

Program Name: _____

The Basic Equipment, Materials, & Supplies Inventory List can be used to conduct an inventory of current Georgia's Pre-K classroom learning environment to provide guidance for annual purchases. Newly funded and expansion Georgia's Pre-K classrooms are required to complete the document and request approval for use of start-up funds **prior** to making any purchases. Equipment, materials, and supplies for each Georgia's Pre-K class must be appropriate and facilitate a strong educational program. All items must be of quality materials and workmanship and meet the needs of the Pre-K children. Items purchased with Pre-K funds and the items included on this inventory must be available to children and teachers in the Pre-K program throughout the year. Use of the suggested supplies and materials require direct supervision by the teachers in the classroom. When selecting classroom materials and supplies, programs are encouraged to purchase items that reflect diversity in race and culture. **Teachers cannot be required to use personal funds to purchase equipment, materials, or supplies.**

Georgia's Pre-K Program **does not endorse** any vendor. All items listed do not have to be purchased in a single order or from the same vendor. Items may be consumable and need to be replaced/replenished, while others may last a year or longer. Some items can be supplied through other sources. For example, items on the list with a (*) are often referred to as Real and Found Materials. These items are "found" through donations or the items can be made by teachers. These materials add a "real" dimension to the instructional program and can be a cost saving measure.

Once the required level of equipment has been reached in all sections, programs may request to use funds to purchase technology related equipment, software, and/or playground equipment that does not appear on the Basic Equipment, Materials, and Supplies Inventory List. All such purchases require **prior approval** of the Pre-K Specialist. Providers should refer to the current school year Pre-K Providers' Operating Guidelines (Section 22.2) regarding critical submission dates for technology and/or playground expenditure requests.

Steps for completing the form for Newly funded and Expansion classrooms:

1. Complete an inventory of the new/expansion Georgia's Pre-K classroom and list the number of existing items in the "Existing" column. To be included as part of the inventory, items must be in good repair, include all pieces, and be designated for use in the Pre-K classroom.
2. Review the "Required" number of items needed. Based on the number of items in the "Existing" column, determine the number of items to be purchased with Pre-K funds. List the number of items in the "Pre-K Funds" column.
3. Sign/date and include the grand total of the items to be purchased with Pre-K funds on the last page.
4. Submit the document to the Pre-K Specialist or Quality Support Specialist for approval **prior** to making purchases.

Steps for completing the form for Continuation classrooms:

1. Complete an inventory of the continuation Georgia's Pre-K classroom and list the number of existing items in the "Existing" column. To be included as part of the inventory, items must be in good repair, include all pieces, and be designated for use in the Pre-K classroom.
2. Review the "Required" number of items needed to ensure minimum requirements are met. Once minimum requirements are met, Pre-K funds should be used to purchase additional materials/supplies to build the classroom inventory and have items available for rotation.

Language and Literacy				
	Required (number of items)	Existing (number of items)	Pre-K Funds (number of items)	DECAL Office Use Only
Furnishings and Reading Area Materials				
Book Display Shelf for forward-facing titles (holds at least 22 books)	1			
Materials to add softness: rug, pillows, lamps	As needed			
Soft seating, child-sized (reading area)	Seating for 2-4 children			
Children’s literature books, general and instructionally topic-related (fantasy, nonfiction, wordless, repetitive, informational, rhyming, predictable, familiar sequence, repetitive phrase, cumulative, multicultural, question and answer, class-made)	100			
Props for Language and Literacy				
Props to develop alphabetic principle (examples) <ul style="list-style-type: none"> ○ letter puzzles ○ displayed alphabet ○ word cards ○ alphabet game/lotto ○ letter dominoes ○ interlocking letter cubes ○ wooden alphabet blocks ○ alphabet letter tiles ○ alphabet letter stamps 	Minimum of 3 types			
Props to promote language development (examples) <ul style="list-style-type: none"> ○ puppets ○ telephones ○ walkie-talkies ○ cell phones ○ magnet stories ○ flannel board with story choices 	Minimum of 3 types			
Listening Center				
Listening station or device with headsets and jack for 2-4 children (CD, MP3 player, cassette, tablet, or any other electronic device that can play recorded stories).	1			
Headsets	2-4			
Books with corresponding audio recording of stories	20			
Writing Area Materials				
Containers/Bins for storage of materials	As needed			
Pencils, various sizes	30			
Writing instruments of various sizes (examples) <ul style="list-style-type: none"> ○ pens ○ markers ○ chalk ○ crayons ○ colored pencils 	Minimum of 3 types/ enough for 2-8 children			
Vocabulary cards with words and pictures* Sight word cards would NOT meet this requirement. <ul style="list-style-type: none"> ○ Animals (farm, zoo, pets, ocean, etc.) ○ Topic related (community helpers, holidays, foods, etc.) ○ Common objects (ball, chair, table, etc.) 	1 set/ additional sets needed for rotation			

Real/found materials* (examples) <ul style="list-style-type: none"> ○ envelopes ○ order forms ○ greeting cards/junk mail/sale ads/brochures ○ note pads ○ stationery ○ address books/calendars ○ phone books ○ typewriter/calculator/computer keyboard ○ write and wipe cards/boards 	Minimum of 3 types			
Paper <ul style="list-style-type: none"> ○ lined ○ unlined ○ journals ○ drawing paper ○ tablets 	Minimum of 3 types			
Name cards of children in the classroom with picture and name*	1 set			

