

Lesson/Experience Plan Procedure

Policy: Regular and ongoing monitoring and supervision will be utilized to support individual staff professional development, continuous quality improvement, and an adherence to performance standards.

Performance Standard: 1302.101 Management Systems (a)(2), 1302.102 Achieving Program Goals (b)(1)

Procedure:

- Head Start Lead Teachers and Early Head Start Primary caregivers will be responsible for writing daily lesson/experience plans that are developmentally appropriate and reflect the High Scope active learning approach
- Plans should reflect developmentally appropriate active learning experiences as describe in the High Scope curriculum. Head Start lesson plans will reflect individualization on the Goal Summary Sheet and Individual Learning Plans. Early Head Start will reflect individualization through specific plans for each child that are tailored to that child's developmental level, interests, and skill sets.
- Head Start lesson plans and Early Head Start Growth Experience Plans will be turned into the Education Manager bimonthly according to the assigned submission schedule.
- Plans will be submitted for the upcoming two weeks so that plans can be reviewed, written feedback provided, and changes made (if necessary) before the date of implementation
- If requested, changes will be made and plans resubmitted for approval/additional feedback
- The Teacher Mentor and/or Assistant Education Manager may be asked to provide additional guidance/individualized support regarding lesson planning to teachers/caregivers needing additional support.
- The Education Manager will provide initial training as well as supplemental training for staff struggling with creating developmentally appropriate plans that reflect the High Scope active learning approach