

**Learning Resource Package No. 4:
Suggested Routine Activities for Pre-K1 and Pre-K2
April 2015**

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LEARNING RESOURCE NO. 4: SUGGESTED ROUTINE ACTIVITIES FOR PRE-K1 AND PRE-K2

INSTRUCTIONS ON THE USE OF THE SUGGESTED ROUTINE ACTIVITIES FOR PRE-K1 AND PRE-K2

1. Read and study the Suggested Routine Activities for Pre-K1 and Pre-K2. These are anchored on LRP No. 2 or the Standards, Competencies, Indicators and Domains for the two Pre-K levels.
2. Choose one from the four (4) models found in this Learning Resource (Two-Hour Morning Session, Two-and-a-Half Hours Morning Session, Two-Hour Afternoon Session, Two-and-a-Half Hours Afternoon Session) that your Center will adopt.
3. Select the appropriate specific Routine Activities that you will conduct every day and incorporate these in the Suggested Activities for Pre-K1/Pre-K2.
4. These Routine Activities shall be taught to the young children in the mother tongue.

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Managing a classroom with very young children can be challenging and exciting. When a classroom is prepared to welcome children, the flow of activities becomes natural and more efficient. A huge part of creating a harmonious environment in the classroom is establishing a daily routine that is accommodating and adaptable to children's behavior.

Daily routine consists of a schedule of activities that helps young children move smoothly from one activity to another. Although there is a sequence, this schedule is also flexible taking in mind the children's characteristics, needs and interests in learning. The routine is also undertaken to develop among the young children the curriculum standards, competencies and indicators identified for specific age level in the different domains.

This routine is important because it helps children feel safe and protected in the classroom. Children are aware of what is happening and what will come next. Some children experience anxiety and feel frightened when there are disruptions in schedules or when they are startled.

The Daily Routine includes the following activities, as dictated by the time children spend in school whether within just a few hours, half a day or a full day session. A minimum of 15 minutes are suggested for each activity.

- **Arrival Time** is when children enter the premises of the school or the classroom. It is very important to greet the child and make them feel welcome. If a parent or guardian is with the child, a short conversation would be advantageous.

The practice of greeting when one arrives creates a habit with the children. It is therefore recommended that the children come on time to experience this routine and practice regularly. Arriving when the class has not yet began, gives the children time to adjust from a sleepy state or a tiring travel from home to school. The teacher is also there just in case a child has a question like where to put his/her umbrella on a rainy day.

This period is also an opportunity to know how the child is especially after a weekend or a long break. If the child had an unforgettable experience, you can speak about it with the parent especially if this results to too much sadness, such as a death of a dog or a change in routine because a caregiver has left. Meeting the child at the door gives the teacher a chance to find ways to allow the child to deal with his feelings.

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And lastly, having a conversation with the parent or guardian strengthens relationships with them. Parents are the teacher's partners in the center. Take the time to ask the parent how the family is. Asking the parent about your children's family makes him/her feel that he/she is part of the classroom and will gladly participate in activities that will contribute to their child's development.

- **Free-play** lets children choose activities according to their interest. Whether it be playing with the blocks and cars or painting and decorating some artwork or reading a book. The teacher knows these activities are the ones that attract children and is not demanding any pressure on them to follow a direction or to finish immediately.

This unstructured activity helps the children in transitioning from the home to the school. This also gives the children time to adjust to their surroundings especially if the weather is different, the room was re-arranged or the teacher is absent and the class is being run by a substitute. Free-play may seem uneventful to most adults but many aspects of the child's development, socio-emotionally, motor and cognitive, are taking place. Children are learning to interact with others. They learn to share and wait and choose. They move along with the songs they sing. They imagine and create. They converse and discuss. They are happy.

- **Meeting Time** gathers all the children to many opportunities for participation and sharing. This structured activity can be conducted with the help of a child. Included in this period are:
 - Greetings – a time when children learn songs, recite rhymes and do actions through finger plays. This is also the time where children can talk about anything they want to share about like a new toy, a family outing or a favorite character.
 - Weather – a time when children check on the weather conditions and temperatures of the day.
 - Calendar – a time when children discuss the months of the year, the days of the week and special occasions such as birthdays, fieldtrips and holidays.
 - Attendance – a time when children talk about those who are present and absent for the day.
 - Introduction to Activity – a time when children are presented with the activities of the day. The children are then divided among small and big groups for these activities.

