Daily Schedule Analysis

Requirement		Guidance	Item Meets Requirement		
			YES	NO	Needs further discussion
1.	Type of Schedule: Full or Half-day	Based on overall observations, this is a: (circle type below) Full-day schedule Half-day schedule			
2.	3-6 Hours of Cognitive Time (depending on type of schedule.)	Start time: End time: Does schedule meet the required amount of cognitive time?			
3.	Cognitive Time	Are cognitive activities planned during outdoor times?			
4.	Cognitive Time	Are cognitive activities planned during meal times?			
5.	Balance: Length of Setting (other than centers and outdoor play)	Other than centers and outdoor play, are settings/activities within the 15-20 minute timeframe?			
6.	Balance: Alternating of setting	Are settings alternating throughout the schedule? (Sitting vs. movement, active vs. passive, etc.)			
7.	Arrival Routine	Does the schedule include a 10 minute arrival routine with multiple child self-directed activities across several content areas (Ex: writing/sign-in sheets; letter knowledge/name activities, letter wall activities; math/puzzles, etc.)			
8.	Circle Time	Are there 2-3 circle times throughout the day?			
9.	Circle Time	Do circle times last no longer than 20 minutes?			
10.	Read Alouds	Is a read-aloud included in one circle time?			
11.	Centers (continuous block of 60-90 minutes)	Is center time a continuous block of at least 60-90 minutes?			
12.	Centers	Are centers set-up as “free choice?”			
13.	Small Groups	Are small groups documented?			
14.	Small Groups	Does each small group last between 7-9 minutes?			
15.	Transitions	Is there a planned transition between each setting change?			
16.	Transitions	Is each transition less than 5 minutes?			
17.	Transitions	Is each transition cognitive in nature?			