

EDUCATION AND EARLY CHILDHOOD DEVELOPMENT

Task: Developing a Daily Schedule

Task	Person Responsible	Time Frame
1. Ensuring that all staff have input, develop a well-planned and balanced daily schedule for each classroom including: <ul style="list-style-type: none"> - Small group times - Physical activity (Outdoors and indoors) - Center time/free play (Must be scheduled for a substantial portion of the day) - Arrival/Departure - Meals - Rest time 	Teacher; Teacher Assistant	Prior to opening classroom
2. Print a copy of the daily schedule and post in a conspicuous location.	Teacher; Teacher Assistant	Prior to opening classroom
3. Create and post visual version of the schedule using pictures of the children engaged in various tasks.	Teacher; Teacher Assistant	Within two weeks of opening
4. Follow the schedule but be flexible if unexpected events occur during the course of the day.	Teacher; Teacher Assistant	Daily
Note: For additional information see schedules and routines from The Creative Curriculum for Preschool.		