Head Start Document Review

Site: _____ Classroom_____

Reviewed by_____ Date_____

Lesson Plan Review **Project Construct Learning Experiences:**	**Week:**	**Week:**
Class Meetings and Discussions		
Music		
Movement		
Food Experiences		
Exploration and Experimentation		
Read-Aloud		
Shared Reading		
Independent Reading		
Interactive Writing		
Shared Writing		
Independent Writing		
Environmental Math		
Distributing Things		
Working with Data		
Group Games		
Pretend Play		
Creating with Materials		
Social-Emotional (Conscious Discipline, Trauma Smart, DECA, etc.)		

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:**
Is a Written Daily Schedule displayed?	
Is there a balanced daily program of child-initiated and teacher-directed activities, including individual and small group activities?	
How much time is allotted for free play in Learning Centers?	
How much time is allotted for gross motor activities?	
Are 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.