

Big Sandy Area C.A.P., Inc. – HEAD START  
Program Policies and Procedures

## Daily Schedule

### POLICY:

The daily schedule will provide for a balanced program of child-initiated and adult-directed activities, including individual and small group activities, routines and transitions.

*. This policy relates to Head Start Performance Standards 45 CFR Part 1302.31, 1302.43*

### PROCEDURE:

1. Teachers will develop and provide a classroom schedule that will provide a balanced program and guide children and adults into a secure and orderly day.
2. The daily schedule provides for alternating periods of quiet and active play.
3. Indoor free play periods allow the children to choose the materials they play with and which learning centers they want to spend time in. Free play should be scheduled as follows:
  - Full day programs (6 hours or more) must have 120 minutes of free play daily
  - Part day programs (less than 6 hours) must have 100 minutes of free play daily
4. Outdoor/gross motor play should be scheduled as follows:
  - Full day programs (6 hours or more) must have 60 minutes of outdoor/gross motor play daily
  - Part day programs (less than 6 hours) must have 40 minutes of outdoor/gross motor play daily
5. Provide a balance of large muscle and small muscle activity.
6. JAM or GoNoodle will have a 10-minute block of time listed on the schedule.

7. Set aside sufficient time each day for each meal. There must be a minimum of 2 hours between the beginning of one meal to the beginning of the next.
8. Children are instructed to brush teeth after breakfast (recommended within one hour of eating breakfast).
9. A rest/quiet period is scheduled for classes in session for 6 hours or more each day.
10. Use of the Second Step curriculum must be listed as a stand-alone activity on the daily schedule for a minimum of 10 minutes.
11. Incorporate routine tasks into the program as a means of furthering children's learning, self-help and social skills. Routines such as toileting, hand washing, and tooth brushing should be relaxed, reassuring, and individualized based on developmental needs.
12. Change planned or routine activities according to the needs or interests of the children, and/or to cope with changes in weather or other situations that affect routines without unduly alarming the children.
13. Conduct smooth and unregimented transitions between activities. Children should not always be required to move from one activity to another as a group. Use transition as a vehicle for learning. Wait time/down time should be less than 3 minutes.
14. Post the daily schedule in the classroom and a separate picture schedule for children's use. The picture schedule should be placed on the child's eye level.
15. Within a 3 hour block of time on the daily schedule, there should be at least 60 minutes of free play, 40 minutes of gross motor play, and a meal.
16. A copy of the daily schedule is to be submitted to the Education Services Manager by the end of the second week of school and at any time thereafter when changes are made.

*Approved by the Policy Council: September 2023*