

> Back to **Teach** table of contents

Creating a Weekly Plan for Each Child

Teachers or caregivers for infants, toddlers, and twos classrooms can create a weekly plan for the five routines for each child in a classroom: Hellos and Goodbyes, Diapering and Toileting, Eating and Mealtimes, Sleeping and Nap Times, and Getting Dressed. These individual care plans can be created for each child, and used to help you keep track of family-provided information about a child’s routine, select routine-specific strategies to use for each child, and select routine-specific *Intentional Teaching* opportunities to use during each routine.

Creating an Individual Care Plan

This child’s Individual Care Plan is now saved for one routine. Continue these steps to enter information for other routines for each child.

- 1 Select **WEEKLY ROUTINES** from the Teach area sub-navigation.
- 2 Select **CREATE PLAN** to begin creating an individual care plan for a child.

The screenshot shows the MyTeachingStrategies interface. The top navigation bar includes 'Teach', 'Assess', 'Develop', 'Report', and 'Family'. The 'Teach' sub-navigation is active, showing 'Month', 'Weekly Routines', 'Weekly Experiences', 'Weekly Template', and 'Weekly Plan Submissions'. The 'Weekly Routines' view displays a table for the week of March 26 - 31, 2017. The table has columns for routines: Hellos and Good-byes, Diapering and Toileting, Eating and Mealtimes, Sleeping and Nap Time, and Getting Dressed. Rows list children: Lucy Bea, Harjit Harrin, Alicia Jacobson, Lauren Leland, Raul Lopez, Dylan Mattison, Sandy McNeill, Todd Sampson, Aiden Sheen, and Mee Young. Each cell contains a 'Create Plan' button with a right-pointing arrow. A callout box (1) points to the 'Weekly Routines' tab, and another callout box (2) points to the 'Create Plan' button for Lucy Bea in the Diapering and Toileting column.

A pop-up form titled 'Create a plan for Hellos and Good-byes for Lucy' is overlaid on the table. It contains the following fields:

- Individual Care Plan -
- What time will you usually arrive at the center? (text input)
- What will help you and your child say goodbye to each other in the morning? (text input)
- Any additional information with regards to arrival (text area)
- Strategies + (dropdown menu)
- Intentional Teaching Opportunities + (dropdown menu)

 The form has 'Cancel' and 'Save' buttons at the top right. A callout box (3) points to the 'Save' button.

- 3 Respond to the questions with information provided by the child’s family members and select **SAVE**.

> Back to **Teach** table of contents

Adding *Intentional Teaching Opportunities* to a Child's Routines Plan

1 Select **WEEKLY ROUTINES** from the Teach area sub-navigation.

2 Select **VIEW PLAN**.

3 Select **EDIT**.

The screenshot displays the MyTeachingStrategies interface. At the top, the 'Teach' navigation menu is active, with sub-options for 'Assess', 'Develop', 'Report', and 'Family'. The main navigation bar includes 'Month', 'Weekly Routines', 'Weekly Experiences', 'Weekly Template', and 'Weekly Plan Submissions'. The 'Weekly Routines' view shows a table for the week of March 26 - 31, 2017. The table has columns for 'Hello and Good-byes', 'Diapering and Toileting', 'Eating and Mealtimes', 'Sleeping and Nap Time', and 'Getting Dressed'. Each row represents a child, with 'View Plan' and 'Create Plan' buttons. A blue callout '1' points to the 'Weekly Routines' tab. A blue callout '2' points to the 'View Plan' button for Lucy Bea. A blue callout '3' points to the 'Edit' button in the detailed view.

