

COSI Toddler Outreach

Toddler Outreach Programs are Early Childhood Outreach Programs for children ages 18-36 months, developed by the ECE Team. Erica Gilbert, Manager of Early Childhood Outreach is in charge of them.

TOPICS: Frogs, My Hands, Space, and Science at Your Fingertips

All experiences are closely connected with the Ohio's Infant and Toddler Guidelines.

Basic Daily Itinerary

- Outreach travels to Franklin and other counties—counties that are further away are considered but there are additional costs for those counties
- Ages 18-36 months
- Up to 15 children per session
- Up to 4 sessions per day
- Up to 2 sessions per day if DIFFERENT topic
- Each session lasts 45 minutes.
- Set-up** occurs 45 minutes prior to the program.
- Tear-down** takes up to 45 minutes as well.
- Resetting** between sessions takes **up to 15 minutes** if the following session is in the **same room**.
- If the COSI Educator **needs to switch classrooms resetting will take up to 45 minutes**.

The Program Session:

- 10 minutes: circle time, may include: interactive read-aloud, songs
- 25-30 minutes: 4 activities that promote fine motor, gross motor, language, cognitive, and creative expression skills
- 5-10 minutes: group activity/song

Cost - The cost is \$100 for the first session, and \$75 for each additional session of the same topic held the same day. If they want to do two topics there will be no price break; each session will be \$100.

Cancellation Policy – Full payment is due one month prior to your program date. If you are unable to host the program on your date please call us as soon as possible. **If COSI does not receive notification of cancellation from your school at least 14 days prior to your date, said school will still be held responsible for full payment of the program.**

Cancellations and changes made 14 or more days prior to your date will receive a 50% refund. Cancellations and changes made less than 14 days prior to your date will not be refunded.

Reservations -We need one month advance notice to reserve a program, although we might be able to reserve something in less time on a case-by-case basis. The Call Center will take the requests on paper and forward them to me/Jessica, and we will use the ECE Calendar on the H drive to determine availability. It might be possible for two different schools to reserve two different programs on the same date, possibly even at the same time, but we will handle those requests on a case-by-case basis. For now we will restrict ourselves to doing 3 programs per week.

Volunteers -

- 2-3 per session
 - Volunteers should engage with children during session and assist COSI Educator
 - 1 volunteer needs to help COSI educator with set-up and tear down of materials

