

Lesson Plan Procedure

Policy: Lesson Plans should reflect long term goals for the children in the room as well as addressing children's strengths, interests, and developmental needs. All activities planned should be linked to Head Start Early Learning Outcomes Framework and should reflect a balance of child initiated and adult directed learning times.

Performance Standard: 1302.31 Teaching and the Learning Environment, 1302.32 Curricula

Procedure:

- Focus children are noted on plans each day
- Times for small group, and individual activities are documented on the plan sheet
- The Key Developmental Indicators (which are directly related to ongoing assessment and Early Learning Outcomes) are noted for each activity.
- Activities are planned that address individual goals for children.
- Weekly goals for each child are documented on the attached goal sheet
- Activities are appropriate in that they are open ended and children make choices
- Emphasis in planned activities is on process not product
- Use of Conscious Discipline rituals and structures will be documented on lesson plans
- Feeling Buddies lessons should be documented twice a week beginning in October
- Resources and any special activities should be noted on the plans
- Plans should be in clear view and easily accessible for reference and notations.
- Lesson plans should be prepared two weeks in advance and turned into the Education Manager according to the lesson plan schedule. Plans must be submitted by email. Plans will be reviewed. If changes to lesson plans are requested, changes should be made ASAP and resubmitted to the Education Manager.

Referenced Procedures:

Individual Learning Plan Procedure
Weekly Goal Sheet Procedure

Referenced Forms:

Daily Lesson Plan
Goal Summary Sheet