Goal: Help parents engage children in developing routines that support getting to school/preschool every day.

Materials: Pencils, paper, colorful markers, large paper for brainstorming, masking tape to hang paper, colorful poster paper (ca. 9x12), Foam Shape Decals, glue, Velcro dots distributed on tables before meeting starts

Instructions:

1. Introduce Importance Of Attendance (10-12 minutes)
   a. Show Bringing Attendance Home video. (6.5 minutes)
   b. Debrief Video (5 min)
      Ask participants to turn to their neighbor and share what insights they gained about why attendance matters (3 min).
      Ask a few people share out (2 min)

2. Introduce Morning Routines (5 minutes)
   a. Briefly talk about the importance of morning routines for getting to preschool/school on time.
   b. Invite parents to share with each other the key activities that need to be completed to get children ready for preschool/school.
   c. Optional: assemble some props – a toothbrush, a wash cloth, an alarm clock, shirt, shoe, bowl and spoon etc to hand to parents as they name predictable activities. It makes the workshop more fun.
3. Discuss parents/caregiver routines in the morning (10 minutes)
   a. Use the parent handout (attached) to stimulate conversation about what parents/caregivers must do in order to be able to help their children get to preschool/school on time. See sample below.
   b. Encourage parents to use the handout to write down what are their morning routines.
   c. Ask participants to share their most successful strategies for “staying a step ahead” of the children regarding morning.

Sample parent handout

<table>
<thead>
<tr>
<th>Time</th>
<th>Activity</th>
<th>Goal</th>
<th>Strategy</th>
</tr>
</thead>
<tbody>
<tr>
<td>6:45</td>
<td>Alarm rings</td>
<td>Up by 6:50</td>
<td>Put clock across bedroom</td>
</tr>
<tr>
<td>6:50</td>
<td>Wake children</td>
<td>Kids out of bed by 7:00</td>
<td>Turn on lights</td>
</tr>
<tr>
<td>7:00</td>
<td>Use Bathroom</td>
<td></td>
<td>Be first...</td>
</tr>
</tbody>
</table>

Note: If you feel it would be helpful, you can also encourage parents to use a similar handout to think about their evening routines.

4. Make a Routine Chart for your child. (10-15 minutes)
   Before the workshop, create a sample routine chart similar to the one below to show participants. Here are instructions you can then use with participants.
   a. Use the poster horizontally to give you the most room for writing. Decide whether you want a Morning Chart, an Evening Chart or both. (You can always make another with your child at home!)
b. Under the title for your chart, draw three columns. A large center column plus smaller columns to the left and right.

c. Using the art supplies place sticky side of velcro dots on the right and the left columns and choose decals to attach to the velcro.

d. In the center column, list 3 to 5 actions your child can do in the morning (or evening) to be ready for school each day. Your children will move the decal after they complete each action you listed.

Ideas for discussion while working on charts

a) What helps children arrive ready to learn?

b) How can we promote calm rather than feeling rushed or anxious?

c) What’s your child’s favorite part of the morning? Or least favorite. How do you handle it?

Have a brief “exhibit” of all the Charts before parents take them home. (2-3 minutes)