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- **Activity Time** is the period when children work on planned activities for the concept or theme for the day or week. The teacher-directed activity may be indoor or outdoor, in groups or as individuals. Suggested activities are found in LRPs Nos. 5 and 6.
- **Outdoor Time** is a favorite among children. Done everyday for at least 30 minutes, outdoor activities include free-play, sand play, water play as well as organized games. The outdoors present an open area where children feel that their movements are not restricted.

But the outdoors also expose the children to many dangers. Being the extension of the classroom, teachers must make sure that these open areas are free of broken glasses, rusty nails or insects that might sting the children.

Everyday playground equipment should be checked for cleanliness, loose parts and other unacceptable reasons not to be played with. These findings should be reported and attended to immediately. The safety of the children must always be in mind. Suggested activities are found in LRPs Nos. 5 and 6.

- **Snack Time** focuses on teaching children practical life lessons such as preparing a meal and feeding oneself. It also teaches children table etiquette. Teachers should be aware of the children's religious or medical restrictions when serving snacks. This consciousness also protects the children when sharing of snacks comes about especially when a birthday or special holiday occurs.
- **Rest or Nap Time** allows for children some rest from all the active activities they do in school. Some children will fall asleep during this time an indication that their tired bodies need to rest. There would be some children who would not want sleep or rest during this time. These children are encouraged to have some quiet time perhaps by reading books or by simply laying down.
- **Self Help skills** are practiced at different times during the day. Self-help among the preschool children are encouraged to practice their independence and confidence in performing everyday tasks. Some specific times include:

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- Arrival time, the children are to put their belongings in their proper place. Some schools practice changing into indoor shoes or slippers. These are done with little or no assistance from the teacher. During rainy days, putting away rain gears, jackets and umbrellas are additional skills that need to be practiced.
 - Snack time, the children set the table. Making sure that placemats, glasses and utensils are ready for mealtime. After snack time, children clean up or remove their dishes from the table and they throw away their trash. Then they brush their teeth and change their clothing.
 - Rest time, the children remove their shoes and stow them in a designated area. After rest time, give children ample time to wear their socks and shoes providing them the help they need only when necessary.
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- **Circle Time** is the time when the children gather for music and movements and songs. Games could also be played during this time. Meeting time's purpose and space limits the children's abilities to move around, dance and play with a variety of props. Here, children are given the opportunity to express themselves without worrying of structure or inhibitions. Suggested activities are found in LRPs Nos. 5, 6 and 7.
 - **Story Time** is an activity that allows the children to learn new words, discover places and explore their imagination. There are many ways to tell a story to children. Suggested activities are found in LRPs Nos. 5, 6 and 7.
 - **Good-bye Time** is the period to recall what happened during their day. Reminding and preparing children of what special events that will soon occur can also be repeated in this period. Letters to be sent home are explained and given at this time. This gives children time to transition from school to home.
 - **Transitions** happen between routines which keep children engaged through short songs and rhymes that may distinguish which time of the day it is. This also minimizes distractions and creates order in the classroom. Suggested songs and rhymes are found in LRP No. 7.

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Below are four models of Daily Routine Schedule for the Child Development Teachers/Workers to choose from:

SUGGESTED MODEL FOR DAILY ROUTINE SCHEDULE	TIMETABLE	
A. TWO-HOUR MORNING SESSION	Arrival /Free play 7:45-8:00 Meeting Time 8:00-8:15 Activity Time 8:15-8:30 Outdoor Time 8:30-8:45 Snack Time 8:45-9:00 Rest Time 9:00-9:15 Circle Time 9:15-9:30 Story Time 9:30-9:45 Goodbye 9:45-10:00	All activities are scheduled for 15 minutes but time allotment is flexible depending on the interest of the children on each activity. Transition songs and rhyme help prompt the next activity.
B. TWO AND A HALF HOURS MORNING SESSION	Arrival/Free play 7:45-8:00 Meeting Time 8:00-8:20 Activity Time 8:20-8:40 Outdoor Time 8:40-9:00 Snack Time 9:00-9:20	All activities are scheduled for 20 minutes but time allotment is flexible depending on the interest of the children on each activity. Transition songs and rhyme help prompt the next activity.

