

Daily Schedule Analysis

Type of Schedule: (circle type)

Full day schedule

Half-day schedule

Requirement	Guidance	Item Meets Requirement		
		YES	NO	Needs further discussion
3-6 Hours of Cognitive Time (Full day = 6 hours; Half day = 3 hours)	<p>Start time: _____ End time: _____</p> <p>Note: <i>Outdoor time and meal time may be included IF teacher plans cognitive activities during this time.</i></p> <p>Does schedule meet the required amount of cognitive time?</p>			
Balance: Length of Setting (other than centers and outdoor play)	Other than centers and outdoor play, are settings/activities within the 15-20 minute timeframe?			
Balance: Alternating of setting	Are settings alternating throughout the schedule? (Sitting vs. movement, active vs. passive, etc.)			
Arrival Routine	Does the schedule include a 10 minute arrival routine with independent child self-directed activities? (Ex: writing/sign-in sheets; letter knowledge/name activities, letter wall activities; math/puzzles, etc.)			
Circle Time: Frequency	Are there enough circle times throughout the day? Note: <i>Full day = 2-4 circle times; Half day = 1-2 circle times</i>			
Circle Time: Length of Time	Do circle times last approximately 15-20 minutes each?			
Read Alouds	Is a read-aloud included as part of daily schedule?			
Centers: Length of Time (continuous block of 60-90 minutes)	<p>Start time: _____ End time: _____</p> <p>Is center time a continuous block of at least 60-90 minutes?</p>			
Centers: Frequency	Are there enough center time opportunities throughout the day? Note: <i>Full day = 1-2 center times; Half day = 1 center time</i>			
Transitions: Frequency	Is there a planned transition between each setting change?			
Transitions: Length of Time	Are transition time-frames, approximately 2- 5 minutes long?			
Outdoor Play	Does schedule include a time for outdoor play?			