

Area: Child Development

Subject: CD05 – Developing Activity Plans – Infant/Toddler & Preschool Programs

Reference: 1304.21 (a)(1)(ii); (a)(4)(i) – (iv)
1304.21 (c)(1)(i) – (vii); (c)(2)

Policy: Each classroom team must develop an activity plan that will provide a program that incorporates all areas of child development including the central domains of (1) physical development and health, (2) social and emotional development, (3) approaches to learning, (4) language and literacy development, (5) cognitive and general knowledge. Classroom teams will support children's school readiness skills through responsive caregiving and developmentally appropriate practices.

Procedure:

Infant/Toddler

1. Primary caregivers representing a small group of no more than eight children will complete activity plans that support individualized goals and strategies and post it in an area of the classroom where it can be reviewed by parents.
2. Infant/Toddler Activities will include a connection between planned learning experiences and each child's individual school readiness goals. Children with disabilities will have Individualized Family Services Plan (IFSP) goals supported by planned activities/learning experiences. Caregivers will assign a number to each child and will reference each child's number weekly when documenting individualization on the plan. Caregivers may use School Readiness Goal Composite- Class (E-24) to document assigned child numbers and individualized children's school readiness goals.
3. Parents will be encouraged and be offered opportunities to provide feedback and input in the development of weekly Activities through daily conversations with center staff, parent newsletters, and at Center Parent Meetings.
4. A daily schedule of the day's routines will be posted on the parent board and a schedule with visual representation for each activity/routine listed will be posted at child's level in the classroom. The schedule posted for children will be used by caregivers as a tool to visually guide children to transition to the next activity/routine. Transitions will be kept to a minimum throughout the day.

Preschool

1. Each facility team must develop a Preschool Activity Plan weekly and post it in an area of the classroom where it can be reviewed by parents.
2. The Preschool Activity Plan will include large group activities, small group activities, individual activities, outdoor activities, changes to the environment and child initiated activities.
3. The Preschool Activity Plan will include a connection between planned learning experiences and each child's individual School Readiness goals. Children with disabilities will have Individualized Family Services Plan (IFSP) or Individualized Education Plan (IEP) goals supported by planned activities/learning experiences. The Teacher will assign a number to each child and will reference each child's number weekly when documenting individualization on the plan. Teachers may use the School

Readiness Goal Composite- Class (E-24) to document assigned child numbers and individualized children's school readiness goals.

4. Parents will be encouraged and offered opportunities to provide feedback and input in the development of weekly Activity Plans through daily conversations with center staff, parent newsletters, and at center Parent Meetings.
5. A general schedule of the day's routines must also be posted on the parent board and a schedule with visual representation for each activity/routine listed will be posted at child's level in the classroom in group time area to review with children including recalling previous activities and preparing for upcoming activities. The schedule posted for children will be used by teachers as a tool to visually guide children to transition to the next activity/routine. Transitions will be kept to a minimum throughout the day.

Supervised by: Master Teacher or Designated Staff

Performed by: Teachers, Primary Caregivers, Family Child Care Home Providers

Forms needed: Infant & Toddler Activity Plan E-6a
Preschool Activity Plan E-6b
Child's School Readiness Plan E-29b
School Readiness Goal Composite-class E-24
Individual Family Service Plan (when applicable)
Individual Education Plan (when applicable)

COPA Procedure: SRE03 (R)

COPA Report: 100N & 102 N

Frequency: Weekly