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	Rest Time	9:20-9:40	
	Circle Time	9:40-10:00	
	Story Time	10:00-10:20	
	Goodbye	10:20-10:40	
C. TWO-HOUR AFTERNOON SESSION	Arrival/Free play	12:45-1:00	All activities are scheduled for 15 minutes. Outdoor play is scheduled towards the end of the session as it may be too hot to play outside. Time allotment is flexible depending on the interest of the children on each activity. Transition songs and rhyme help prompt the next activity.
	Meeting Time	1:00-1:15	
	Activity Time	1:15-1:30	
	Circle Time	1:30-1:45	
	Story Time	1:45-2:00	
	Snack Time	2:00-2:15	
	Rest Time	2:15-2:30	
	Outdoor Time	2:30-2:45	
	Goodbye	2:45-3:00	
D. TWO AND A HALF HOURS AFTERNOON SESSION	Arrival/Free play	12:45-1:00	All activities are scheduled for 20 minutes. Outdoor play is scheduled towards the end of the session as it may be too hot to play outside. Time allotment is flexible depending on the interest of the children on each activity. Transition songs and rhyme
	Meeting Time	1:00-1:20	
	Activity Time	1:20-1:40	
	Circle Time	1:40-2:00	

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	Story Time	2:00-2:20	help prompt the next activity.
	Snack Time	2:20-2:40	
	Rest Time	2:40-3:00	
	Outdoor Time	3:00-3:20	
	Goodbye	3:20-3:30	

Meeting Time Routine 1:

Objectives:

1. Begin to adjust to the new school environment
2. Begin to show ability to separate from parents and caregivers
3. Tell what day it is and what the weather is like
4. Stand when one's name is called
5. Begin to like coming to school
- 6.

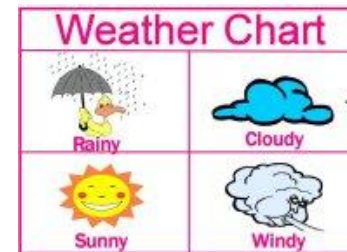
Materials:

Calendar Chart: Tags of the days of the week

Weather Chart: Tags of the kinds of weather

Attendance Chart: Picture of the school

Tape or CD of the songs "Hello," "Days of the Week," and the "Weather" Lyrics translated in the mother tongue; or other appropriate songs.



Procedure:

1. Lead the children to recite the Prayer.

Prayer 1

God be in my head

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God be in my eyes
God be in my mouth
God be in my actions
Every day of my life. Amen

Prayer 2

Guardian Angel
Angel of God,
My Guardian dear,
To whom His love
Commits me here,
Ever this day be at my side,
To Light and Guard,
To Rule and Guide. Amen.

2. Give a welcome message.

Hello! Magandang umaga/hapon! Ako si Teacher _____.
Maganda at masayang pagdating sa ating paaralan.
Ang ating paaralan ay ang National Child Development Center.
Awitin natin ang Hello Song.

(Hello! Good morning /Good afternoon children! I am Teacher _____.
Welcome to our school.
Our school is the National Child Development Center.
Let us sing the "Hello Song".)

3. Lead the children to tell what day it is and what the weather is like.

Anong araw ngayon? Kahapon? Bukas?
Awitin natin ang "Mga Araw sa Isang Linggo."
(What day is it today? What day was it yesterday? What day will it be tomorrow?
We will sing the "Days of the Week Song".)
Tingnan natin kung ano ang panahon ngayon. May araw ba? Umuulan ba?

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Maulap ba? Mahangin ba? Ngayon ay _____.

Awitin natin ang “Ano ang Panahon Ngayon”?

(Let us look/ see what the weather is like today. Today is a _____ day.

We will sing the “Weather Song.”)

4. Lead the children to answer “I’m here” when one’s name card is shown and name is called.

Tingnan natin kung sinu-sino ang narito ngayon.

Tumayo kapag tinawag ko ang pangalan at sabihin “Narito po ako.”

(Let us see who are present today. Please stand when I call your name and say “I’m here.”)

