



STAFF ZONING CHART

Activity overview: The purpose of this activity is to work with your classroom team to decide how to use zoning in your classroom.

Directions: With your classroom team, fill out the form by entering the activities and transitions of one day in the left-hand column, then fill in the responsibilities of each teacher during each activity or transition in the rest of the chart.

Think about who should be leading the activity, who should be supporting the activity or transition to the next activity, and who should be cleaning up from the previous activity or performing other tasks.

During transitions think about assigning one adult to clean-up the previous activity and support children who are still finishing, and another adult to begin the next activity, welcoming children and supporting their interactions. If additional adults are available, they can prepare the next activity or take care of extra tasks (i.e., taking children to the bathroom, making phone calls, organizing papers to go home in backpacks).

If you have only two staff members, fill out the columns for Staff Person A and Staff Person B.

Activities/Transitions	Staff Person A	Staff Person B	Staff Person C
Arrival	Greet children and parents	Help children put away backpacks	Get tables ready for breakfast
Breakfast	At red table	At blue table	At green table
Transitions	Signal transition/blow bubbles	Clean up breakfast tables	Help children to transition



