

Creating Meaningful Preschool Lesson Plans

The Path to Intentional Teaching

Week 3 Learning Unit

Daily Team Planning

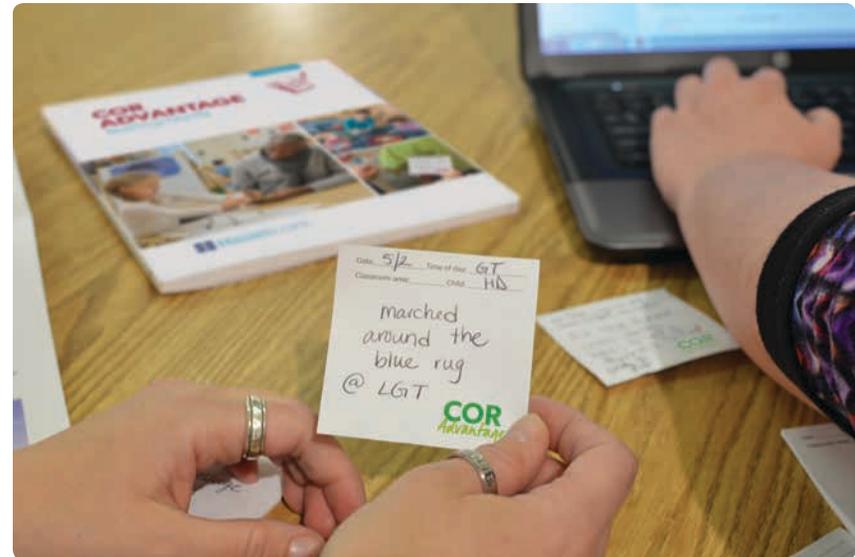


Lesson Planning

In this class, we've discussed:

- the importance of gathering information about children,
- deciding what it means,
- using the information to create planning ideas for specific parts of the classroom day.

The final component of HighScope lesson planning is planning daily as a teaching team.



Daily Team Planning

Daily: Daily planning is recommended.

Why daily?

- To be as responsive as we can to children's development and interests.
- When we plan less often, we miss important opportunities to capture children's emerging interests and scaffold their development.

Team: Include all of the teaching team.

Why as a team?

- Each person who works with the children should be present to share their observations, ideas, and insights.
- Each member of the teaching team also needs to understand the lesson plans so they can fully scaffold children's learning and development.

When we can do both — plan daily and plan as a team — our ability to provide the best experience for our children grows immensely.

Daily Team Planning Strategies

1. Plan together at a consistent mutually acceptable time.
2. Use plan-do-review strategies to plan effectively and efficiently.
3. Remain focused and organized during the planning session.
4. Decide together on the lesson plan form.
5. Rotate tasks.
6. Take advantage of each team member's strengths.



Let's take a **closer look**.

Daily Team Planning Strategies (continued)

1. Plan together at a consistent mutually acceptable time.

- Think creatively about when the team can plan.
 - Nap time? End of day?
- If possible, we've found it most helpful to plan in the classroom, where you can see the materials and equipment.
- Once you've chosen a time and place — keep to it!
 - We hold our daily team planning time dear — and never let anything interrupt or delay it.

2. Use plan-do-review strategies to plan effectively and efficiently.

In daily team planning, we start with the review, then make our plans and finally carry them out (or “do” them) with the children.

Review: What happened today? What did you learn about the children?

Plan: What ideas does this give you to scaffold their learning tomorrow? What ideas do your anecdotes give you for each part of the daily routine?

Do: Carry out your plans with the children the next day.

The next slide will share specific strategies to help you intentionally use this process in your daily team planning.

Daily Team Planning Strategies (continued)

- **Evaluate** what did and did not work in the previous day's plans.
- **Pool the day's anecdotal observations;** sharing what you saw adds to everyone's understanding.
- **Discuss what each anecdote reveals,** and make plans about how to act on that knowledge the next day.
- **Plan for individual children and for group activities** based on observations (their interests and development, and the curriculum content).
- **Set responsibilities** for each team member and make sure everyone holds the same expectations for carrying out the next day's plan.
- **Discuss and resolve any group or individual problems** so children hear a consistent message from all members of the teaching team. For example, when and where is it okay for children to run, how do we respond to a parent's concern about food served at snack time, what ideas do we have to support a child who is having difficulties during nap time. Strive for consensus and solutions to problems. If team members cannot agree on one idea, they can decide to try out alternative solutions and then review them later to see what did and did not work.
- **Occasionally, review the team planning process itself** to identify both strengths and areas for improvement.

Daily Team Planning Strategies (continued)

3. Remain focused and organized during the planning session.

- It helps to break down tasks into smaller segments.
 - For example, first share an idea for small-group time. Then coming up with the content area, materials needed, opening statement, and how you will scaffold children's development at different levels.
- As you saw in the video segment from Week 1, the only thing that happens during daily team planning is, well, daily team planning!
 - This is not break time, social time, or time to work on the room!

4. Decide together on the lesson plan form.

- The most effective lesson plan forms simply follow the order of your daily routine.
- You may wish to put abbreviations for the relevant curriculum content areas at the bottom of the form, and then use those initials to indicate content focus areas for each part of the plan.
 - These might be COR Advantage items, the KDIs, Head Start child outcomes, or state standards.
- Most importantly, make sure your form is simple, convenient, and useful to the team.

Daily Team Planning Strategies (continued)

5. Rotate tasks.

- As you plan, decide who will do what for each part of the day.
- Rotating tasks or dividing the labor in this way keeps each team member attuned to each part of the day.
- It also makes it less likely anyone will feel they are regularly stuck with a difficult or less desirable task (e.g., taking out the trash or setting out the cots).
- Rotation also allows team members to grow as professionals.
 - Even if someone is unsure of their ability to do something, such as leading a large-group time, the team can offer support and encouragement to take a risk and try something new.

When teams establish trust, **anything is possible!**

Daily Team Planning Strategies (continued)

6. Take advantage of each team member's strengths.

- It's important to let each team member know their contributions are valued.
- Adults feel acknowledged when the other members of their team ask them to contribute their ideas to the plans.



A Peek Ahead

This week you will

- Share your ideas about using HighScope lesson plan strategies with your teaching team.
- Develop your own lesson plan form.
- Complete a short evaluation of this online topic.
- Share feedback on your overall online workshop experiences (taking into consideration all of your online classes).

