

## Daily Schedule Procedures

### Purpose:

A child's development is supported by a balanced program of learning experiences.  
Promote all aspects of physical development to include fine and gross motor.  
Provide both child-initiated and adult-directed activities in both small and large groups.  
Provide for the guidance of children with special needs.  
Provide for transitions that are unrushed and timely.  
Maintain a daily routine to support and foster emotional stability in young children.

### Scope:

This applies to all Head Start education staff.

### Authority:

1304.21 (a)(1)(iv), 1304.21 (a)(3)(ii), 1304.21 (a)(5)(i)(ii)(iii)

### Policy:

Each MCI Head Start classroom will develop a schedule prior to the first day of class. It will be posted in two forms, one a written and one in a picture form at children's eye level. The classroom schedule will be reviewed on a daily basis with the children. If permanent changes to the schedule must be made the changes to both schedules must be posted.

### Procedure:

Prior to classes beginning, teaching staff develop a classroom schedule. Area Supervisors review and approve the schedule. Teaching Staff posts both a written and a picture schedule, which will reflect a balanced, flexible routine, providing for short blocks of time for group activity and a large block of time for child initiated work, during which time children make choices of activities and materials. During this time teachers observe, interact, and give individual attention to children in expanding play, to encourage decision-making and discovery. Head Start families are encouraged to volunteer giving them an opportunity to identify learning they can extend to the home.

### Process:

1. Classroom schedules must be drafted prior to the first day of class.
2. Teachers must use the Daily Schedule form provided. ([daily schedule form](#))  
(Those centers operating as single sessions must hold class time to four hours.  
Those centers operating as double session must hold class time to 3.5 hours.)
3. The required elements of a class schedule must include:
  - 30 minutes for each mealtime
  - 25 minutes of outside (weather permitting) or gross motor time
  - 60 minutes of center choice time this will include:
    - Time for transition
    - Time for special events
  - Small group activities
4. When developing a schedule keep in mind the following:
  - Alternate teacher directed and child directed activities

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- Alternate busy and quite activities
  - Circle time must not exceed 15 minutes
  - Be flexible
  - Remember daily schedules give children security within the environment
5. Post one copy in classroom
  6. Post a picture schedule for children at eye level for children in a left to right progression (review daily)
  7. Have supervisor review schedule prior to start up.