

Lesson Planning

POLICY:

To promote school readiness, yearly, weekly and daily planning reflects the long term goals of the program as well as individual interests, strengths and developmental needs of the children. Lesson plans will provide a balanced program of child initiated and adult directed activities including individual and small group activities. Routines and transitions are used to help in school readiness preparation to support social, emotional, physical development, cognitive and language skills.

This policy relates to [Head Start Performance Standards 45 CFR Part 1302.33, 1302.34](#)

PROCEDURE:

1. All teachers are responsible for developing weekly lesson plans aimed at fostering optimal growth of all children in the areas of social/emotional, cognitive, and physical development.
2. Lesson plans will be documented on selected form(s) and maintained at least one (1) week in advance of use with at least one (1) child listed in the Individual Child Planning area.
3. By use of the Class Profile Report, (found on TSG) children who fall below the widely held expectations (color bands) will be placed on the lesson plan in the specific area of need. As a result, teaching staff will be able to focus on particular children during activities that relate to their weaknesses that the Class Profile Report has identified.
4. Lesson plans must provide developmentally appropriate activities to support the development of cognitive skills, problem solving skills, literacy, reasoning, social skills, decision-making skills, gross and fine motor skills, and healthy habits.
5. Plans will document both group and individual activities based on assessment skills, curriculum goals and/or individual goals of the children. The Teaching Strategies Gold report: Class Profile Report will be an integral tool for grouping and planning activities.

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6. Integrate personal health, safety, nutrition, mental health activities into the curriculum at least one time weekly and document on the lesson plan to help with child progression toward school readiness.
7. Document those activities and ideas used which parents actually suggested and/or participated in.
8. The lesson plan must indicate the date the plan will be utilized and include enough detail that a substitute can follow the plan.
9. Current lesson plans must be posted in an accessible place in the classroom and initialed by both the teacher and the assistant. Parents should be able to review the lesson plan upon entrance of the classroom. Past lesson plans should be maintained in a binder to be kept on or near the teacher's desk.

Approved by the Policy Council – May 2017