

Teaching Routines and Expectations Practice Checklist			
Team Member Completing the Form:			
Date:			
Setting/Program:			
	Yes	Sometimes	Not Yet
Does your program have a schedule you follow each day?			
Have you clarified the routines and daily schedule? Consider the following questions: - What exactly is the schedule? - What are the different activities we do each day? - What is the order of these activities?			
Have you clarified the expectations for each part of the daily schedule? Consider the following questions: - What do you expect learners to do during each activity? - Will they need materials? - Should they be working or playing independently? - Should they be talking with peers or do they need to be quiet?			
If you work with other adults, have you discussed the specific expectations for each activity to make sure that all adults have the consistent expectations for everyone?			
Do you communicate the routine with learners through a posted written and visual schedule?			



Is the posted schedule always available and easy for learners to access?			
Do staff <i>explicitly</i> teach learners the routine (e.g., demonstrate and explain the part of the schedule using visuals, show them exactly what to do), so they know what to do and how to do it?			
Do you provide reminders about the routines and expectations throughout the day, so learners know when a transition is coming, what to expect, and what they need to do?			
Do you praise and celebrate learners 'effort when they follow the schedule?			
Do you provide additional help for learners as they learn the routines and expectations, when needed?			

What are the next steps for teaching routines and expectations for your program? Describe what is needed to better support learners with following routines and expectations.





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