**How to Create a Developmentally Appropriate Daily Schedule:**

**A developmentally appropriate daily schedule should have the following characteristics:**

* **Schedule is located in a convenient space.**
* **The schedule should have visual and text clues.**
* **The schedule should be able to be manipulated or changed.**
* **Students should participate in the daily schedule monitoring.**

**Location of Daily Schedule:**

* It is recommended to place the schedule near your large group meeting area so that it can be referenced throughout the day. The schedule should be placed at children’s eye level.
* For adult visitors of your classroom, you can post a typed adult friendly schedule on a wall at adult eye level.

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| *Child-friendly schedule is located near the group rug on the smartboard.*  *Classroom: Krista Ann Sumner, MNPS* | *This teacher posts her adult friendly schedule near the door for visitors.*  *Classroom: Krista Ann Sumner, MNPS* |
| This teacher uses a portable board at the carpet for large group time.  Classroom: Stephanie Kirby, MNPS | Ms. Kirby’s adult-friendly schedule is posted for visitors.  Classroom: Stephanie Kirby, MNPS |

**What does the schedule look like?**

* Teachers can choose if they would like their schedule to be displayed vertically or horizontally. When using a horizontal schedule, you give students another opportunity to practice left to right print concepts.
* Teachers can choose which type of visual to use. The visuals should be accompanied by text. See below for options:

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| Real classroom photos and text  Classroom: Krista Ann Sumner, MNPS | Clip art and text  Source: Josephine Appleby |
| 1. stock photo and text | 1. hand-drawn image and text (student writing or teacher writing) |

**How do I keep my schedule updated with the different parts of our day?**

* In a school setting, you may have special visitors or occasions that come up to interrupt the consistency of a typical school day. Some students may get upset or feel anxious about an unprecedented change. A flexible classroom daily schedule can help students process and prepare for interruptions or change. The schedule should be flexible so that cards can be switched out when necessary. A flexible schedule allows students to still have the consistency of the schedule to rely on even where this is an “odd” day.

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| A Velcro strip is a great way to switch schedule cards in and out.  Classroom: Krista Ann Sumner, MNPS | Other ideas for a flexible schedule:   * Pocket chart and cards * Clothes pins and cards * Magnetic schedule on a whiteboard. * Felt Schedule |

**How can students participate in monitoring the daily schedule?**

* The schedule should have some sort of tracking ability so that students know what part of the day is occurring and what they have accomplished.
* The classroom can have a “schedule monitor”. This is a great job for that student who is always asking when recess is or has anxiety about the school day. It is also a great job to rotate and allow all students to have.

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| Ms. Harris has a student helper move a red arrow on felt to keep track of which part of the day is occurring.  Classroom: Briana Harris, MNPS | Ms. Kirby has a student remove a card from the schedule when it is complete. In this photo, the class has finished breakfast, so you the breakfast card is gone.  Classroom: Stephanie Kirby, MNPS |
| Other ideas for tracking the day:   * Clothes pin * Special magnet | |