

EDUCATION AND EARLY CHILDHOOD DEVELOPMENT

Task: Lesson Planning, Monthly Overview

Task	Person Responsible	Time Frame
1 Locate the Monthly Planning Overview	Teacher/Assistant Teacher	Monthly/Weekly
2 Write your classroom name in the top left corner and the date in the top right corner.	Teacher/Assistant Teacher	Monthly/Weekly
3 Determine how you will incorporate each topic into your weekly lesson plans. Write the dates in the box.	Teacher/Assistant Teacher	Monthly/Weekly
4 Review the “To Do” list and note any items you may need in your classroom.	Teacher/Assistant Teacher	Monthly/Weekly
5 Submit a copy of this form a Month in advance.	Teacher/Assistant Teacher	Monthly/Weekly
6 Locate the individual sheets for Multicultural, Family Engagement, and Health & Nutrition.	Teacher/Assistant Teacher	Monthly/Weekly
<p>7 Multicultural Lesson Planning Form: write your classroom in the top left corner and the date in top right corner.</p> <ul style="list-style-type: none"> • Note the individual objectives • Determine how to include the activity into your weekly lesson plans and write it on the School Readiness Goal weekly lesson plan it will be included on. Be sure to document with a picture and submit via email to your Area Coordinator with the name of the activity and the date in the subject line. • To-Do List: note any items you may not have and/or need. Remember this is a way to involve parents and generate In-Kind. If needed ask for donations of In-Kind or submit a request via e-mail at least a month in advance. • Thought provoking questions: are provided and can be used on the weekly lesson plan. Transfer any question you will use to your weekly lesson plan. • Language Development: 2 vocabulary words are provided, you must provide 1 additional word and provide two discussion points for each vocabulary word. • Shared Writing: is provided and must be documented with a picture and submitted via email to your Area Coordinator with the name of the activity and the date in the subject line. • Submit a copy a month in advance. • Sign and Date the bottom and submit in the week it is completed. 	Teacher/Assistant Teacher	Monthly/Weekly
<p>8 Family Engagement Lesson Planning Form: write your classroom and date at the top in the space provided.</p> <ul style="list-style-type: none"> • Individual Objectives: are provided, take note. 	Teacher/ Assistant Teacher	Monthly/Weekly

<ul style="list-style-type: none">• Activities: are provided. Determine where this will be included in your weekly lesson plan and transfer. Remember this should correlate to when your parent committee meeting will take place. This can also be a parent event where you invite parent(s)/guardian(s) to take part in an activity in your classroom.• To-Do List: note any items you may not have and/or need. Remember this is a way to involve parents and generate In-Kind. If needed ask for donations of In-Kind or submit a request via e-mail at least a month in advance.• In-Kind and Volunteer Opportunities: This is where you will document any donated items, time, and note the people who attended your event and/or parent meeting.• Submit a copy a week in advance.• Submit in the week it is completed with any pictures or other documentation.	<p>Teacher/ Assistant Teacher</p>	<p>Monthly/Weekly</p>
<p>9 Health and Nutrition: Write your classroom and date at the top in the space provided.</p> <ul style="list-style-type: none">• Individual objectives: are provided, take note.• Activities: are provided. Determine how and when they will be included in your weekly lesson plans and transfer them to the correct weekly lesson plan. Document the activity with a picture and submit via email to your Area Coordinator with the name of the activity and the date in the subject line.• To-Do List: note any items you may not have and/or need. Remember this is a way to involve parents and generate In-Kind. If needed ask for donations of In-Kind or submit a request via e-mail at least a month in advance.• Thought Provoking questions are provided and can be transferred as 1 or 2 of your thought provoking questions on your weekly lesson plans.• Language Development: 2 vocabulary words are provided, you must provide 1 additional word and provide two discussion points for each vocabulary word.• Shared Writing: is provided and must be documented with a picture and submitted via email to your Area Coordinator with the name of the activity and the date in the subject line.	<p>Teacher/Assistant Teacher</p>	<p>Monthly/Weekly</p>
	<p>Teacher/Assistant Teacher</p>	<p>Monthly/Weekly</p>
	<p>Teacher/Assistant Teacher Teacher/Assistant Teacher</p>	<p>Monthly/Weekly Monthly/Weekly</p>
<p>10 Submit a month in advance.</p> <p>11 Sign, date the bottom and submit in the week it is completed.</p>		