

Framing Your Day

Daily Schedule	Head Teacher Mon. & Tues. Assoc. Teacher Wed. & Thurs.	Assoc. Teacher Mon. & Tues. Head Teacher Wed. & Thurs.	Class Aide
7:30-8:00 Prep time	Go over lesson plan Prep for morning group	Go over lesson plan Get sign-in out sheets ready	Arrive on the bus with children
8:00-8:15 Arrival Health Check Morning Group	Check children off bus Morning Group Attendance Health Check	Check children off bus Assist with Morning Group	Check children off bus Set-breakfast tables
8:15-8:45 Hand Washing, Breakfast	Help children sit for breakfast Supervise Breakfast	Facilitate hand washing Supervise breakfast	Assist with Hand Washing Supervise Breakfast
8:45-9:00 Library, Teeth Brushing	Facilitate teeth Brushing	Assist Teeth Brushing Supervise Library Time	Clean breakfast tables Set-up small group tables
9:00-9:15 Table Toys, Small Groups	Supervise small group activity	Transition children from small group to work time Facilitate planning	Assist in the supervision of small group Support transition to work time
9:15-10:00 Work Time, Clean-up	Support work time activities Facilitate clean-up	Support work time activities Assist in clean-up Prep for circle time	Support work time activities Assist in clean-up
10:00-10:15 Circle Time	Assist in circle time Transition children to bathroom-outside	Facilitate circle time Transition children to bathroom-outside	Set-up outside activities Assist in transitioning children outside
10:15-10:45 Outside Time	Supervise outside time Facilitate transitioning children inside	Supervise outside time Assist children who need to use bathroom Prep for Music & Movement	Supervise outside time Assist with transitioning children inside
10:45-11:00 Music and Movement	Facilitate Music and Movement	Assist with Music and Movement Facilitate table setters hand washing	Set-up for table setters
11:00-11:15 Story Time	Facilitate Story Time	Support table setters	Assist in story time Set-up for hand washing
11:15-11:50 Hand Washing, Lunch	Assist in transition to hand washing Supervise Lunch table	Facilitate hand washing Supervise Lunch table Transition children to dismissal	Assist in transition to lunch Supervise Lunch table Transition to dismissal
11:50-12:00 Goodbye, Dismissal	Load children onto bus	Load children onto bus	Load bus children onto bus
12:00- End of Shift	Straighten classroom Staff children with AT	Sweep floors Staff children with T Write observations	BUS MONITOR ONLY- Support children's bus ride home. Songs, finger plays, discussions.