

**TASKS CALENDAR FOR MANAGER/CHAMPION
to implement the best practices for the Active Play Standards**

WEEKLY TASKS – Support

- Read email from ATP+ and look for active play ideas on the ATP website
- Prepare and share the weekly schedule and include:
 - 5 coordination & 5 locomotor FMS activities
 - an excursion/mini-trip suggestion
 - an invitation to play idea
- Actively work with educators to find new active play resources

MONTHLY TASKS – Get feedback on your support

QUARTERLY TASKS – Assess & reward progress

- Assess whether you are on track to meet the best practices for Active Play. If needed – adjust your goals & update your Policy/Practice Binder
- Provide feedback & reward innovations
- Look for seasonal ideas

YEARLY TASKS – Evaluation and maintain progress

- Retake the self-assessment tools to assess current practices
- Meet to provide feedback on progress and reset short- and long-term goals
- Review roles of educators and champion
- Organize active play equipment for another year
- New hires take ATP+ training and look for other trainings for all educators

IMPLEMENTATION SUPPORT STRATEGIES

Set the stage for change: Educators & manager attend training

Stage 1: Prepare educator and facility for change

- Assess current practices
- Review/buy resources for active play
- Choose a champion
- Set short- and long-term goals
- Create a Policy and Practice binder for active play

Stage 2: Implement changes

- Choose what you will change and make the change
- Monitor, review, & talk about how to meet the Active Play Standards
- Provide feedback
- Reward and encourage change

Stage 3: Sustain changes

- Every so often, re-assess current practices
- Keep capacity by training new educators and retraining
- Refresh policies and processes for implementing the Active Play Standards
- Reward and encourage innovations