

Daily Schedule & Weekly Lesson Plans Checklists

Daily Schedule Checklist	
	Time blocks are written on the schedule
	A typed copy of the schedule is posted on the Parent / School Readiness Board
	Posted child schedule includes times and pictures
	Morning Opening Activity (helper chart, calendar, songs with movement, etc.)
	Meal time – breakfast, lunch, snack
	Brushing Teeth X 2
	Hand Washing before breakfast, lunch and snack
	Small Groups (teacher directed lessons – data driven)
	Large Groups / Circle Time (teacher directed lessons)
	Learning Centers (child choice)
	Outdoor Play / Recess (include IMIL and directed movement activities) (30 minutes)
	Read-Aloud
	Rest / Quiet Time (30 – 45 minutes)
	Afternoon Closing Activity
	Schedule has adequate amount of time scheduled for learning

Lesson Plan is Current and Accessible

Weekly Lesson Plans	
	Objectives
	Thematic Activities to include Head Start Components – <ul style="list-style-type: none"> <input type="checkbox"/> Social & Emotional Development (wellness) <input type="checkbox"/> Language & Communication <input type="checkbox"/> Emergent Literacy Reading (Read-aloud) <input type="checkbox"/> Emergent Literacy Writing (journal writing) <input type="checkbox"/> Mathematics <input type="checkbox"/> Science <input type="checkbox"/> Social Studies <input type="checkbox"/> Fine Arts – music, movement (IMIL), creative art <input type="checkbox"/> Physical Development & Health (nutrition, safety/transportation, dental/Choosey) <input type="checkbox"/> Technology
	Materials needed for activities
	Learning centers to reflect theme being taught (child choice)
	Small Groups (teacher directed lessons – data driven)
	Large Groups / Circle Time (teacher directed lessons)
	Outdoor Play / Recess (include IMIL and directed movement activities)
	Individualization activities are documented for children, as needed