

Schedule & Routines Checklist

Reflect on this checklist and your practices related to your classroom practices, the schedule, and activities. Note the areas you wish to improve. The action planning form can be used to map out changes you want make.

Schedules and Routines

- Teacher posts classroom schedule with visuals so children are aware of the activity sequence of the day
- Teacher-directed activities are shorter than 20 minutes
- There are both large and small group activities
- Teacher reviews the schedule with children and refers to it throughout the day
- Teacher structures routines so that there is a clear beginning, middle and end
- There is a balance of child-directed and teacher-directed activities
- If needed, teacher prepares children when changes are going to occur with the schedule
- Teacher only continues with a specific teacher-directed activity when the majority of children are actively engaged and interested
- Individual children who need extra support are prepared for activities using an activity schedule or cues at the beginning of activities

Maintains an organized daily schedule

- Ensures that daily routine follows an orderly and predictable sequence
- Provides a balance of activities (active/quiet, teacher directed/child directed, individual/small group/large group)
- Considers attention span and abilities of children when planning the length of an activity
- Posts classroom schedule in an area visible to staff, parents, and outside visitors
- Follows schedule in a predictable manner but allows for flexibility

Action Plan

Name/Task: _____ Location: _____ Date: _____

Action Items	Next Steps	Responsible Person(s)	Completion/Check-in Date