

Staff	SCHEDULE	BREAK	
Santa Estrada	Infants 7 – 6	10:00 – 11:00 (1hr) Laura	Receives Infant & Toddlers Curriculum Meeting: Mondays 1:30 – 2:30 (Gina cover, Linda cover Gina)
Heidy Lopez	Toddlers 7 – 6	11:00 – 12:00 (1hr) Laura	Receives Preschool & PreK in PreK Curriculum Meeting: Wednesdays 1:30 – 2:30 (Gina cover, Linda cover Gina)
Maria	Infants 8:30 – 6:00	12:00 – 1:30 (1.5hr) Laura	
Priscilla	Toddlers 8:30 – 6:00	1:30 – 3:00 (1.5hr) Laura	
Laura	Floater / Infant Breaks 10 – 3 pm (5 hrs)	NO BREAK	
Claudia Ortiz	Early Preschool 1 - EP1 - 8:30 – 5	12:30 – 1:30 pm (1 hr) Gina	Planning Time: Tuesdays 1:30 – 2:30 (Linda covers) Curriculum & Team Meeting: Fridays 1:30 – 2:30 (Claudia/Gina – Linda Covers)
Gina Ramos	Early Preschool 1 - EP1 - 8:30 – 6:00	1:30 – 3:00 (1.5 hr) Claudia	Planning Time: Tuesdays 1:30 – 2:30 (Linda covers) Curriculum & Team Meeting: Fridays 1:30 – 2:30 (Claudia/Gina – Linda Covers)
Mia	Early Preschool 2 – EP2 - Team Lead 7 – 6	12:30 – 1:30 (1hr) Alma	Receives Twos in EP1 End of Day Process Out of classroom by 4:30 – 4:45 pm or before Planning Time: Wednesdays 5 to 6 pm Curriculum & Team Meeting: Fridays 1:30 – 2:30 (Linda covers)
Alma	Early Preschool 2 – EP2 - 7:45 – 6	1:30 – 3:30 (2 hr. Th) 1:30 – 2:45 (1.15 T) 1:30 – 2:30 (1hr M,W,F) Mia	Receives PreK & Preschool in PreK
Linda	Early Preschool 2 – EP2 - 1:00 – 6 pm (5 hrs)	NO BREAK	Snacks, cleaning front office and entry way, afterschool, Prek, various
Martha Flores	Preschool 8:30 – 5:30	1:30 – 2:30 (1 hr M, W, F) 12:30 – 1:30 (1 hr. T, Th) Migdali	Planning Time: Mondays 10:30 – 11:30 Curriculum / Team Meeting: Thu 1:30 – 2:30
Migdali	Preschool 8:45 – 5:45 (or before depending on ratios)	1:30 – 2:30 (1 hr T, Th) 12:30 – 1:30 (1 hr M, W, F) Martha	
Wanda	PreK - Team Lead 8:30 – 6:00	1:00 – 2:00 (1 hr M,W,F) Jorly 12:30 – 1:30 (1 hr. T,Th) Jorly	Planning Time: Wednesdays 10:30 – 11:30 Curriculum / Team Meeting: Thu 1:30 – 2:30
Jorly	PreK / Assistant Director 7 – 2 (7 hrs)	NO BREAK	Start of Day routine, Parent Communication, Music and Movement Workshops, PreK Assistant, Emergency & Fire drills
Yenni Reyes	After School Coordinator / Curriculum 9:00 – 6:00	12:30 – 1:30 (1 hr)	After School, Inventory, Purchase, PreK Assistant, School's Bulletin Boards
Esmeralda Rodriguez	Curriculum Coordinator / After School 9:00 – 6:00	11:30 – 12:30 (1 hr)	NAEYC, Curriculum , Spanish & STEM Workshops
	M,W,F	T,Thu	
12 – 12:30	Martha, Migdali, Wanda	Martha,Wanda,Migdali	
12:30 – 1:00	Martha,Wanda	Migdali,Jorly	
1:00 – 1:30	Martha,Jorly	Migdali,Jorly	
1:30 – 2:00	_____ Migdali,Jorly	Martha,Wanda,	1/23/2015