

TIP SHEET

Example Playspace Shift



5:45PM PAL Arrival

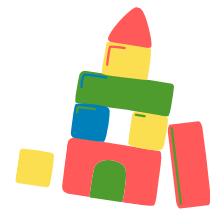
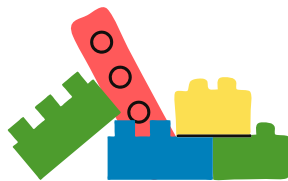
- At least one PAL should arrive early, get the roster from the staff and create name tags for the children. This is also a great chance to set up a craft or table activity before children arrive.

6:00PM Welcome the Children

- Greet the parents, check children names off on the roster and handout name tags.
- Greet children with a high five or fist pump
- Remind parent about pick up time.

6:15PM Free Play

- Put out simple crayon or markers on the table for children.
- Allow the children to engage in free play with various toys and materials.
- PALs should spread out across the room for good supervision of children.
- Follow the child's lead.
- Suggest activities as needed: "Do you want to read a book or do a puzzle."
- Comment on the children play and interaction with other children with positive language and encouragement. This also helps to support a language-rich environment.



7:00PM Transition to Structured Activity

- Save activities like paint and playdough to the second half of the shift.
- Use bubbles, a chime or music to get the children attention and signal a transition.
- Cue the children by asking "Who wants to paint?"
- Enlist the children's help
- First, we need to clean up then we will paint.

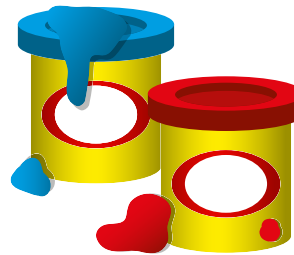
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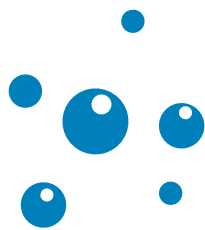
7:15PM Structured Activity

- Set up a tabletop activity like playdough or paint. Give only one can to each child and allow them to choose their color.
- Children do not have to participate.
- Have one PAL finish the clean up while others work with the children.
- Other PALs supervise and facilitate group activities.
- Praise sharing and cooperation.



7:45PM Goodbye Transition

- Use songs and bubbles to transition from play to clean up.
- Cue children that they have 15 more minutes until parents come. Cue children when there is 10 minutes left that is it time to clean up.
- Praise cleanup effort as PALs model where to put the toys.
- Say goodbye and say something positive to the child and parent about the children play. Give a high five the way out or sing a goodbye song.
- Ask the children to share something they enjoyed during the shift.



Remember to be flexible and adapt the routine based on the ages and interests of the children. The above is a suggest routine.