

Recess Planning Checklist

- Discuss recess at a staff meeting or make it a regular meeting agenda item. It is important that all staff and administration are part of an ongoing discussion about recess.
- Hold a Professional Development session with all staff to provide additional information and knowledge to support with quality recess practices.
- Discuss the specific needs and dynamics of vulnerable children – for example, children with disabilities, children who are new, children who are marginalized.
- Create a recess bulletin board to post schedules, announcements, pictures of Junior Recess Leaders, and a deposit envelope for suggestions.
- Plan and purchase equipment for the year.
- Confirm a place to store equipment and materials.
- Develop a tracking and management system for the equipment.
- Map a few areas of the playground into zones for different activities. Be sure to keep multiple areas free for unstructured free play.
- Book gymnasium times as far ahead as possible for inclement weather days.
- Create a system for announcements to inform students and teachers of what will be occurring each day, week, and month.
- Visit classrooms to discuss plans and activities with the students.
- Recruit Junior Recess Leaders.
- Schedule and complete training for Junior Recess Leaders.
- Provide identifiable clothing (vests or hats) for Junior Recess Leaders to make them visible.
- Make a schedule for the Junior Recess Leaders and assign them to play zones.
- Meet regularly with Junior Recess Leaders.
- Provide certificates for each Junior Recess Leader and distribute at an end of year assembly.
- Rotate equipment and make new activity zones every few months.
- Evaluate/assess recess activities by surveying or talking to students and staff.

