

**MISSISSIPPI COUNTY, ARKANSAS, E.O.C.  
EARLY CHILDHOOD EDUCATION DEPARTMENT**

**The Daily Schedule**

1302.31(b)(1)(ii)(iii)(iv)(c)(1)(2)(d)(e)(1)(2)(3)(4)

**GOAL STATEMENT-** MCAEOC will strive for excellence by enhancing educational services to support school readiness of children that will maximize their potential to enter kindergarten with a solid foundation for reading success

**POLICY:**

MCAEOC programs will utilize a daily schedule that will provide consistency in a balanced program of child initiated and adult-directed activities, including individual and small group activities, routines and transitions. The daily schedule meets the needs of all the children and the schedule is flexible.

**PROCEDURE:**

1. The Daily Schedule provides:
  1. Upon Arrival:
    - Teachers will greet children
    - Children will wash hands
    - Teachers will conduct a Daily Health Check
  2. Alternating periods of quiet and active play
  3. Schedule outdoor play daily, if weather permits
    - At a minimum outdoor play will be 60 minutes (morning and afternoon)
    - Children will go outside daily unless the weather is extreme (below 25 degrees F, pouring down rain, above 100 degrees with no covered area to play in)
  4. A balance of large muscle and small muscle activity
  5. More than one option available for group activities (individual, small/large group)
  6. 85 to 95 minutes each day will be scheduled for child-initiated activities (e.g., free choice, discovery time)
  7. Planned or routine activities may be changed according to the needs or interests of children, and/or to cope with changes in weather or other emergent situations that affect routines. Change in routine will be discussed with children to minimize anxiety.
  8. Fields trips can be schedule to provide hands on learning experiences that will extend classroom learning (Preschool classrooms)
  9. Set aside 30 minutes each day for each meal
    - Time between breakfast and lunch is at least 2.5 hours; between lunch and snack is at least 1.5 hours
  10. Adequate time for smooth transitions between activities
    - Use transition as a vehicle for learning (Mighty Minutes, Learning Games, Transition Songs)
  11. Incorporate routine tasks into the program as a means of furthering children's learning, self-help, and social skills. Routines such as toileting, eating, dressing,

hand washing, tooth brushing should be relaxed, reassuring, and individualized based on developmental needs

- Brushing teeth will be on the daily schedule
  - Brushing will be done twice daily
- Washing hands will be on the schedule
  - Handwashing will be done throughout the day (arrival, before and after meals and snacks, after toileting, before and after water and sand play, and after outdoor play)
- Diapering should be checked and changed regularly
- Infants and Toddlers are fed on demand
- Infants and Toddlers sleep on demand

12. Prepare for departures:

- Make sure children are ready to go home (check each child to ensure they are clean and dry)
- After all children have departed staff should prepare their classroom for the next day

13. The daily schedule will be posted in each classroom that is visible to adults and near the entrance to the classroom

14. A pictorial schedule will be posted in each classroom for the children at child's eye level