	Hello and Good-byes	Diapering and Toileting	Eating and Mealtimes	Sleeping and Nap Time	Getting Dressed
Lucy Bea	View Plan	Create Plan	Create Plan	Create Plan	Create Plan
Harijt Harrin	Create Plan	Create Plan	Create Plan	Create Plan	Create Plan
Alicia Jacobson	Create Plan	Create Plan	View Plan	Create Plan	Create Plan
Lauren Leland	Create Plan	Create Plan	Create Plan	Create Plan	Create Plan
Raul Lopez	Create Plan	Create Plan	Create Plan	Create Plan	Create Plan
Dylan Mattison	Create Plan	Create Plan	Create Plan	Create Plan	Create Plan
Sandy McNeill	Create Plan	Create Plan	Create Plan	Create Plan	Create Plan
Todd Sampson	Create Plan	Create Plan	Create Plan	Create Plan	Create Plan
Aiden Sheen	Create Plan	Create Plan	Create Plan	Create Plan	Create Plan
Mee Young	Create Plan	Create Plan	Create Plan	Create Plan	Create Plan

The detailed view for 'Viewing Lucy's Routine Plan' for the week of April 9 - 14, 2017, shows the following sections:

- Hello and Good-byes**
 - Individual Care Plan**
 - What time will you usually arrive at the center? **08:20 AM**
 - What will help you and your child say goodbye to each other in the morning? **Having the opportunity to give Lucy a hug and say goodbye.**
 - Strategies**
 - No Planned Strategies
 - Intentional Teaching Opportunities**
 - No Planned Intentional Teaching Opportunities
- Diapering and Toileting**
 - No planned Routines data
- Eating and Mealtimes**
 - No planned Routines data
- Sleeping and Nap Time**
 - No planned Routines data
- Getting Dressed**
 - No planned Routines data

> Back to **Teach** table of contents

Select the **INTENTIONAL TEACHING OPPORTUNITIES** option to reveal different *Intentional Teaching* opportunities to use for a child for the selected routine. Select the name of an *Intentional Teaching* opportunity to preview.

You can then select additional *Intentional Teaching* opportunities or select **SAVE**.

The screenshot shows the MyTeachingStrategies interface. The top navigation bar includes 'Teach', 'Assess', 'Develop', 'Report', and 'Family'. The main content area is titled 'April 9 - 14, 2017' and 'Create a plan for Eating and Mealtimes for Lucy'. Below this, there are sections for 'Individual Care Plan', 'Strategies', and 'Intentional Teaching Opportunities'. A list of opportunities is shown, each with a checkbox and a description. A 'Save' button is visible in the top right of this section.

The second screenshot shows the 'Let's Talk' activity preview. It includes a list of objectives, materials, and a list of children to be included in the activity. A 'Teach' button is highlighted, and the 'Add to Plan' button is also visible. The activity description and dialogue examples are shown on the right side of the screen.

If you wish to plan for the opportunity that you've previewed, select the child's name in the Teaching Sequence and select **ADD TO PLAN**.

> Back to **Teach** table of contents

Adding Strategies to a Child's Routines Plan

Infants, Toddlers & Twos programs who subscribe to *The Creative Curriculum*®, Digital Resources can also add Strategies to a child's routine plan.

- 1 Select **WEEKLY ROUTINES** from the Teach area sub-navigation.
- 2 Select **VIEW PLAN**.
- 3 Select **EDIT**.

