EDUCATION AND EARLY CHILDHOOD DEVELOPMENT

Task: Completing a Lesson Plan for Required Topics

Task	Person Responsible	Time Frame
Locate current month's required topics.	Teacher/Assistant	Monthly
2. Disability is any disability starting with ones	Teacher	
you may have in your classroom. Resources		
and books are available in your classroom.		
3. Mental Health resources and books are	Teacher/ Assistant	Monthly/Weekly
available in your classroom. You can also	Teacher	, ,
consult with our Health Services		
Coordinator or other outside resources		
(e.g. library, health department,		
Centerstone, etc.)	Teacher/ Assistant	Monthly/Weekly
4. School Readiness Goals are provided until	Teacher	, ,
April. Use the ones assigned, there are 2		
(two) for each week. After goals are no		
longer provided, use the blank templates		
located in the back of your lesson plan		
binder to create goals for the needs of your		
children. Ensure you also use any goals you	Teacher/ Assistant	Monthly/Weekly
may have missed due to school closures.	Teacher	, ,
5. Letter and number of the week are		
provided until April. These should be		
displayed on your bulletin board and		
reviewed daily. After April review the		
letters and numbers your children require		
extra practice on and/or letters and		
numbers that may not have been mastered	Teacher/Assistant	Monthly/Weekly
due to school closures.	Teacher	
6. Alliteration: alliteration should be based on		
the letter of the week, as well as pulled		
from the samples provided in your lesson		
plan book. This should be embedded daily		
in everyday language.	Teacher/Assistant	Monthly/Weekly
7. Syllabication should be pulled from	Teacher	
vocabulary with your "giant" words, and for		
name practice. Samples are provide in the		
lesson plan binder. Syllabication should be		
reviewed daily and imbedded in everyday		
language.	Teacher/ Assistant	Monthly/Weekly
8. Rhyming: Should be pulled from letter of	Teacher	,
the week rhyme in your ABC Flip Chart, any		
rhyming song or game (Samples are		
provide in your lesson plan binder).		
Rhyming should be imbedded into daily	Teacher/Assistant	Monthly/Weekly
activities.	Teacher	

 Sight words: are provided until April or May they should be displayed on your bulletin board and reviewed daily during various activities. 	Teacher/ Assistant	Monthly/Weekly
10. Mathematics: one activity is provided and should be incorporated into your weekly lesson plans. When it is no longer provided you can find other activities in Creative	Teacher	
Curriculum and or High Five Mathematize based on the needs of the children. 11. Science and technology: is provided and should be incorporated into your weekly lesson plans. When they are no longer	Teacher/ Assistant Teacher	Monthly/ Weekly
provided you can find other activities in Creative Curriculum or your MESS books based on the interests of the children. 12. Read-Aloud (Big Books/Books): You should	Teacher/ Assistant Teacher	Monthly/ Weekly
record any books you will include that correlate to your lesson plans. Books should be read daily. One Big Book a week is required to teach Book and Print	Teacher/ Assistant	Monthly/ Weekly
Awareness. 13. Color and shape: are provided and should be displayed on your bulletin board and reviewed daily and imbedded into daily conversation. When they are no longer	Teacher	
provided you can review any that your children still need support on. 14. Outdoor (Physical) Experiences: This is	Teacher/ Assistant Teacher	Monthly/ Weekly
anything you will do outside to extend your lesson plans. Be sure to note the School Readiness Goal it relates to. 15. Wow! Experiences: are any Field Trips you	Teacher/ Assistant Teacher	Monthly/ Weekly
take and any special guests who come into the classroom.	Teacher/ Assistant	Monthly/ Weekly
16. Shared Group/ Shared Writing/Pictures/Evidence/Notes and Dates: document any pictures taken, shared writings and the dates they were done. At least 2 photos will be submitted weekly, via e-mail only. The subject line should indicate week and School Readiness Goal. Materials in the classroom will be changed out to correlate with your School Readiness Goals and Monthly Overview Topics; and changes will be noted in this	Teacher	
section.	Teacher/ Assistant Teacher	Monthly

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17. Parent Curriculum Input/ Evidence: Parent		
suggestions on educational activities will be		
noted on lesson plans. When a parent		
makes a suggestion it should be noted in		
this space and on any papers or pictures		
you have from that activity or lesson. Any		
evidence you have should be included with		
your lesson plan submissions. Any place the		
suggestion appears on your lesson plan		
should be highlighted. Parent In-put should	Teacher/Assistant	Monthly
be solicited at parent meetings and	Teacher	
included in your monthly newsletter.	Teacher/Assistant	Monthly
18. Submit a copy of the Required Topics a	Teacher	
month in advance.		
19. Reflection on the Month: Take a moment		
to reflect on what worked and what did not		
work. Any suggestions you have should be	Teacher/Assistant	Monthly
documented before submitting your lesson	Teacher	
plans to your Area Coordinator.		
20. Then date, sign and submit Required Topics		
monthly to your Area Coordinator.		
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