

Paper Time Procedures:

Children participate in multiple paper times per day. Paper times may vary in subject matter, but the methods that are employed to pass out those papers, label and maintain control during paper time, picking up and compiling those papers always remains the same.

1. Once children have been seated, it is important to ensure the children are calm, quiet, and able to hear the teacher speak.
2. The teacher holds up the paper that is about to be passed out. (These papers may contain letters, numbers, colors, shapes, images, etc.) The teacher discusses the paper in detail being sure to stress anything that the teacher wants each child to do specifically to their paper.
3. Once papers have been explained, the teacher is then ready to pass out one paper per child. (Children can be asked to sit up with their hands off the table, or to place their arms on the table so that the children may be able to rest their heads on their arms.) If children begin to talk, stand, move, etc., then the teacher will need to stop passing out papers until all children can be redirected.
4. Once papers are passed out, the teacher will then ask the children to choose a crayon/pencil from the basket and ask to hold it in the air.
5. The teacher will then direct the children to begin coloring, paint, or writing on their paper depending on the current paper.
6. The teacher then will remind the children to write their names at the top of their paper. The teacher will write the child's name for those children that can not do so.
7. The teacher can then spend time walking around to teach each child, helping when needed, and/or commenting on the work they have already done. **THIS IS NOT A TIME FOR THE TEACHER TO SIT AND DO NOTHING.** Paper times are times of teacher/student interaction, and each teacher should use this time to speak with the children the entire time.
8. Once the allotted time for the paper activity has expired, the teacher will inform the children that it is now time to pick up papers and to move onto the next activity.
9. The teacher will then ask all the children to hold up the crayon, or marker that is currently in their hands. Once all children are doing as directed, the teacher will then direct the children to place their crayon or marker in the basket.
10. The teacher will ask the students to either sit with their hands off the table, or to place their heads down on their arms while she picks up the children's papers.
11. Once all the papers are picked up, they will be placed in the designated area, so that they may be sorted and sent home at the end of the day.

Story Time Procedures:

Story time is an activity that can happen once, or multiple times throughout the day. Reading books to the children can also be used to fill in time gaps that may happen throughout the day. Story time is about more than just reading a story to the children; it is also an instructional time as well.

Things to cover during Story time involve:

1. Identifying and locating the Cover, Back, Spine, and Pages of a book.
2. Point out and acknowledge the Author and Illustrator of a book.
3. Read the book out loud to the children.
4. Ask questions periodically, or at the end of the Story time to promote reading comprehension. (Be sure to choose a book that is age appropriate and entertaining for the children.)