Preschool Lesson Plan Checklist (MUST be completed weekly for each classroom by Center Manager)

Site/Room:\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ Week of:\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ Date:\_\_\_\_\_\_\_\_\_\_

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| --- | --- | --- | --- |
|  | Yes | No | Comments |
| 1. Was lesson time submitted? (Thursday or by your assigned day). Please remember all lesson plans have to be approved before the following week begins with the correct elements.
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| 1. Does the lesson plan have a title and does it state if they are working on HG or SRG? (Individualization begins the third week of the program).
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| 1. Is there individualization evident on the lesson plan? You must see labels like HG, SRG, IEP, Intervention, or PBSP (Positive Behavior Support Plan).
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| 1. Do you see the children listed on the lesson plan with a linked Ts Gold Objective?
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| 1. Is there one Large group that focuses on the Study they are implementing?

There are study guides for managers to use to see if the teachers are following the implementation of the study. A study can last up to 5 weeks, after this time you will see a new study being implemented. Only the beginning and ending of the program are teachers required to implement a specific study, during the program the teachers can pick their own study. |  |  |  |
| 1. Is there a second large group that lists the required supplemental curriculums?

**A second Large group** is for the staff to plan for the supplemental curriculums that are required.Below is list of curriculums that are implemented along with the timeframe* **The Dental curriculum**- is for the first 3 weeks of a start-up then once a month on the first Tuesday of the month. The teacher should label the week they are on and the title of the lesson as well as the activity.
* **Transportation Curriculum-** is for the first 5 weeks then only implemented when there is a field trip or bus evacuation. The boxes should be labeled with the week they are on as well as the activity to be implemented.
* **Second Step Curriculum-** The boxes on the lesson plan have the steps to be taken on the lesson plan template.The curriculum begins the third week of the program.
* **Child Protection Unit (mid-way program)**- The boxes on the lesson plan have the steps to be taken on the lesson plan template ( Curriculum begins the first week of October for Head Start, and July for MSHS).
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| 1. **Morning Message-** Does it match the study guide the teacher is focusing on for the week? Teh morning message changes daily.
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| 1. **Math Monday-**

Do you see a math activity that is being introduced on Monday? |  |  |  |
| 1. **Nursery Rhyme**- one to two rhymes per month listed on a daily basis with the following steps:

 **Each Day Has an Assigned Step:** * **Day 1** – Introduce and read the Rhyme 3 to 4 times
* **Day 2**- Ask open ended questions and predictions- The teacher should have their questions they plan to ask on the lesson plan

* **Day 3**-Fill in the missing words- The teacher should state what words will be missing for the children to fill in
* **Day 4**- Identify the Rhyming Words- The teachers should write in the words that they are planning on rhyming from the Nursery Rhyme chosen.
* **Day 5**- Word Segmentation- The teacher will clap, snap,or make a sound so the children can identify alliteration of words and discriminate units of sounds.
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| 1. Do you see a book to be read for the week using the following method listed below?

**Read Aloud-** One book per week ( Mon-Thur) **Each Day Has an Assigned Step:** * Monday: introduce the author and title of the book- the teacher should have these items labeled on the lesson plan
* Tuesday: ask questions about the book and pictures- The teacher will choose recall and prediction questions and label them on the lesson plan
* Wednesday: Pick out vocabulary words from the book - The teacher will put 3 or more vocabulary words on the lesson plan that come directly from the book being read.
* Thursday: -have children extend the story- The teacher will have a planned activity on the lesson plan that states how they plan to extend on the book they are reading

**\*\*Read Aloud Friday-** is for the assigned Second Step or Child Protection Unit: it should include the Book; Title, Author, and Illustrator. |  |  |  |
| 1. Is the Question of the day box filled in and align with the study guide?

**Question of the day-** it should match up to the current study guide the teacher is focusing on, the question of the day changes daily. |  |  |  |
| 1. Is the word box filled in and does it align with the study?

**Word Box-** new vocabulary words are introduced daily and they are listed on the study guide the teacher is focusing on.The same words must be to be posted daily in the classroom ( they should match the lesson plan)  |  |  |  |
| 1. Is there a small box filled in that has the following information listed below?

**1st Small-Group-** 1st Small groups box should have all the activities that are directly related to the Study. |  |  |  |
| 1. Is there a 2nd small group box completed that lists additional activities that the teachers want to implement?

**2nd Small Group:** This box will be filled with a developmentally appropriate choice of the teacher, it may have activities that show the teacher is individualizing for the children. |  |  |  |
| 1. Do you see the week filled in with IMIL activities, songs or discussions?

**Gross Motor (IMIL)/Music and Movement-** one indoor movement must be planned, the activity will include children physically moving their bodies. (dance, Simon says, exercise, a song, fingerplay, dance or movement, etc.) The lesson plan will show one song track per week from the Choosy CD. on one or more days **\*The last day of the week, typically Friday,** has an extension of the learning activity which must be documented in the (IMIL)/Extension. |  |  |  |
| 1. Do you see the choice time box completed for the week with developmentally appropriate practices or materials?
2. **Choice Time-** This is the choice of the teacher. Each day should be filled in.
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| 1. Do you see outdoor activities planned for children ?

**Outdoor Play**- There will be times when the study will have assigned activities for the teachers to do during outdoor time-look at the current study guide to see. \*\*Programs that are 6 hrs or more should have 2 planned outdoor times- to complete at least 60 minutes of outdoor activity( 2x30 min sessions). Classrooms that cannot meet the 60 minutes due to weather, playground closure, air quality, overlapping classrooms can plan for gross motor activities indoors to make up for the 60 minutes.If the classrooms are planning to use a gym they need to state that in the lesson plan and need to be approved by the Center Manager. |  |  |  |
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| 1. **Family Partnerships-** teachers use this template to document what needs to go out to parents for the week: the second step, child protection curriculum, have family letters that go out weekly- they can add scheduled home visits, dental clinic, field trip notice, anything the family needs to know.

**\*They only need to fill out one box a week.** |  |  |  |
| 1. This box may not be filled out on a weekly basis and is only used when teachers have special events planned.

**Wow Experiences**- this box is used for teachers to share experiences that the children will find interesting or special events: food experience, field trip, VIP day.  |  |  |  |
| 1. This box may not be changed weekly , it will depend if staff make changes to the environment.
2. **Changes to the Environment-** teachers use this box to list what changes they may be doing to the environment or what materials they may be adding.
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