

Mercer County Head Start Policies and Procedures

P/P Topic:	Lesson Plans	P/P #:	
Part:	1304	PC Approval Date:	4/28/11
Subpart:	1304.21	Last Reviewed Date:	4/28/11
Section Title(s):	<i>Education and Early Childhood Development</i>	Implementation Responsibility:	Teacher
Related Performance Standard(s):	<i>The Head Start Child Development and Early Learning Framework</i>	Monitoring Responsibility:	Director of Early Childhood Services

(A) Policy	Teachers are responsible for developing the lesson plan in advance that documents the activities planned according to the interests, strengths, and developmental needs of the children. All activities will have the Creative Curriculum objectives indicated on the form. The lesson plan is a guide for the week in tandem with the classroom schedule.
(B) Responsibility	Teaching Staff
(C) Procedure	<ul style="list-style-type: none"> - Teaching staff will choose a topic that is developmentally appropriate for children ages 3 – 5 years, considering the interests, strengths, and developmental needs of the children. - Teachers will plan the week’s activities according to a theme relevant to the current class. - All areas on the lesson plan form will be completed prior to the week. The information should be sufficient for a substitute or supervisor to read and understand what the activity is and how it will be used. - The lesson plan will be posted in the classroom for parents, supervisors, and volunteers to review. - All lesson plans will support and respect each child’s culture, home language, and family composition. - All activities will be inclusive of children with disabilities, consistent with the IEP. - Lesson plan components are completed with a range and balance of visual, auditory, and kinesthetic formats appropriate for children ages 3 – 5 years. - The Head Start Child Development and Early Learning Framework, OELCS, the agency Curriculum Guide, and Creative Curriculum will provide guidance and serve as resources to plan activities appropriate for children ages 3 – 5 years in a Head Start classroom.

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