

# SOUTHWEST HRA HEAD START

**Section:** Early Childhood Development  
**Subject:** Classroom Daily Schedule  
**Revised:** February, 1998 ; February 2010

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## **REGULATION REFERENCE:**

45 CFR Part 1304 (Nov. 1996) Performance Standards 1304.21(a)(1)(iv)

## **POLICY:**

An appropriate daily schedule for an early childhood classroom should allow balance of various activities. There must be a balance of small/large group; indoor/outdoor activities; child/teacher initiated activities; and loud/quiet activities.

Extended Services classrooms are open for children's attendance from 6:00 a.m. until 5:00 p.m. or 6:00 p.m. Regular Head Start Classrooms are open for children's attendance from 7:30 a.m. until 1:30 p.m. Extended times (7:00 – 7:30 a.m. and 1:30 – 2:30 p.m.) may be arranged for extenuating circumstances. These arrangements must be made with consideration to staff's arrival/departure times and, also, to allow each classroom staff at least one hour daily for cleaning, planning, and next day preparation.

## **PROCEDURE:**

1. Each classroom will use a "Classroom Schedule" poster (large print on a half sheet-14" x 22"-poster board) . Teachers will complete this poster with consideration given to pre-determined events, such as scheduled lunchtime at public schools, and including the following segments of activity and time (not necessarily in this order):

Arrival (learning centers--approximately 30 minutes)

Breakfast

Large group activity (no more than 10 minutes)

Interest centers/clean up (at least 60 minutes) – schedule should read “Includes FINE & GROSS motor activities”

Language/Safety session (10-15 minutes)

Outdoor play (at least 45 minutes)

Lunch

Rest time (one hour)

Snack (where needed)

Interest centers (approximately 30 minutes) and departure

Teachers prepare for next day

2. The Area Manager will review the written daily schedule to assure that each of the above activities are included and that a balance and flow of various activities are scheduled. When approved, the Area Manager will make a copy of the daily schedule for her files and send a copy to the Assistant Director for ECD.

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3. The teacher will post the daily schedule in the classroom.
4. Several times during the program year, the Assistant Director for ECD and/or the Area Manager will observe the classroom and discuss the daily schedule with the teacher. Variations in the schedule may be made with the Area Manager's review and approval.