

## Daily Schedule Procedures 2011-2012

The daily schedule should provide a balanced program of child initiated and teacher directed activities, including individual and small group activities, routines and transitions to support social, emotional, physical development, cognitive and language skills.

This is a **SAMPLE** of a daily schedule that you may follow when you write your own. Your daily schedule must reflect your classroom's day. In developing your schedule, remember the following:

- Provide for alternating periods of quiet and active play
- Schedule outdoor play daily, 30-40 minutes weather permitting
- Provide a balance of large muscle and small muscle activity
- Make available more than one option for group activity (individual, small/large group)
- Child initiated activities must be schedule for at least 50-60 minutes each day
- Change planned or routine activities according to the needs or interests of children and/or to cope with changes in weather or other situations that affect routines
- Set aside (at least) 30 minutes each day for each meal
- Conduct smooth and unregimented transitions between activities. Children should not always be required to move from one activity to another as a group. Use transitions as a vehicle for learning
- Post daily schedule in the classroom, including a **pictorial schedule** for children's use
- Teaching staff must start an activity as soon as one child is at circle
- Watch the waiting and sitting time
- Incorporate routine tasks into the program as a means of furthering children's learning, tooth brushing should be relaxed, reassuring and individualized based on the developmental needs.