

Community Action Team, Inc – Child & Family Development Programs
Class Schedule Requirements

Class schedules will use the following heading template. All schedules must be completed as outlined in the exact order presented.

Site - **Required**
Classroom Designation & Teacher/AT Names -**Required**
Class times - **Required**
If you choose to have a name for your class

Sample
St. Helens Center
Class: AM1 – Desi & Violeta
8:00 – 12:00
Piglet Schedule

Schedules will be a clear break down of things like arrival/departure, group times, free choice, meals and outdoor time. **Transitions will be limited.** Please clearly note when you are embedding activities - planning for more than one thing at a time such as small group during free choice time. Small group needs to be clear that it is *ONE* small group of 3-5 children to clearly indicate that it is not the whole class.

Refer to Chapter 2 in The Creative Curriculum Volume 1 for guidance.

Schedules must be submitted to the Education and Disabilities Specialist and Center Manager prior to the first day of class so we have meal times and other required information on hand and readily available. Schedules will be submitted as a word document or a pdf, *only*. Please do not send as a Google doc. Schedules must be approved by the Education Specialist prior to be implemented. As you get to know children it is expected that schedules will change slightly to better meet this year's group of children. Schedules should be consistent for children and need to be **stable for at least 6 weeks before changes are made**. Updated schedules must be sent to the Education & Disabilities Specialist **and approved** before implementation.

The following requirements will be implemented in ALL classes:

Community Action Team, Inc – Child & Family Development Programs

Class Schedule Requirements

- Arrival – May include a **brief** check- in, such as finding their name, selecting a greeting, or selecting how they are feeling. Children will then wash hands and go immediately to the tables for meal time. This time does not include a group or limited choice.
- Meals – 30 minutes planned for meals and snacks. Food will remain available for children for the full 30 minutes.
- Outdoor/gross motor – There must be planned activities for supporting children with intent during outside time. This is an extension of the classroom. There must also be a clear plan for indoor gross motor when there is extreme weather.
 - For Part day classes - Planned for 30 minutes.
 - Duration must have 90 minutes of gross motor. There should be at least 30 minutes of outdoor time scheduled for each 3 hour block children attend. This means there will be one outdoor period in the morning and a second in the afternoon. For example, a class that is scheduled from 9:00 – 3:00 must have a 30 minute outdoor period between 9:00 and 12:00 and a second 30 minute outdoor period between 12:00 and 3:00. Outdoor time will **NOT** be scheduled in one hour blocks.. An additional 30 minutes of vigorous activity needs to be included throughout the day indoor or outdoor.
- Large Group – required at least once daily and no more than 15 minutes in length. Toddlers will not have large group times planned.
- Small group - planned for 10-15 minutes for preschool children and 5 to 10 minutes for toddlers.
- Center time – Scheduled for 75 minutes with the note: Includes **one small group** of 3-5 children for 10/15 minutes at the beginning/end of free choice.
 - **REMINDER** – There is *only one* small group of children each day, not each child participating in a small group every day. The children will rotate so that by the end of the week, each child will have participated in small group one to two times
 - You may plan up to two small groups daily, one at the beginning of center time and one at the end. Small groups may not occur in the middle of center time
 - Be sure there is a clear system for communicating to children and other adults who is participating in small groups that day.
 - Every child **MUST** have 60 minutes of uninterrupted play
- While PBIS, Second Step, Zoo-phonics, and I Am Moving, I Am Learning have activities and strategies that should be interwoven throughout the day, if you have a time dedicated to teaching these, it must be clearly

Community Action Team, Inc – Child & Family Development Programs**Class Schedule Requirements**

noted and no longer than 15 minutes in length. Second Step is not used in Toddler classes.

- Rest time – No less than 60 minutes and no longer than 90 minutes. Rest time must be planned at a time that allows children to be awake and have snack prior to departure. Children still sleeping at the end of rest time will be gently woken. Refer to Rest Time Procedure 2-52.
- Transitions – include plans for transitions, such as clean up. Transitions will be limited in number. Active supervision and zoning must be considered and planned for during transitions.
- Health practices – handwashing, toileting (especially for toddlers), and toothbrushing need to be included on the schedule. This can be noted as a separate item or included with another block of time if it is embedded during that time, i.e. Clean-up Transition: clean up materials, use bathroom and handwashing included
- Limited Choice – this should be used sparingly, and is not required, as it often creates unneeded extra transitions. This will be limited to no more than 20 minutes, and not more than once daily.

With the exception of the first meal happening immediately upon arrival, the order of the schedule will depend on the class and center.