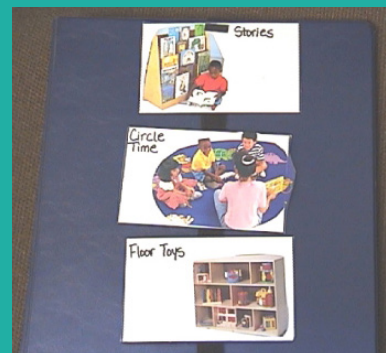


## How to Make a Visual Schedule

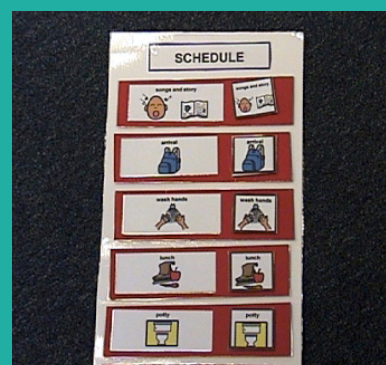
1. **Gather Materials:** Scissors, glue stick, poster board, clear contact paper, Velcro, pictures (photographs, pictures from magazines, computer programs, cereal boxes, household supplies, restaurant napkins, placemats, wrappers, etc.) TIP: Every picture should have a label so the child can associate the written text with the picture.
2. **Choose pictures** for the schedule you wish to create. Keep in mind that a visual schedule is used to assist children with transitions and anticipating activities throughout the day. It can be as specific or as general as the children may need, and can be for various amounts of time. For example, a visual schedule may outline parts of a day, half-day, or an entire day.
3. **Cut** your pictures and poster board squares the same size. Keep in mind your child's developmental level (see "Picture Tips" to determine your child's visual picture stage).
4. **Glue** the pictures on poster board squares for durability.
5. **Laminate or cover** the pictures with clear contact paper.
6. **Velcro** a small piece of Velcro on the back center of each picture. TIP: Always use the same type of Velcro for pictures and the opposite kind for the schedule board.
7. **Create a strip** to hold the schedule. Cut out poster board long enough to hold all the pictures for the block of time you are creating a schedule. You may create a pocket at the bottom/end that represents "finished" or "all done." TIP: If your child visually tracks up and down, you will want the schedule to be vertical. If your child visually tracks from side to side, you will want to make a horizontal schedule (horizontal schedules promote reading skills). Laminate the strip, and place a long piece of Velcro down the center.
8. **Velcro** the pictures to the schedule in the order they will occur. Teach the child how to use the schedule by explaining and modeling how to use the pictures. Remember to always include changes in the schedule and to review them with the child. When setting up the schedule, you can either turn the pictures over as you move through the schedule to indicate that the activity is finished, or you can remove the picture entirely from the schedule, and place it in a pocket with the word "finished" on it. If you are going to turn over the picture as you complete each schedule item, make sure to put Velcro on the front without covering the picture/text. This will enable the picture to adhere to the Velcro strip, and then once the day is complete, you can easily set up the schedule for the next day by turning all the cards back over to show the pictures.
9. **Use the schedule!** Keep the schedule located in a convenient place at the child's eye level, to promote consistent use. Use the schedule as part of your routine.
10. **Celebrate!** Be sure to celebrate your success and the child's success. Acknowledge the child for following the schedule appropriately! Good luck!



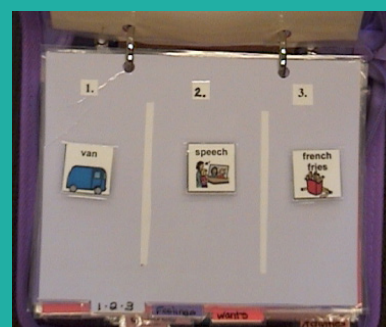
Binder with schedule pictures from catalog and glued on index cards



Class photo schedule



Boardmaker© schedule pictures with removable miniatures to carry while transitioning from one location to another



Mini photo album for carrying visuals