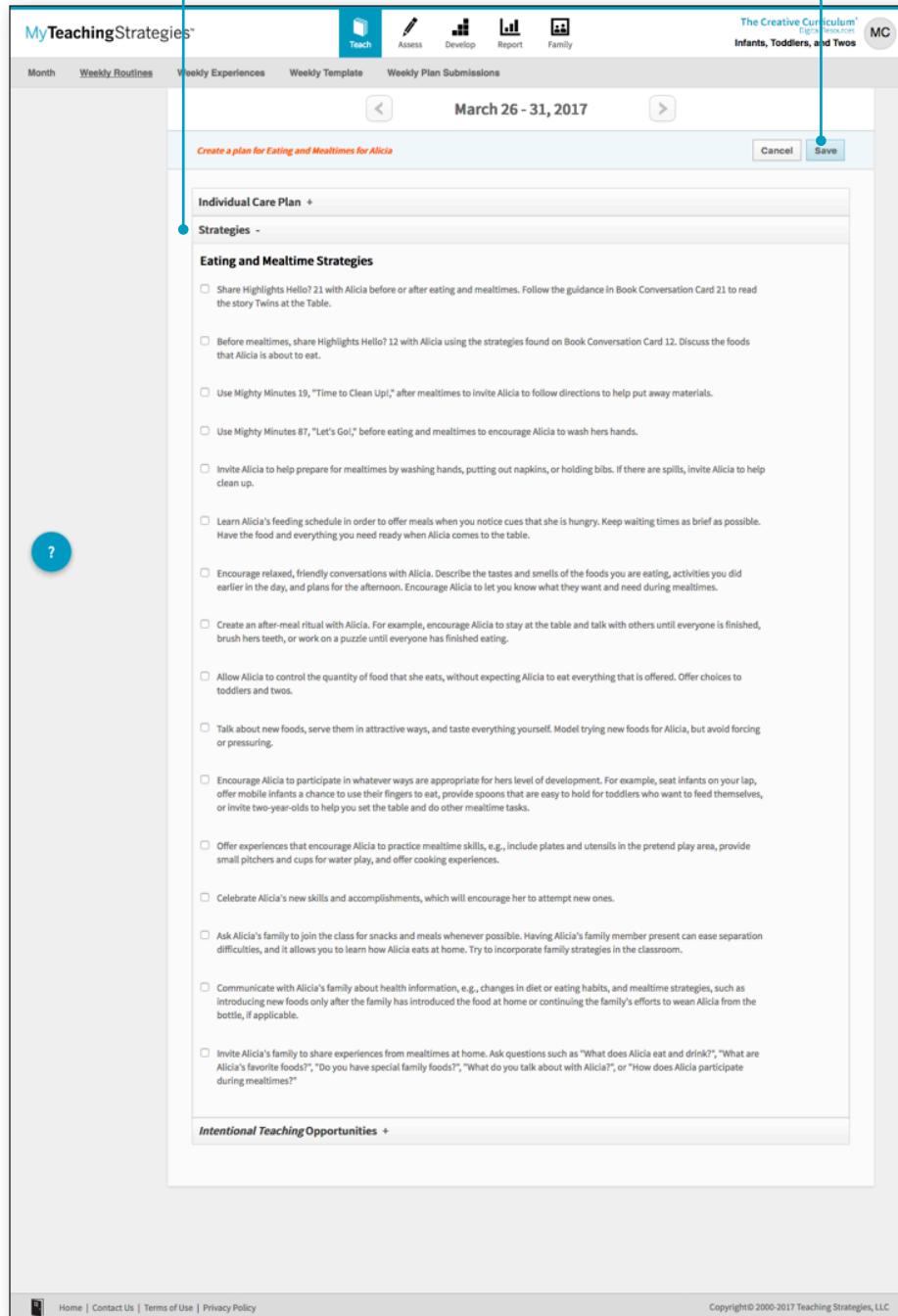
The screenshot shows the 'Weekly Routines' page for the week of March 26-31, 2017. The interface includes a navigation bar with 'Teach', 'Assess', 'Develop', 'Report', and 'Family' options. Below the navigation bar, there are tabs for 'Month', 'Weekly Routines', 'Weekly Experiences', 'Weekly Templates', and 'Weekly Plan Submissions'. The main content area is a table with columns for different routine categories: 'Hello and Good-byes', 'Diapering and Toileting', 'Eating and Mealtimes', 'Sleeping and Nap Time', and 'Getting Dressed'. Each row represents a child, and each cell contains a 'Create Plan' button. A blue arrow points to the 'View Plan' button for Lucy Bea in the 'Hello and Good-byes' column.

The screenshot shows the 'Viewing Lucy's Routine Plan' page for the week of April 9-14, 2017. The page is titled 'Viewing Lucy's Routine Plan' and includes a 'Return to Weekly Routine' link. The content is organized into sections: 'Hello and Good-byes', 'Individual Care Plan', 'Strategies', 'Intentional Teaching Opportunities', 'Diapering and Toileting', 'Eating and Mealtimes', 'Sleeping and Nap Time', and 'Getting Dressed'. Each section contains specific details and an 'Edit' button. A blue arrow points to the 'Edit' button for the 'Individual Care Plan' section.

> Back to **Teach** table of contents

1 Expand the **STRATEGIES** section to reveal different strategies to use for a child for the selected routine. These include generic strategies as well as suggested options from *The Creative Curriculum*®.

2 Select one or more strategies and select **SAVE**.



This child now has saved strategies for one routine. Continue to select strategies for other routines for each child.