

Classroom Routines and Procedures

Classroom Basics

Activity	Routine, rule or procedure
How to enter the classroom	
What to do when you enter the classroom each morning	
How to hang up coat and backpack	
What the morning work/tasks are	
How to sit at the table	
How to push in your chair	
How to join the class at the carpet	
Where to sit at the carpet	
How to sit at the carpet	
How to listen to someone talking – stop, look, listen, think	
How to respond to a question/wait to be called on	
What the teacher signals are for quiet/attention are	
What to do if adults are talking and you want to talk to them	
How to move around the room	
What to do if you are feeling sick	
What to do in a fire drill	
Where to get tissues and how to dispose of them	
Saying “please” and “thank you/Aiy Hiy”	
Requesting to use the toilet	
Classroom helpers – what do they do? How are they chosen? How are they displayed?	
How to get ready to leave	

Working Procedures

Activity	Routine, rule or procedure
How to work in a group	
How to use each of the table materials	
How to share materials with others	
How to change centre activities	
What to do when you are finished with an activity	
What is the signal to clean up	
How to clean up materials	

What to do if you did not finish an activity and it is time to clean up	
What the different noise levels are for group and independent work	
How to handle a book	
What the classroom jobs are	
How to perform each job	
What signals (auditory, visual, tactile) are used to prepare children for an upcoming transition	
How are children transitioned from one activity to another	

Quiet Time Procedures

Activity	Routine, rule or procedure
Where do I put my body (on a mat, at a table)	
What are the approved activities for quiet time	
How will children be redirected during quiet time	
How will children be transitioned into quiet time	
How will children be transitioned out of quiet time	
How do children put away their mat/blanket	

Leaving the Classroom Procedures

Activity	Routine, rule or procedure
How to line up	
How to stand in a line	
How to walk in a straight line	
How to walk in the hall	
How to get on the bus	
Where to sit on the bus	

Mealtime Procedures

Activity	Routine, rule or procedure
Where to sit at mealtimes	
How to clean up after yourself	
Where to throw garbage	
How food is served and when to eat	

How to serve the food to others	
How to pour from a jug	
How to use pacing dots	
What to do after the meal	

Toilet Procedures

Activity	Routine, rule or procedure
How to ask to use the toilet	
How to check if someone is in the stall	
How much soap to use	
How long to wash hands (handwashing song)	
How many paper towels are appropriate/how to use hand dryer	
How to flush toilet	
How to request a drink of water	
How to brush my teeth	

Free Play and Playground Procedures

Activity	Routine, rule or procedure
How to use each piece of playground equipment	
What kind of play is acceptable	
How to use games/materials	
How to clean up properly	
Signal for end of free play	
Where to line up before coming back inside	
How to count off to make sure everyone is accounted for	

Dismissal and Bus Procedures

Activity	Routine, rule or procedure
What is the signal for clean up and dismissal	
Where and how to wait for your turn to get ready to go home	
How to pack up for dismissal	
How to put on coat, snow pants, hat, mitts, boots/shoes	
How to zip coat	
How to turn sleeves inside out	
How to wait in the line for the bus	
How to get on/off the bus	

How to sit on the bus/acceptable bus behaviour	
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