



## Early Childhood Division- Pre-K

### Standard Operating Procedure

#### ***1. Area of Focus – DAILY SCHEDULES***

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#### ***2. Scope***

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Provide a balanced daily program of child initiated and adult directed activities, including individual, small and large group activities

#### ***3. Prerequisites***

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NA

#### ***4. Responsibilities***

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Teacher  
Teacher Assistant  
Instructional Advisor  
Foundational Literacy Coach  
School Principal  
Center Director/Manager

#### ***5. Procedure***

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- A. All M-SCS Early Childhood Division classrooms develop and implement a consistent daily schedule using the templates provided by instructional advisors and coaches. This team monitors daily schedules during their class visits to ensure:
1. Daily schedules include the following elements: arrivals, daily health check, learning area time, morning meeting, circle time, district priorities, outside time, group time, transition, meal times and toileting routines, rest-n-read routines, math time, and departures.
  2. Written lesson plans reflect daily schedules and contain specific instructional activities are required for a minimum of 5.5 hours per day; the remaining 1.5 hours of the instructional day consists of meals, rest time and/or outside play.
  3. The daily schedule and lesson plan provide opportunities for children to participate in a variety of activities. There will be a balance of child initiated (learning centers) and adult directed activities, both individual and large group.
- B. The daily schedule, along with the lesson plan, provides opportunities for children to participate in a variety of activities and includes a balance of child initiated and adult directed activities, via individual, small group, and large group instruction.
- C. To maximize instructional activities, rest time must not exceed 30 minutes per day except when necessary to address specific needs of individual children. Children who



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do not rest should be given quiet activities such as books and puzzles. All children shall have a covering (sheet) on their individual rest equipment (mat or cot) as well as a covering (blanket) for themselves. During the scheduled rest or sleeping period, a ratio of one adult providing direct supervision to 20 children is acceptable in all funded classrooms except Head Start. Head Start funded classrooms must maintain two adults at all times, including nap.

- D. A written and a pictorial daily schedule is posted in each classroom for adult and child viewing.
- E. The daily schedule is based on routines, abilities, and interactions with adults and materials; components of the daily schedule are adopted from the curriculum, district priorities, and the Early Childhood Environmental Rating Scale (ECERS-3).
- F. Daily routines are to be consistent yet flexible according to the interests and needs of the children.
- G. The children, parents and the teaching staff coordinate activities for the daily schedule.
- H. No part of the M-SCS early childhood program day may be religious in nature. A “moment of silence” is acceptable.

### 6. *References*

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- Head Start Performance Standards Subpart – B Program Structure 1302.21
- Shelby County Schools Board of Education Policy 6060 School Day
- TN Department of Education Standards for School Administered Childcare Programs 0520-12-01-.09 section 1f
- Voluntary Pre-K Scope of Services, H
- Big Day for Pre-K Curriculum
- Big Day Whole/Small Group Lesson Plans
- Instructional Schedules Checklist
- ECERS-3 Manual

### 7. *Definitions*

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- NA