

Goal Summary Sheet Procedure

Policy: All children will have weekly goals to ensure that the classroom activities will meet each child's interests, strengths, and needs.

Performance Standard 1302.31 Teaching and the Learning Environment, 1302.32 Curricula

Procedure:

- Weekly lesson plans will have a Goal Summary Sheet attached.
- Each child will have all goals documented on the goal sheet.
- Goals for children will be documented using the ILP's.
- Dates listed indicate that a specific activity that day will be addressing that goal. Dates must correlate with a specific activity, not simply work time areas. If the activity is not clear, the comment section must be completed to describe how the activity is being addressed.
- Lesson plans will be designed keeping the children's goals in mind. Activities in the classroom should address the goals listed on the Goal Summary sheet. Adaptations will be made so that all children can participate in activities.
- At least once every two weeks, the goals will be reviewed by the teacher and revised for the following week. Some goals may span several weeks.
- Goals will include any special accommodations needed for children with special needs.
- Goals should reflect a correlation with the Head Start Early Learning Outcomes Framework as well as any applicable **IEP's**.
- The Goal Summary sheet will be turned into the Education Manager with the lesson plans.
- Children's goals will also be reviewed during the Mentoring/Monitoring visit.
- Mastery of weekly goals will be documented on the child's ILP and a new goal will be set.

Referenced Procedures:

Lesson Plan Procedure
Individual Learning Plan Procedure
Mentoring/Monitoring Procedure

Referenced Forms:

Lesson Plan
Individual Learning Plan