

SAMPLE DAILY SCHEDULE  
 NAME OF CENTER  
 NAME OF STAFF  
 CURRENT YEAR

8:00-8:30	Staff arrival/Planning, Preparation time	
8:30-8:40	Children Arrival/ Greet families/ Health check	
8:40-8:50	Group Time Theme Discussion/Weather Observation Becky Bailey	
8:50-9:00	Prepare for Breakfast	
9:00-9:30	Breakfast/Morning Snack	
9:30-9:40	Clean Up/ Brush Teeth	
9:40- 9:50	PMooney Language Activities	
9:50-10:20	Outdoor Learning Activities	
10:20-10:30	Bathroom Break / Drink Water	
10:30-10:40	Simply Phonics, Simply Reading	
10:40-11:40	Individualized Directed Learning Center Activities	
11:40-11:50	Transition Time/ Clean Up/ Music Activity-IMIL	
11:50-12:00	Prepare for Lunch/ Bathroom/ Hand washing/ Story time	
12:00-12:30	Lunch	
12:30-12:40	Clean Up	
12:40-12:50	Monday	Mental Health Curriculum
	Tuesday	Food Groupie
	Wednesday	
	Thursday	Bright Smiles, Bright Futures
	Friday	Show N Tell
12:50-1:10	Self Select Learning Activities	

1:10-1:20	Bathroom Break
1:20-1:30	Prepare children to go home
1:30-4:00	Class Preparation, home visits, record keeping

If class is full day, rest time is not to be longer than 60 minutes. If after 15 minutes they are awake and want up, find them a quiet activity to work on.

Arrange each learning activity area with the time frame that fits your individual class schedule. This is just a sample for you to refer to.

Time allotted for each area:

Group	10 minutes
Individualized Learning Centers	60 minutes
Meal time	30 minutes
Outdoor Activities	30 minutes

STAFF ARRIVAL 30 MINUTES PRIOR TO FIRST CHILD'S ARRIVAL INTO CLASSROOM.