Daycare Portfolio 30% of Final Mark

Check list for your Portfolio.

Please make sure all material is typed in size 12 font and in Times New Roman.

You will be graded on overall appearance, organization and materials included.

What you need to include in your portfolio:

1. Name of Daycare, Philosophy and a little about you.
2. Resume and Cover letter
3. How to register a child. Age groups at your daycare. Fees
4. Daily schedule, Monthly schedule (12 Months of the year)
	1. Should include themes
	2. Trips
	3. Holidays
	4. Operation times
	5. Late arrival and pick up
	6. Vacation
5. Training you will get or have to take care of small children. Goals to continue training for working with children. (Education, First Aid or Courses).
6. Communication with parents and guardians. How will it be done? Examples.
7. Daycare set up
	1. Blueprint of daycare ( stations, kitchen, outside play area and more)
	2. Location…. Why did you pick this location?
	3. Food menu and Schedule
	4. Costs of materials needed to set up a daycare. (Quotes for equipment and materials needed for the first 3 months of operation)
8. Learning Stations used. Explain each station and why it is important to have at your daycare.
9. Four Units required. Five activities for each Unit. With each activity it is important to include Numbers, Letters, Nutrition, Hygiene, Social skills. All materials must be included and an instruction sheet on how to do the activities must be provided.
	1. Winter Unit
	2. Summer Unit
	3. Nature Unit
	4. Technology Unit
10. Problems you see happening and ways to solve those problems. Make sure to add detail in this section!!!!!!!!!!