



## Head Start Document Review

Site \_\_\_\_\_ Classroom \_\_\_\_\_

Reviewed by \_\_\_\_\_ Date \_\_\_\_\_

Lesson Plan Review Creative Curriculum Learning Experiences:	Week:	Week:
Studies <u>OR</u> Projects		
Mighty Minutes <u>OR</u> Other Transition Activities		
Intentional Teaching Cards <u>OR</u> Experiences Based on Guidance from Creative Curriculum		
Interest Area Activities		
Book Discussion Cards <u>OR</u> Other Teacher- Planned Book Activities		
Interactive Experiences (Discussions, Cooperative Games, Cooking Experiences, Music and Movement)		
Exploration of the Arts (Visual Arts, Music, Drama, Dance and Movement)		
Language Experiences (Talking, Singing, and Playing with Language)		
Literacy Experiences (Reading Aloud, Storytelling, Writing, Meaningful Play)		
Math Experiences (Math-Related Rhymes and Fingerplays and Books, Games, Sorting, Graphing, Surveying)		
Social Emotional (Conscious Discipline, Trauma Smart, DECA, Second Steps, AI's Pals)		

### Lesson Plan Review

How was individualization documented?

Was there a real-world topic for investigation and integrated learning?

### Portfolio Review

**Names of Children:**

Does the documentation describe what the individual child said and did? Provide an example.

Is the evidence connected to relevant measures? Provide an example.

Is there evidence to support the ratings that were made? Provide an example.

Review of Daily Schedule	Comments:
Written Daily Schedule is displayed	
Balanced daily program of child-initiated and teacher-directed activities, including individual and small group activities	
Time for active play and movement for gross motor skills development	
Health and nutrition routines (e.g. hand washing, family style dining, tooth brushing, rest, physical activity) included	

Review of Education Files:	Child:	Child:
Documentation of developmental screening		
Evidence that two parent conferences are offered/conducted each year		
Evidence that two home visits are offered/conducted each year		
Evidence that teaching staff partner with families to set goals and share information to support children's learning and development		

**Possible Coaching Questions about Lesson Plans**

Tell me about these learning experiences. I'm wondering how you planned them for your children.

How were DRDP evidence and ratings used to individualize for children?

Can you remember which experiences were most engaging to the children? Why do you think that was?

What do you think the children learned?

**Possible Coaching Questions about Portfolios**

How are you working as a team to collect evidence?

Which DRDP domains and measures do you feel confident about?

Which DRDP domains and measures do you want to learn more about?

Let's talk about how the documentation you collect informs your planning.