

### The Arc Westchester Day Program Detailed Example Schedule

Time	Activity	Completed
8:30-9:00	-Staff <b>set up</b> for daily activities	
9:00-9:30	-Morning coffee social and group discussions about the previous night's activities	
9:30-10:00	<b>-Schedule Review</b> Go through the visual schedule and schedule times with the entire group. Allow for some activities to be voted on, and fill in the schedule together as a team.	
10:00-11:00	<b>-Whole group lesson and follow up activity</b> (Choose a topic from the curriculum relevant to your individuals; health, hygiene, nutrition, self-advocacy etc.)	
11:00-12:00	<b>-Small group preferred activity rotation</b> Divide residents into small groups with 1-2 staff members. Rotate groups after 30 minutes. (Choose a topic from preferred by the group you are working with; arts and crafts, music, contact family members, game time etc.)	
12:00-1:00	<b>-Lunch Preparation and Lunch Time</b> Engage individuals in helping to set up lunches as appropriate <b>-Cooking Activity</b> If ingredients are available for a cooking activity, staff should engage the group in preparing the food items to be enjoyed with/as lunch.	
1:00-1:30	<b>-Zoom/GoTo Social Skills Activity</b> Plan for Zoom or GoTo meeting with other residences, family members, friends or staff. May involve lesson plan discussion, practicing conversation skills and/or taking turns discussing current events.	
1:30-2:00	<b>-Whole group or small group physical activity</b> Choose an appropriate exercise routine for your individuals (May include taking a walk in the neighborhood if appropriate, seated chair exercises, yoga, dancing etc.)	
2:00-2:30	<b>-Meditation/ Relaxation</b> Can be done in whole group, small group or individual format. Allow individuals to choose a meditation or relaxation activity from the curriculum guide. This time can also include 1:1 discussions with staff regarding conflicts or anxieties.	
2:30-3:30	<b>-Independent Leisure Activities</b> Allow individuals to have free time to engage in leisure activities including reading books, puzzles, video games, computer time, watching tv, listening to music etc.	
3:30-4:00	-Staff complete necessary work-related documentation	

**The Arc Westchester Day Program Schedule Template - EXAMPLE (Filled Out)**

Time	Activity	Completed
8:30-9:00	-Staff set up for daily activities	
9:00-9:30	-Morning coffee social	
9:30-10:00	-Schedule Review	
10:00-11:00	-Whole group lesson and follow up activity Topic: <u>Health- Coronavirus review</u> Follow up activity: <u>Practice hand washing</u>	
11:00-12:00	-Small group preferred activity rotation Group A) activity: <u>arts and crafts</u> (Staff: <u>John</u> ) Group B) activity: <u>virtual tour of Botanical Gardens</u> (Staff: <u>Joe</u> ) Group C) activity: <u>live stream of Bring The Zoo To You</u> (Staff: <u>Mary</u> )	
12:00-1:00	-Lunch Preparation and Lunch Time  OR  -Cooking Activity Which recipe? <u>Making zucchini noodles</u>	
1:00-1:30	-Zoom/Social Skills Activity  Socialized with: <u>Zoom call with Scott Place</u>	
1:30-2:00	-Whole group or small group physical activity	
2:00-2:30	-Meditation/ Relaxation	
2:30-3:30	-Independent Leisure Activities	
3:30-4:00	-Staff complete necessary work-related documentation	

**The Arc Westchester Day Program BLANK Schedule Template**

Time	Activity	Completed
8:30-9:00	-Staff set up for daily activities	
9:00-9:30	-Morning coffee social	
9:30-10:00	-Schedule Review	
10:00-11:00	-Whole group lesson and follow up activity Topic: _____ Follow up activity: _____	
11:00-12:00	-Small group preferred activity rotation Group A) activity: _____ (Staff: _____) Group B) activity: _____ (Staff: _____) Group C) activity: _____ (Staff: _____)	
12:00-1:00	-Lunch Preparation and Lunch Time OR -Cooking Activity Which recipe? _____	
1:00-1:30	-Zoom/Social Skills Activity Socialized with: _____	
1:30-2:00	-Whole group or small group physical activity	
2:00-2:30	-Meditation/ Relaxation	
2:30-3:30	-Independent Leisure Activities	
3:30-4:00	-Staff complete necessary work-related documentation	