

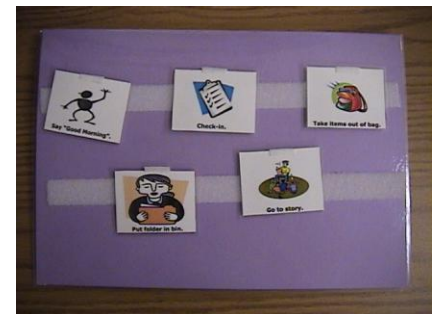
Arrival Mini Schedule

The “Arrival Mini Schedule” assists children with understanding teacher expectations around arrival in the classroom. Arrival time can be chaotic, as children bottle neck at the door or roam around the room trying to figure out what to do or where to go. It is very helpful to have a routine established for children’s arrival and an activity for children to do so that they have something to occupy their “wait time” as adults talk to parents and/or assist children who may need help during arrival.

The visuals are not numbered to allow for user flexibility. The pictures can be arranged or omitted according to the teacher’s needs.

For developmentally younger children a photograph version is easier to understand. (For additional information see “How to Make a Visual Schedule”.) Some teachers may want to use the version provided as a model to create their own personalized mini schedule by photographing “arrival” pictures in their environment. Cut pictures out, laminate, and place on a laminated file folder to form a horizontal sequence of steps for the child to follow.

If a child needs extra cueing, use a “First-Then Board” (See Visual Strategies folder on your CD for file on First-Then Board).



Assembly Directions

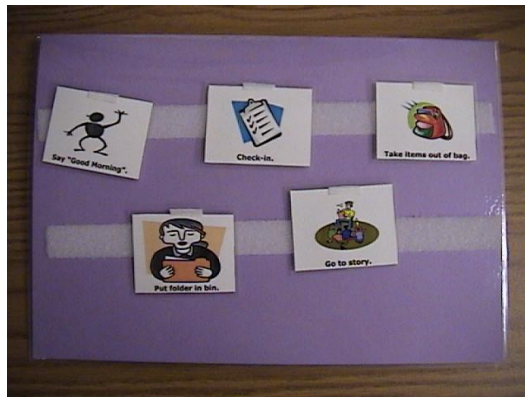
If your class calls an activity something other than what is currently available feel free to make adaptations. You can double click on the word, located above the picture, to change the text label. Also, a blank template for pictures or photographs has been provided on the last slide. If you would like to personalize pictures or make additional picture prompts, you can paste the pictures into the template and add text using the "text box" on the bottom tool bar.

Print the pictures on cardstock (or printer paper glued to a file folder to increase durability), cut them, laminate them, and place a piece of Velcro (rough side) on the back of each picture and a small sliver of a piece on the front side above the text. Velcro on both sides allows the teacher to turn a picture over to communicate to the child when an activity is completed and still have it stick to the board. Printing directions are on slide 3.

The pictures attached to a laminated file folder (or board) using strips of Velcro (the soft side) across the front (see photograph of sample). Some teachers find it useful to store the extra pictures on the back of the file folder. Others may want to create a "storage binder" (see photo sample of storage binder in "Class Visual Schedule" file) with tabbed file folders for picture storage.

To view photographs at a larger size, go to "view" on tool bar and then to "zoom".

FRONT VIEW



BACK VIEW



PRINT DIRECTIONS FOR ARRIVAL MINI SCHEDULE

Step 1:
Click on File & select Print

Step 2:
Select slides to print
arrival pictures
Type 4-8

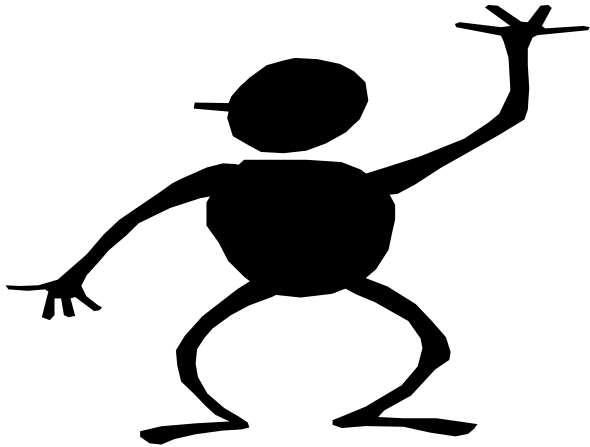
Step 3:
Select "handouts"

Step 6:
Click OK

Step 5:
Type # of copies

Step 4:
Select 2 slides per page





Say "Good Morning".



Take items out of bag.



Put item in cubby.



Put folder in bin.



Check-in.



Go potty.



Go to morning activity.



Go to centers.



Go to table.



Go to story.



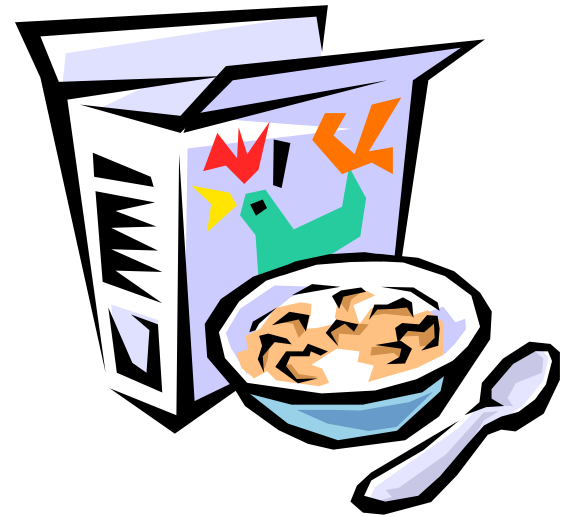
Go to circle.



Get a book & go to circle.



Wash hands.



Go to breakfast.

