Daily Schedule Planning Worksheet

This worksheet can help you plan the daily and weekly schedule(s) at your site. Reference ***Levels A-D literacy curriculum and sample schedules*** *or* ***Pre-reading (PR) curriculum sample schedules*** for more detail on what to include. You may find that the classes need different daily schedules or that schedules need to vary from day to day. Don’t forget about transition time and other activities, events, or meetings (e.g. PLCs).

**Class 1**

| **Time** | **Activity** |
| --- | --- |
|  |  |
|  |  |
|  |  |
|  |  |
|  |  |
|  |  |
|  |  |

**Week 1**

| **Duty[[1]](#footnote-0)** | **Monday** | **Tuesday** | **Wednesday** | **Thursday** | **Friday** |
| --- | --- | --- | --- | --- | --- |
| **Arrival** |  |  |  |  |  |
| **Meal(s)** |  |  |  |  |  |
| **Recess** |  |  |  |  |  |
| **Learning time**  |  |  |  |  |  |
| **Dismissal** |  |  |  |  |  |

**Class 2**

| **Time** | **Activity** |
| --- | --- |
|  |  |
|  |  |
|  |  |
|  |  |
|  |  |
|  |  |
|  |  |

**Week 2**

| **Duty** | **Monday** | **Tuesday** | **Wednesday** | **Thursday** | **Friday** |
| --- | --- | --- | --- | --- | --- |
| **Arrival** |  |  |  |  |  |
| **Meal(s)** |  |  |  |  |  |
| **Recess** |  |  |  |  |  |
| **Learning time**  |  |  |  |  |  |
| **Dismissal**  |  |  |  |  |  |

1. Duties may vary depending on the season, length, etc. of programming. [↑](#footnote-ref-0)