



**Umbrella Family and  
Child Centres of Hamilton**

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**2.4 SCHEDULES, ROUTINES, AND TRANSITIONS POLICY**

<b>MANUAL</b>	<b>Child Care Centre Program Policy Manual</b>
<b>SECTION</b>	<b>2- Engagement</b>
<b>POLICY</b>	<b>2.4 Schedules, Routines, and Transitions Policy</b>
<b>LAST REVISED</b>	<b>June 19, 2024</b>

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**RATIONALE**

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Our goal is to be flexible when it is in the best interests of the children. A planned schedule is an organizational tool that provides time for required and desired activities throughout the day. In our programs, there are many things to consider including regulations and timing of shared space with partners, as well as specific routines required by groups of children. We will seek out opportunities to adapt the schedule when it supports extended play, for example when the weather is pleasant.

**RESPONSIBILITY**

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All staff.

**PROCEDURE**

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1. Each centre will create and post written schedules for every group in the centre. Schedules encourage both children and parents to learn about the structure of the day. Visual schedules will be created and posted as needed.
2. Alternate schedules will be posted for rainy days or other inclement weather.
3. Changes to the daily schedule will be recorded and posted as needed.
4. Routines will be planned so that children have ample time to complete the tasks without pressure to hurry.
5. Routines are times to encourage independence, and staff act as facilitators to encourage development of skills and confidence. For example, when children are dressing for outdoors, staff will provide verbal or visual cues to help them through the process with physical assistance only when needed.
6. Predictable routines can support children as they develop self-regulation skills. Waiting can be minimized by having a staff member moving with a small group of children to the next activity where possible.
7. Staff will be prepared with songs, finger plays or other small group activities to fill in any time that children must spend waiting.