



TOOLS FOR SUPERVISORS SCHEDULES AND ROUTINES

Use this checklist to guide your classroom observations. This tool can support supervisors in providing teachers with feedback on strengths and areas for improvement.

Date: _____ Teacher: _____ Observer: _____

The schedule is ...	Indicators	Yes	Some	No
Written	Simple: a. Blocks of time listed b. Sequenced Balanced: c. Active and quiet activities d. Small group and large group activities e. Teacher-directed and child-initiated			
Posted	At eye level for children On teacher board			
Taught	Children identify visual symbols on the schedule. Children "read" the schedule to themselves independently.			
Used	The teacher reviews the schedule. The teacher refers to the schedule when it is time to change activities. The teacher refers to the schedule during transition. The teacher refers to the schedule when changes occur.			
Adapted	Mini-schedules are provided for: a. Circle/whole group b. Common routines Schedules are customized for individual children.			