Georgia’s Pre-K Program

Instructional Quality (IQ) Guide for

Daily Schedule

**Today’s Date:**

**Site Name:**

**Teacher Name:**

Lead teacher will complete within 30 school/business days from when teachers report using a current schedule. Sign, date and submit to the Director/Principal with the corresponding schedule. Director/Principal will review and provide necessary support or feedback. Complete the director column, sign, date and file with the *Grant Requirement Checklist.* Also attach a copy of the Daily Schedule used to complete the IQ guide. (Suggestion: work with a schedule the first couple weeks of school, adjusting to meet children’s needs before completing this IQ Guide)

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| **Teacher** | **Director** | **Refer to the *FAQ for Daily Schedule* for an explanation of the various schedule components.****This IQ Guide should be completed whenever a teacher/program makes changes to the daily schedule throughout the year.**  |
| [ ]  | [ ]  | 6.5 hour written daily schedule with times is posted **inside** the classroom. *Note:* *If the school year is shortened, equivalent numbers of hours must be documented on the school calendar, posted schedules, and in lesson plans.* |
| [ ]  | [ ]  | Opening Activity (may be included as part of your morning circle time that takes place at the beginning of the day) |
| [ ]  | [ ]  | Large Group (may include routine activities such as weather, calendar or other planned activities) |
| [ ]  | [ ]  | Daily Large Group Literacy Time  |
| [ ]  | [ ]  | Two Teacher-Planned Story Times  |
| [ ]  | [ ]  | Phonological Awareness Activities  |
| [ ]  | [ ]  | Small Group Time |
| [ ]  | [ ]  | 60 minutes of free choice center time  |
| [ ]  | [ ]  | Clean up time after center play is documented |
| [ ]  | [ ]  | Rest Time (scheduled for a maximum of one hour) |
| [ ]  | [ ]  | Music with Movement Activities |
| [ ]  | [ ]  | Outdoor Play  |
| [ ]  | [ ]  | Closing Activity |
| [ ]  | [ ]  | A schedule for children is posted at children’s eye level and is manipulated by children to facilitate knowledge of the daily routine and time/sequence concepts. This schedule must include pictures. |

***Teacher Signature:***

***Date:***      /     /

***Director/Principal Signature:***

***Date:***      /     /

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| *Comments and Feedback:*       |

Note: IQ Requirements for Daily Schedule reflect the basic foundation each program will create, and if necessary may expand to include other components such as transitions, restroom times, specials, etc., as additional program requirements or needs.