

9I. Daily Schedule Guideline & Procedure–Centered-Based (3-5 yr.-olds)

- *Created 7/18*
- *Revised 2/23*

Protocol

The daily schedule should provide consistency and a balance of child initiated and adult-directed activities, including individual and small group activities, large group time, routines and transitions.

Procedure

1. The daily schedule will be done on the template (EDUC I1a).
2. When planning the daily schedule offer ample time for unrushed activities and transitions as much as possible.
3. Minimize the number of transitions.
 - a. Be sure to allow adequate time for smooth transitions between activities.
 - b. Children should not always be required to move from one activity to another as a group.
 - c. Use transitions as a vehicle for learning.
4. Schedule will provide a maximum of two large group times in part day classroom and three in school day classrooms. These group times should be individualized to the needs of the children and no more than 15 min. Children should be engaged and be actively participating. If a child does not want to participate a quiet activity is provided.
5. Provide a formal small group time that is not included in learning center time.
6. Provide for alternating periods of quiet and active play.
7. Set aside 30 minutes for each meal required. An alternative activity should be listed on the daily schedule that children will be allowed to do and leave the table as soon as they are done eating. No child will be made to sit at the table for the 30 minutes if they are done eating.
 - a. Serve children the first meal of class upon arrival.
 - b. Meals should be scheduled on the quarter hour.
 - c. Time between meals will be at least 2 hours.
 - d. Meal counts will be taken at time of service.
8. Learning Center Time will be at least 1 hour for part day classes and school day classes will have 1 hour in the morning and 1 hour in the afternoon. Informal small groups that children are not required to attend should be planned for and implemented during this time. Clean-up time is not included in the 1 hour.
9. Schedule outdoor play daily, weather permitting.

- a. At a minimum outdoor play will be 30 minutes for part day classrooms and 1 hour for school day classrooms. School day classes should have at least 30 minutes during the morning routine.
 - b. Children will go outside daily unless the weather is extreme. (Use the Childcare Weather Watch to determine when weather is considered extreme.)
 - c. Schedule will provide a balance of large muscle and small muscle activity.
 - d. School day classrooms will provide a 30 minute rest time for children showing a need for rest and quiet activities for those children not needing to rest. Children not needing rest should not be required to stay on nap mat without an activity for the full 30 minutes. Plan the schedule so that children who sleep will have opportunity to take a longer nap.
10. Schedule will provide a balance of large muscle and small muscle activity.
11. School day classrooms will provide a 30 minute rest time for children showing a need for rest and quiet activities for those children not needing to rest. Children not needing rest should not be required to stay on nap mat without an activity for the full 30 minutes. Plan the schedule so that children who sleep will have opportunity to take a longer nap.
12. Incorporate routine tasks into the daily schedule as a means of furthering children's learning, selfhelp, and social skills. Routines such as toileting, eating, dressing, hand washing, tooth brushing should be relaxed, reassuring, and individualized based on developmental needs.
 - a. Brushing teeth and washing hands will be on the daily schedule.
13. Post daily schedule in the classroom that is visible to adults and near the entrance to the classroom. This should be the most current schedule.
14. A picture schedule for children's use will be posted in the classroom at child's eye level. Smaller picture schedules may be created for a child's individual needs.
15. Planned or routine activities may be changed according to the needs or interests of children, and/or to cope with changes in weather or other emergent situations that affect routines. Change in routine will be discussed with children to minimize anxiety.
16. Special activities and field trips that change the daily schedule will be approved by Area Manager and will promote hands on learning experiences that will extend the study and classroom learning.
17. Add a date that you created the schedule and any revisions listed in the footer. (example: C: 08/21 R: 09/21)
18. Daily schedule will be sent to Area Manager and School Readiness Specialist for approval prior to implementation.
19. Parents will receive a copy of the daily schedule at the beginning of the year and every time it is updated.
20. Daily Schedules will be uploaded into google drive by the Area Manager and kept current as they are updated.