cultures. Ask for the help of the child's parents as resources for the holidays that you are not as familiar with the holiday's traditions.