Curriculum Planning (Preschool)

Policy/Procedure

Education staff will develop weekly lesson plans that promote school readiness using the High Scope Curriculum, and the Second Step Curriculum. Weekly plans will reflect the long-term goals of the program as well as individual interests, strengths and developmental needs of the children. Lesson plans will provide a balance of child initiated and adult-directed activities including individual, large, and small group activities which will support social, emotional, physical, cognitive, literacy and language skills. Staff will follow a consistent daily routine.

Policy/Procedure:

1. Preschool staff will follow the High Scope curriculum, using High Scope resource materials and will provide activities in the following eight content areas.
   HighScope’s curriculum content areas are:
   - Approaches to learning
   - Social and emotional development
   - Physical development and health
   - Language, literacy, and communication
   - Mathematics
   - Creative arts
   - Science and technology
   - Social studies

2. Education staff will use the High Scope Daily Routine and will include the following items on the lesson plan.
   - Message board
   - Planning time
   - Work time
   - Recall time
   - Large Group
   - Small Group
   - Clean-up
   - Meal times
   - Transitions
   - Outside/Large Muscle time

3. Activities and experiences will encourage active learning, while keeping in mind the interests of the children in the classroom.

4. Lesson planning will be individualized based on the COR data, observations in the classroom, and by goals set with parents.

5. A Second Step (social/emotional) lesson will be included and will be documented on the lesson plan each week. Staff will use the Second Step tools and techniques with the children in the classroom to support social/emotional learning. Second Step letters will be sent home to parents.

6. The staff will promote physical development.
A minimum of 20 minutes of active, large muscle activity, preferably outdoors, daily.
- A sufficient quantity and variety of equipment
- Adult will interact and play with the children, while providing guidance, support, and ensuring safety.
- Provide daily opportunities to develop fine motor skills, including puzzles, manipulatives, play-dough, and creative art.

7. Parents have the following opportunities in curriculum development:
   - Participation on the Head Start Early Childhood and Family Advisory Committee.
   - At the first parent conference, parents will review their child’s screening results and the Child Observation Record (COR) family report with the teacher. They will use this data to help set goals for their child.
   - At the Combo site educational home visits, parents are encouraged to assist in the planning of each monthly visit. The parent and the teacher work together in planning developmentally appropriate activities for the child.
   - Upon enrollment in our program, each parent is asked to fill out a family interest survey.
   - At our parent meetings and on field trip permission forms, parents are asked to recommend field trip opportunities and to provide ideas for guest speakers for children.
   - Parents are provided with a site newsletter each month updating them on site activities along with individualized extended curriculum activities designed to extend their child’s learning at home.
   - Parents who volunteer in the Center are encouraged to participate in the activities planned for the classroom.
   - Parents of children with special needs will be encouraged to work with the Head Start staff and the school district staff to plan for their individual child. This will take place at IEP meetings, parent conferences and other contact with staff throughout the year.

8. Mental Health, Health, Dental, Safety, and Nutrition activities will be integrated into the daily routine and will be documented on the lesson plan.

9. Lesson Plans must be posted in the classroom in an accessible and visible location.

10. Lesson Plans must be e-mailed to the program manager, weekly.

This policy complies with Head Start Performance Standard 45CFR Section 1304.21, 1304.40.

Approved by Policy Council on February 16, 1999
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