5. Post each child’s name on the Attendance Chart.
6. End the activity with a song, rhyme or movements.

Meeting Time Routine 2:

Objectives:

1. Recognize the weather, day and date
2. Participate in singing the hello song, days of the week and weather song
3. Recognize one’s name
4. Develop common health routines and practice in self-care: taking a bath, combing hair, dressing up, brushing teeth, wearing slippers/shoes

Materials:

Weather chart, attendance chart, cut out of the center



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Tags of the days of the week, tags of the phrase:
Yesterday was _____, Today is _____ and
Tomorrow will be _____, tags of date – month, number, year,

Procedure:

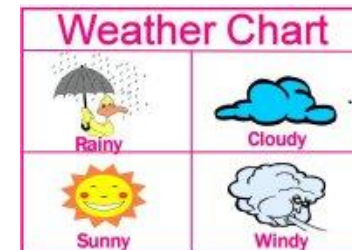
1. Greet the children.
2. Children sing the “Hello Song”.
3. Ask: What day was it yesterday? What day is today? What do you think will be the day tomorrow?
4. Children sing the “Days of the Week Song”
5. Ask: What is the date today? What is the weather today? Ask one child to look out of the window to check the weather.
6. All children sing the weather song.
7. Check the attendance. Call on each child and show the name tag. The child will attach his/her name card to the center cut-out.
8. Let the children show how he/she takes care of himself/herself: taking a bath, combing hair, dressing up, brushing teeth, wearing slippers/shoes, etc.

Meeting Time Routine 3:

Objectives:

1. Tell the weather, day and date.
2. Participate in singing the hello song, days of the week and weather song.
3. Identify their name.
4. Act as monitors to help in simple tasks.

Materials: Weather chart, attendance chart



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Tags of the days of the week, tags of the phrase:
Yesterday was _____, Today is _____ and
Tomorrow will be _____, tags of date – month, number, year,

Procedure:

1. Greet the children.
2. Let the children sing the “Hello Song”.
3. Ask, “What day was yesterday? What day is today? What day will be tomorrow?”
4. Let the children sing the “Days of the Week Song”
5. Ask: “What is the date today? What is the weather today?” Ask one child to look out of the window to check the weather.
6. Let the children sing the weather song.
7. Check the attendance. Call on each child and show the child his/her name.
8. Introduce what a “Teacher’s helper/Teacher’s assistant” does.
Explain a chart that shows Teacher’s Helper. Explain that there are certain tasks children can do to help her: weather watcher, date helper, day helper, pencil helper, paper helper, pack away police children and other helpers teacher might think of. Ask certain children to help out in different tasks. Each child gets his/her name from the attendance chart and places it beside the job/ teacher’s helper chart.

Teacher’s Helpers / Magtulongan Tayo Chart	
Weather Watchers	
Prayer leaders	
Day and Date Helper	
Pencil Helper	
Paper helper	

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Meeting Time Routine 4:

1. Prayer
2. Hello song
3. Attendance - Call on each child to check attendance. Ask each child to get his/her name card and attach it to the cut-out of the Center.
4. Reviews concept of "teacher's helper". Ask the children what their duties are. Post the name of the children assigned to certain work/tasks for the day.
5. Calendar- What was the day yesterday? What is the day today? What is the day tomorrow?
(Song: Days of the Week)

What is the date?
What is the weather?
(Weather song)

Meeting Time Routine 5:

1. Greeting
2. Prayer (Hello Song)
3. Calendar (Song: Days of the Week)
4. Weather (Weather Song)
5. Attendance
6. Song

Routine for Snacks Time

Objectives:

1. Develop common health routines before eating: washing hands, feeding self
2. Help in setting and cleaning up the table

Materials:

Placemats, snacks containers, napkins, spoons/forks/teaspoons as needed, glasses, etc.

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Procedure:

1. Lead the prayer.
God is great. God is good.
Thank you God for our food. Amen.
2. Let the children wash and wipe their hands.
3. Let them help set the table: putting the placemats and snacks containers.
4. Remind the children to eat without spillage.
5. Let them put away their things, clean the table top and floor.
6. Remind them to brush their teeth, wash and wipe hands.

Goodbye Time Routine 1:

Objectives:

1. Recall the activities done for the day
2. Begin to follow the routine to end the day in school
3. Express one's preference

Procedure:

1. Enumerate the different activities that the children did for the day.
2. Ask the children what they enjoyed most during the day.
3. Recite a prayer before going home.
4. Sing the children the Good Bye Song "Paalam na Sa Inyo".