

# Curriculum Planning Procedure - Preschool

## Purpose

The purpose of creating written curriculum/lesson plans is to organize and document intentionally planned learning opportunities for children, share classroom routines and planned activities with families, co-teaching staff, substitute teachers, and volunteers, and to ensure alignment with Performance Standards and program policies. Program Standards and Policies require 1) implementation of high quality/research-based curricula and 2) require that children be taught about Health, Safety and Nutrition monthly.

Gathering regular family input into the curriculum is required. Family input is gathered through discussing family knowledge of their child’s strengths, needs and interests; through the Individual School Readiness Goals developed in cooperation with families and through asking families to contribute to the curriculum. The *Creative Curriculum for Preschool* incorporates multiple opportunities for family involvement in planning and participating in curricular activities.

## Procedure

The chart below lets you see at a glance what must be included in your curriculum and how often. See the resources list for additional supports around curriculum planning, materials and individualization

Weekly lesson plans are developed and documented in the “Weekly Planning Form” as follows:		
Required Curriculum	Frequency	Plan and Document
<p><i>Creative Curriculum for Preschool (Edition 6)</i></p> <p><b>OR</b></p> <p><i>Creative Curriculum for Family Child Care</i></p>	<p>Daily Plan</p> <p>Uploaded Weekly by Friday of the week before children are in class</p>	<ul style="list-style-type: none"> <li>• Create a weekly curriculum plan and document it online in <i>MyTeaching Strategies GOLD</i>.</li> <li>• The “Weekly Planning Form” within MTS GOLD is the default planning form. Each site may upload an alternate planning form into MTS GOLD provided it contains all the elements found in the “Weekly Planning Form” and is approved by your Education Coach. An entire site must use the same alternate planning form, if approved.</li> <li>• The “Weekly Planning Form” within MTS GOLD is recommended for all preschool classrooms using the complete <i>Creative Curriculum for Preschool (Edition 6)</i>. The MTS GOLD curriculum planning tool has many features to make planning more efficient and effective.</li> <li>• Lesson plans include curriculum content for lessons and activities for the whole class as well as individualized planning for each child. Curricular activities need to be planned for all areas of the classroom and daily schedule, including whole and small group instruction, read alouds, free choice, meals, physical activity, outdoor time, and transitions in accordance with the required curricula.</li> </ul>

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Second Step	Starts the first day of class  Included Daily until all Units are complete	<ul style="list-style-type: none"> <li>Lessons are presented to all children in sequence on a weekly basis. (CPU weekly themes are integrated after Unit 1).</li> <li>Lessons are in whole or small group to learn, practice and reinforce.</li> <li>Documented in the “Weekly Planning Form” by lesson number.</li> <li>Programs that operate year-round should present the curriculum in sequence, take a 1-2 month break and then begin the curriculum again.</li> </ul>
Child Protection Unit (CPU)	All 6 themes taught during the program year.	<ul style="list-style-type: none"> <li>Weekly Theme 1 of the CPU can be started any time after the <i>Second Step</i> program, Unit 1 has been completed.</li> <li>Once a Weekly Theme is started, it is taught until that theme is completed.</li> </ul>
Cavity Free Kids	At least 5 times in the program year.	<ul style="list-style-type: none"> <li>Each Basic of Oral Health should be covered during the program year.</li> <li>Can be much more frequent or covered as a unit of study over the course of several days or weeks.</li> <li>Some lessons can fulfill monthly health/nutrition requirements.</li> </ul>
Healthy Habits 5-2-1-0	At least 4 times in the program year.	<ul style="list-style-type: none"> <li>More frequent is recommended.</li> <li>Can fulfill monthly health/nutrition requirements.</li> </ul>
<b>Additional Required Curricular Content</b>	<b>These lessons or activities must be clearly documented on the “Weekly Planning Form”.</b>	
Pedestrian Safety	Within 30 Days of the start of the program year.	<ul style="list-style-type: none"> <li>Pedestrian safety training that emphasizes the need for an adult to accompany children while crossing a street.</li> <li>The CPU Unit can be used as a resource for developing your lesson plan.</li> </ul>
Bus Safety	Within 30 Days of the start of the program year.	<ul style="list-style-type: none"> <li>Centers that provide transportation are required to address safe riding practices, safety procedures crossing the street to and from the bus, recognizing danger zones around the bus and emergency bus evacuation procedures.</li> </ul>
Health Lessons and Activities	1 x month or more	<ul style="list-style-type: none"> <li>Health lessons/activities must be planned and presented in addition to daily health practices such as hand washing and tooth brushing.</li> <li>Use Cavity Free Kids and Healthy Habits as a resource for basics of oral health care, exercise, creative activities other than screen time and drinking water and milk for health.</li> </ul>

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Nutrition	1 x month or more	<ul style="list-style-type: none"> <li>Nutrition lessons/activities must be planned based on healthy food choices.</li> <li>Lessons based on <i>Healthy Habits 5-2-1-0</i> can fulfill this requirement during the school year.</li> <li>Lessons from Cavity Free Kids on Tooth Healthy Foods also can fulfill parts of this requirement</li> <li>Additional resources are available for planning classroom Health activities on the Health and Nutrition Resources Page.</li> </ul>
Curricular Resources to Fulfill Required Content	These lessons or activities must be clearly documented on the “Weekly Planning Form”.	
Cavity Free Kids	At least 5 times in the program year.	<ul style="list-style-type: none"> <li>Each Basic of Oral Health should be covered during the program year.</li> <li>Can be much more frequent or covered as a unit of study over the course of several days or weeks.</li> <li>Some lessons can fulfill monthly health/nutrition requirements.</li> </ul>
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