

Household and Remote School Routines and Procedures Checklist

PURPOSE

This checklist is intended to support the planning of household and remote schooling routines and procedures.

DIRECTIONS:

1. With your children, determine which procedures or routines are needed in your setting. Be sure to discuss both why these procedures are necessary and what these procedures actually look like in action.
2. Add to the list any needed procedures for your specific situation.
3. As children engage with the routines, help outline the specific steps that they will need to take and what success will look like.

Household and Remote School Routines and Procedures

Procedures for Managing Health

- personal hygiene (*see this [helpful guide](#) for more specifics about why this is particularly important right now*)
 - hand washing
 - sneezing and coughing
 - getting ready for the day routine
 - getting ready for bed routine
- preparing, eating, and cleaning up after snacks and meals
- physical activity
- brain breaks (*such as art, music, games, dance*)
- sleep
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Routines for Relationships

- check-ins with adults (both in the household and electronically)
- check-ins peers, for both social and academic purposes
- raising and resolving conflicts
- quality time with household members, such as over meals or playing games
- routines for what to do when other household members or working or completing their own schoolwork
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Procedures for Content Learning

- schedule for daily work
- how to get help when stuck
- what to do with finished work
- what to do with unfinished work
- what to do if finished early
- storing and organizing materials
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Specific procedures based on virtual classroom set up:

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Procedures for Self-Awareness and Emotion Management

- managing strong emotions and stress (*see [Emotional Response Strategies List](#)*)
- reflecting on and sharing about emotions across the day
- centering on (or reflecting on) identity and culture including family history, storytelling, traditions
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