

GARDEN GROVE UNIFIED SCHOOL DISTRICT  
Office of Elementary Education  
Department of K-6 Instruction  
**TIME ALLOTMENT GUIDELINES**  
**Kindergarten**

The 2006 Kindergarten Consult comprised of teachers, principals and district office staff met to discuss the necessary changes to the kindergarten schedule with the addition of 30 minutes to the day commencing with the 2006/2007 school year.

The goals of this consult were to develop time allotments and instructional schedules for kindergarten classes and create consistent guidelines and recommendations for kindergarten teachers' schedules and overlap. An additional focus of the group was to develop suggestions about ways in which kindergarten teachers can collaborate. **The 2010 Consult made further revisions based on Project G.**

Subject Area	Weekly Minutes	Daily Minutes
<b>Standards Based Calendar/ Beyond the Basic Facts</b>	100	20
<b>ELD</b>	100	20
<b>Reading/Language Arts</b>	600	120
<b>History/Social Science Science/Health</b>	(Integrated)	(Integrated)
<b>Mathematics</b>	200	40
<b>Physical Education</b>	100	20
<b>Visual/Performing Arts</b>	50	10
<b>TOTAL</b>	1150	230

It was recommended by the 2006 Consult that all additional minutes be allocated to the Language Arts Block due to the importance of building a foundation for literacy in kindergarten as described in the *Reading Language Arts Framework for California Public Schools*. Based on the feedback of teachers, the 2010 Consult provided the following sample schedules that provide more detail about fitting in key elements of the instructional day. This Consult also noted that while Physical Education should be integrated into the instructional day, neither recess nor lunch/snack should be counted within the 230 instructional minutes.

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**SAMPLE INSTRUCTIONAL SCHEDULES**  
**Kindergarten**

The following instructional schedules are samples and were created to assist teachers in planning their day to meet the unique needs of each school site. Below are samples of AM only and AM/PM schedules. Due to the increase in the instructional day, AM/PM schedules include a period of time when both groups of students will be in the classroom together. Subject areas have been recommended for this student overlap time. Other considerations and suggestions are also listed below.

**SUGGESTED SAMPLE SCHEDULES FOR AM KINDERGARTEN**

**Trimester 1**

<b>Time</b>	<b>Subject Area</b>	
8:00-8:10	Standards Based Calendar (Project G)	10 minutes
8:10-8:30	Learning to Read (Phonemic Awareness Routines)	20 minutes
8:30-9:00	Daily Focused Journal with WFTB strategies	30 minutes
9:00-9:30	Learning to Read (HM Medallions)	30 minutes
9:30-9:50	UA time (HM Medallions)	20 minutes
9:50- 10:30	Math Lesson Design (Project G)	40 minutes
10:30-10:50	PE	20 minutes
10:50-11:10	Learning to Read (HM Medallions)	20 minutes
11:10-11:30	ELD	20 minutes
11:30-11:50	Writing and Language (HM Medallions)	20 minutes
	<b>Total 230 minutes</b>	

**Trimester 2**

<b>Time</b>	<b>Subject Area</b>	
8:00-8:10	Standard Based Calendar	10 minutes
8:10-8:20	Learning to Read (Phonemic Awareness Routines)	10 minutes
8:20-8:50	Daily Focused Journal with WFTB strategies	30 minutes
8:50-9:40	Learning to Read (HM Medallions)	50 minutes
9:40-9:50	Writing and Language (HM Medallion)	20 minutes
9:50- 10:10	ELD	20 minutes
10:10-10:50	Math Lesson Design (Project G)	40 minutes
10:50-11:10	PE	20 minutes
11:10-11:20	Learning to Read (HM Medallions)	10 minutes
11:20-11:40	UA Time (HM Medallions)	20 minutes
11:40-11:50	BBF (Project G)	10 minutes
	<b>Total 230 minutes</b>	

**Trimester 3**

<b>Time</b>	<b>Subject Area</b>	
8:00-8:10	Standard Based Calendar (Project G)	10 minutes
8:10 -8:20	Learning to Read (Phonemic Awareness Routines)	10 minutes
8:20-8:50	Daily Focused Journal with WFTB strategies	30 minutes
8:50-10:00	Learning to Read (HM Medallions)	70 minutes
10:00 -10:20	UA time (HM Medallions)	20 minutes
10:20- 10:30	BBF (Project G)	10 minutes
10:30-10:50	PE	20 minutes
10:50-11:10	ELD	20 minutes
11:10-11:50	Math Lesson Design (Project G)	40 minutes
	<b>Total 230 minutes</b>	

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**SUGGESTED SAMPLE SCHEDULES FOR AM/PM KINDERGARTEN**

<b>Time</b>	<b>Subject Area</b>
8:00-9:40	Language Arts Includes: differentiated instruction, writing, science and social studies (Suggested subject for teacher overlap)
9:40-10:00	ELD (Suggested subject for teacher overlap)
10:00-10:20	Physical Education
10:20-10:40	Language Arts Phonics
10:40-11:10	Math
11:10-11:20 11:20	Closing Includes: Visual/Performing Arts PM students arrive
11:20-11:50	Opening Includes: Calendar, Phonemic Awareness, Daily Message, and High Frequency Words (Math integrated) (PM Students and AM Students overlap)
11:50	AM students dismissed
11:50-12:20	Math
12:20-12:40	Language Arts Phonics
12:40-1:00	ELD
1:00-1:20	Physical Education
1:20-3:00	Language Arts Includes: differentiated instruction, writing, social studies, science (Suggested subject for teacher overlap)
3:00-3:10	Closing Includes: Visual/Performing Arts

**Other suggested subject areas for student overlap:**

English Language Development groups  
Physical Education  
Math

**GUIDELINES**

**Considerations:**

Plan instructional groups using individual expertise of kindergarten teachers  
Reduce the amount of teacher overlap if teachers provide extended supervision during lunch  
Consider teacher preparation for small group instruction when planning intervention groups

**AM Only Extended Minutes Guidelines:**

**Purpose:** Work directly with students

**Time:** 45-60 minutes

**How:** Small group instruction or intervention with students in a different grade level or after school intervention with kindergarten students depending on the assessed need of the school

**Suggested Activities:**

Language Arts  
ERI  
Voyager  
Torgeson Kit  
Reteach of targeted skills  
Small group instruction or intervention at another grade level  
Small group instruction for kindergarten intervention  
ELD  
ELD instruction at another grade level  
ELD for extended day intervention for kindergarten

**AM/PM Overlap Guidelines:**

**Purpose:** Work directly with students in the areas of Language Arts, Math, ELD and physical education to support learning

**Time:** 45-60 minutes

**How:** Small group instruction, assessment, individual student support, directed group activities, and release of regular teacher during physical education

**Suggested Activities:**

Language Arts  
Student assessment  
Challenge  
Preteaching/reteaching  
Reading Phonics Library Books  
Guided reading  
Phonemic awareness activities

Math  
Beyond the Basic Facts  
Preteaching/reteaching  
Assessment

ELD  
English language development group  
Preteaching/reteaching

**COLLABORATION FOR KINDERGARTEN TEACHERS**

The following suggestions may be utilized in order to develop a plan to provide an opportunity for kindergarten teachers to collaborate at schools where there are both AM and PM classes.

Utilize intervention subs to release one teacher for collaboration  
All classes come in the morning for special events to allow collaboration in the afternoon  
Provide roving substitutes to release kindergarten teachers  
Principals, school program facilitators, or other certificated staff provide release time  
Substitutes present on minimum days to report to Kindergarten classes after dismissal

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Student teachers to cover classes when appropriate