



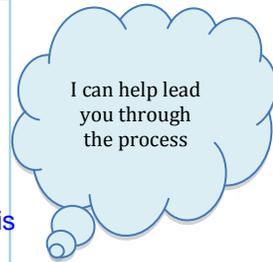
## SAMPLE SCHEDULE FOR TOOLS OF THE MIND FULL DAY (6 HOUR) PRE-KINDERGARTEN

Creating a schedule can be one of the trickiest aspects of your job!  
Below is a sample of a daily schedule. Keep in mind - this is only one suggestion – you may need to adjust the arrangement of the time blocks to fit the needs of your particular school schedule and students.

**KEY REQUIREMENTS of a Tools Schedule:**

- Time in each large group activity should be 15 minutes or less
- Make Believe Play Block is at least 60 minutes, uninterrupted. It is strongly suggested that this occur in the morning

Times marked 'Program Specific' indicate that these times may vary from school to school. You will need to think about your particular constraints/requirements when determining how much time is spent on program specific activities.



TIME	TIME BLOCK/ACTIVITY	SUGGESTIONS
Program Specific	FREE CHOICE/BREAKFAST	This is a time when children can complete the Mystery Question/Game
15 minutes	<b>OPENING GROUP</b> <ul style="list-style-type: none"> <li>• Calendar/Weather</li> <li>• Physical Self Regulation activities</li> <li>• Attention focusing Activities</li> <li>• Community Building</li> <li>• Share the News</li> <li>• Message of the Day</li> </ul>	There are a variety of ways you can arrange the components of Opening Group!  Some components may even be done at other times in the day! (i.e. Freeze during a transition, Share the News at snack or lunch)
60 minutes	<b>MAKE BELIEVE PLAY</b> <ul style="list-style-type: none"> <li>• Make Believe Play Practice</li> <li>• Play Planning</li> <li>• Play in Centers</li> <li>• Clean Up</li> </ul>	Remember: Make Believe Play Practice can be done twice in the Play Block – once prior to Play Planning and again after clean up.
15 minutes	<b>LARGE GROUP LITERACY</b> <ul style="list-style-type: none"> <li>• Buddy Reading</li> <li>• Graphics Practice</li> </ul>	<b>REMEMBER – these 2 activities ALTERNATE</b>
Program Specific	<b>OUTSIDE PLAY</b>	These times are specific to the requirements of your school/classroom and/or other constraints. The Tools curriculum encourages multiple times with outside play, if possible.
Program Specific	<b>LUNCH</b>	
Program Specific	<b>REST/QUIET TIME</b>	
Program Specific	<b>PREP TIME (if applicable)</b>	
15 minutes	Small Group Math & Science (alternate variety of math/science activities)	Small groups can be arranged in a variety of ways, some suggestions: <ul style="list-style-type: none"> <li>• plan for 2 groups: children go to one activity daily, switch groups every other day</li> <li>• plan for 2 groups: children go to two activities daily, switch within the time block</li> <li>• plan for Math &amp; Science and Literacy blocks to be combined within a FREE CHOICE time – teacher has children rotate into the small group.</li> </ul>
15 minutes	Small Group Literacy *Story Lab *Small group literacy games	
Program Specific	FREE CHOICE PLAY	Another time to PLAY! Children will not need to do another play plan here.
10 minutes	Closing Group	You can repeat components of Opening Group, cover any components that could not fit in Opening Group, or use this time to re-cap the day and end with Community Building!