

## All-Day Schedule

7:00 a.m.–6:00 p.m.

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<b>Preparation, arrival, and choice activities</b>	<i>60 minutes</i>	Review the plans for the day. Conduct a health and safety check (e.g., refill bathroom supplies, remove any broken or torn materials, check outside for trash). Prepare interest areas (e.g., add new materials, mix paint, set out ingredients for a cooking activity, collect materials needed for small groups). Greet each family and child as they arrive. Help children store belongings; respond to the “question of the day”; and select an activity (e.g., toys and games, drawing, continuing to work on a project, looking at books, listening to recorded stories, or using the computer). Talk with individual children, and supervise a self-service breakfast.
<b>Handwashing and breakfast</b>	<i>30 minutes</i>	Sit with children as they eat breakfast and have conversations. If you set out a self-service breakfast, continue with the independent activities suggested above.
<b>Group meeting</b>	<i>20 minutes</i>	Give a signal to gather the group together. Start with a welcome song; discuss attendance and job charts; invite children to share news; discuss the “question of the day”; record children’s ideas; lead a song or fingerplay; conduct an activity or discussion related to a study topic; discuss plans for the day; and introduce any new materials added to interest areas.

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<b>Choice time</b>	<i>70 minutes</i>	Transition children gradually to choice time activities (e.g., say, “If you are wearing red, you may choose an interest area.”). Guide children in selecting where they want to start and what they want to do. Observe and interact with individual children to extend play and learning. Work with children engaged in study activities. Read books to individual children and spontaneous small groups. Give a 5-minute warning before cleanup time and help children put materials away in each interest area.
<b>Small groups</b>	<i>20 minutes</i>	<p>Gather children for small-group activities to introduce new concepts and reinforce skills children are developing. If one or more other adults are in the room, you may choose to conduct two or more small groups at once. Otherwise, invite children not currently participating in a small group to select a quiet activity (e.g., toys and games, drawing, continuing to work on a project, looking at books, listening to recordings, or using the computer). An alternative is to continue choice time for an additional 20 minutes, conducting a small-group activity during that time.</p> <p>Detailed guidance for conducting small-group activities is provided in <i>The Creative Curriculum for Preschool, Volume 3: Literacy</i> and <i>Volume 4: Mathematics. Teaching Strategies Intentional Teaching Cards</i> also offer ideas.</p>
<b>Handwashing and snack</b>	<i>15 minutes</i>	Sit with children and lead discussions about what took place during choice time and small-group activities. Have conversations with individual children. Those who finish early may go to the group time area and look at books while others are finishing.

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<b>Read-aloud</b>	<i>15 minutes</i>	Focus children's attention by beginning with a song or fingerplay that ends quietly. Read a story or discuss a book related to the topic of the class's current study.
<b>Outdoor choice time</b>	<i>60 minutes</i>	Supervise children who are using the playground toys and equipment (e.g., swings, climbers, and slides). Observe and interact with children as they jump rope, play ball games, blow bubbles, explore nature, and so on. Lead activities related to a study or assist games and movement activities that promote large-muscle development. Help children put away or carry in toys and materials, hang up jackets, use the toilet, and wash their hands.
<b>Lunch</b>	<i>40 minutes</i>	Help children prepare the tables for lunch. Eat with the children to encourage conversations about the day's events, the meal, and other topics that interest them. Guide children in cleaning up after lunch, brushing teeth, setting out cots or mats, and preparing to rest.
<b>Read-aloud</b>	<i>15 minutes</i>	Introduce a new story or reread a familiar one, asking questions and involving children in the reading.
<b>Rest time</b>	<i>90 minutes</i>	Help children relax and get comfortable. Supervise the rest area at all times. Provide quiet activities for children who do not sleep. Adjust the length of rest time to suit the age of the group and the needs of individual children.
<b>Snack, choice time, and small groups</b>	<i>60 minutes</i>	Set up a self-service snack so children can serve themselves as they get up and transition to an activity (selecting an interest area or participating in a small-group activity). Give a 5-minute warning and help children clean up.

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<b>Read-aloud</b>	<i>15 minutes</i>	Read or involve children in retelling a familiar story.
<b>Outdoor choice time</b>	<i>60 minutes</i>	Supervise children in independent activities, have conversations, and lead an activity (sometimes a neighborhood walk).
<b>Group meeting</b>	<i>15 minutes</i>	Lead a movement activity; teach children a fingerplay or an activity with musical instruments. Review the children's responses to the "question of the day." Invite children to talk about the day, including what they want to remember about it. Record highlights on the class calendar and talk about plans for the next day.
<b>Limited choice time and departures</b>	<i>75 minutes</i>	Involve children in quiet activities, such as hanging up their artwork and preparing for the next day. Greet families and involve children in sharing the experiences they had that day.
<b>Planning and reflection</b>	<i>As time allows</i>	Review how the day went and your observations about individual children (skills, needs, and interests). Work on portfolios and observation notes.

## Full-Day Schedule

9:00 a.m.–3:00 p.m.

Arrival, preparation, and choice activities	<i>30 minutes (before and while children arrive)</i>
Group meeting	<i>20 minutes (9:00–9:20)</i>
Choice time	<i>60 minutes (9:20–10:20)</i>
Cleanup, handwashing, and snack	<i>20 minutes (10:20–10:40)</i>
Small groups	<i>20 minutes (10:40–11:00)</i>
Outdoor choice time	<i>40 minutes (11:00–11:40)</i>
Read-aloud	<i>15 minutes (11:40–11:55)</i>
Lunch	<i>40 minutes (11:55–12:35)</i>
Rest and quiet activities	<i>45 minutes (12:35–1:20)</i>
Outdoor choice time	<i>30 minutes (1:20–1:50)</i>
Read-aloud	<i>15 minutes (1:50–2:10)</i>
Limited choices and small groups	<i>30 minutes (2:10–2:40)</i>
Group meeting and departures	<i>20 minutes (2:40–3:00)</i>
Teacher planning time	

## Half-Day Schedule

2 ½–3 hours

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<b>Preparation, arrival, and choice activities</b>	<i>30 minutes (before and while children arrive)</i>
<b>Group meeting</b>	<i>20 minutes (9:00–9:20)</i>
<b>Choice time</b>	<i>60 minutes (9:20–10:20)</i>
<b>Cleanup, handwashing, and snack</b>	<i>20 minutes (10:20–10:40)</i>
<b>Small groups</b>	<i>20 minutes (10:40–11:00)</i>
<b>Outdoor choice time</b>	<i>30 minutes (11:00–11:30)</i>
<b>Read-aloud</b>	<i>15 minutes (11:30–1:45)</i>
<b>Music and movement experience, group meeting, and departures</b>	<i>15 minutes (11:45–noon)</i>

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