

Team Name:

Role Distribution Matrix

Session Date:

	Student:	Student:	Student:
Prior to Playgroup	DOT Plan Arrange environment (space & materials)	Planning form, Email snack list Set-up Snack Prepare name tags, etc. Arrange environment	Floor Plan Role distribution form (post during session) Parent Handout Prepare songs & games Arrange environment Vacuum (as needed)
Arrival & Welcome	Greet families at the inside door Observe & interact Model dyadic interaction Use triadic strategies (if feasible)	Greet families at the inside door Observe & interact Model dyadic interaction Use triadic strategies (if feasible)	Greet families at the entrance door
Opening Discussion & Sharing	Explain DOT Lead & facilitate discussion Signal transition to play areas	Observe & support the discussion leader Engage children (as needed) Get additional materials (if needed)	Observe & support the discussion leader Engage children (as needed) Get additional materials (if needed)
Parent-Child Play Activities	Observe & facilitate interactions Use triadic strategies Monitor materials	Observe & facilitate interactions Use triadic strategies Monitor materials	Observe & facilitate interactions Use triadic strategies Monitor materials
Snack	Facilitate discussion	Coordinate & monitor snack Facilitate discussion	Facilitate discussion Set-up materials for songs
Songs & Games	Participate in songs & games Bring in new materials for closing (as needed)	Clean up snack Participate in songs & games	Lead songs & games
Closing Discussion	Lead & facilitate discussion Discuss Parent Handout	Engage children (as needed) Support discussion leader with observations from play activities Monitor materials	Engage children (as needed) Support discussion leader with observations from play activities Set out Parent Handout
Clean-Up	Put furniture & materials back Wash tables, chairs, toys	Finish snack clean-up (as needed) Gather name tags, etc. Put furniture & materials back	Put furniture & materials back Wash tables, chairs, toys Vacuum (as needed)
Team Evaluation (Debriefing)	Facilitate discussion	Participate in discussion Take notes (to share with team)	Participate in discussion