

### **Framing Your Day**

<b>PURPOSE</b>	To establish effective staffing patterns, supervision and zoning patterns, daily schedule and roles and routines for classroom staff.
<b>WHO/WHEN COMPLETED:</b>	To be used at the beginning of the year to establish a daily routine and zoning practices for classroom staff. May also be used when staff roles and routines are unclear, or when the daily schedule is not flowing well.
<b>HOW TO FILL IT OUT:</b>	Each staff member writes a timeline of the tasks they complete throughout the day, keeping in mind what activities children are participating in, and where the activities occur. Timelines can be reviewed and updated to determine ways to make the schedule and transitions more effective.
<b>CHILD PLUS DATA ENTRY:</b>	N/A
<b>WHERE TO FILE:</b>	Each staff member retains a copy of the completed form.
<b>IMPORTANT NOTES:</b>	