Dramatic Play				
	Required (number of items)	Existing (number of items)	Pre-K Funds (number of items)	DECAL Office Use Only
Furnishings (area should accommodate a minimum of five children)				
Wooden housekeeping furniture <ul style="list-style-type: none"> ○ sink ○ stove ○ refrigerator ○ hutch 	Minimum of 3			
Sturdy Clothing Storage Rack	1			
Wooden Table and Chairs, child-size (2-4 children)	1 set			
Full-length mirror	1			
Storage shelf	1			
Containers/Bins for storage of materials	As needed			
Basic Materials				
Baby dolls	Minimum of 5			
Quality Dress-Up Clothes* (examples) <ul style="list-style-type: none"> ○ lab jacket ○ scrub shirt ○ sports jersey ○ fancy dresses ○ sport coat ○ uniforms from local businesses 	Minimum of 6 types/more for rotation			
Dress-Up Props and Accessories* (examples) <ul style="list-style-type: none"> ○ hats/wigs ○ shoes ○ purse/briefcase ○ gloves 	Minimum of 3 types			

Props for kitchen play (examples) <ul style="list-style-type: none"> ○ eating utensils ○ dishes ○ pots and pans ○ pretend food ○ food scale ○ apron ○ cooking utensils (rolling pin, eggbeater, wooden/plastic spoons, spatula, spaghetti server, tongs, etc.) 	Minimum of 3 kinds of props			
Child-size props for cleaning play (examples) <ul style="list-style-type: none"> ○ dish cloths/towels ○ sponges ○ mop and bucket ○ broom and dustpan ○ child-size vacuum cleaner/sweeper 	Minimum of 3 kinds of props			
Props/furniture for pretend play with dolls* (examples) <ul style="list-style-type: none"> ○ bed or cradle ○ highchair ○ blankets ○ bottles ○ diaper bag ○ baby clothes 	Minimum of 3 kinds of props			
Collection of clean empty containers (cereal/food boxes, detergent/spice/juice bottles, milk carton, etc.) *	Variety			
Additional housekeeping accessories* (examples) <ul style="list-style-type: none"> ○ child-size ironing board/iron ○ telephone ○ cash register ○ clocks/timers ○ bath scale ○ pet dishes 	Minimum of 3 additional accessories			
Prop Box(es) for dramatic play theme(s) (grocery store, restaurant, doctor's office, dentist's office, veterinarian's office, beauty shop, pet store, florist, etc.) *	Variety of Prop Box types for rotation			

Blocks				
	Required (number of items)	Existing (number of items)	Pre-K Funds (number of items)	DECAL Office Use Only
Furnishings (area should accommodate a minimum of 5 children)				
Unit block storage shelf	1			
Storage Shelf	1			
Containers/Bins for storage of materials	As needed			
Basic Materials:				
Wood unit blocks, various shapes, standard floor size (tabletop size does NOT meet this requirement)	200-250 blocks			
Large wooden hollow blocks (appropriate for ages 4 and older); basic dimensions are 11" L x 11"W x 5 ½" H	17-30 blocks			

Block accessories (examples) <ul style="list-style-type: none"> ○ vehicles ○ farm animals ○ ocean animals ○ zoo animals ○ dinosaurs ○ traffic signs ○ block play people 	Minimum of 3 sets			
Real/Found materials* (examples) <ul style="list-style-type: none"> ○ egg cartons/heavy cardboard tubes (shipping tubes, fabric rolls, etc.) ○ PVC pipe ○ cups/cones ○ keys ○ maps ○ carpenter apron/work gloves/tool belt 	Minimum of 2 types			
Additional Blocks (examples) <ul style="list-style-type: none"> ○ large plastic blocks (non-connecting) ○ cardboard blocks* ○ foam blocks 	Minimum of 1 type; 10-20 blocks			

Math				
	Required (number of items)	Existing (number of items)	Pre-K Funds (number of items)	DECAL Office Use Only
Furnishings				
Storage Shelf	1			
Containers/Bins for storage of materials	As needed			
Basic Materials				
Counting materials (examples) <ul style="list-style-type: none"> ○ inter-locking cubes ○ number cubes/rods ○ quiet counters (small foam discs, small foam blocks, etc.) ○ double-sided counters ○ theme-related counters ○ ten frames ○ peg number boards 	Minimum of 3 types/ 250 pieces per type or enough for 2-8 children			
Sorting materials (examples) <ul style="list-style-type: none"> ○ dinosaurs ○ transportation ○ fruit ○ animals ○ buttons ○ theme-related sorting materials 	Minimum of 3/100 pieces per type			
Shape recognition materials (examples) <ul style="list-style-type: none"> ○ pattern blocks ○ attribute blocks ○ parquetry blocks ○ lacing shapes ○ shapes puzzle ○ magnetic building shapes 	Minimum of 3/100 pieces per type			

Hand-eye coordination materials (examples)	<ul style="list-style-type: none"> ○ large/small colored beads of various shapes and laces ○ pegs and peg boards ○ lacing cards and laces ○ inter-locking manipulatives in a variety of shapes and sizes ○ geoboards ○ dressing boards (snap, buckle, button, etc.) 	Minimum of 3/100 pieces per type or enough for 2-8 children			
Item for measuring weight:	Balance	1			
Items for measuring length:	Measuring tools (rulers, tape measures)	Enough for 2-8 children			
Items for measuring the passing of time:	Timekeepers (egg/kitchen timer, hourglass, stopwatch) - Judy clocks will NOT meet requirement	Enough for 2-8 children			
Real/found materials* (examples)	<ul style="list-style-type: none"> ○ buttons ○ bottle caps/ tops ○ rocks ○ dice ○ marker lids ○ plastic tokens/chips 	Minimum of 2 types/enough for 2-8 children			
Assortment of puzzles of varying levels of difficulty and number of pieces (knobbed, wooden, floor)		Minimum of 24/3 types			
Games (examples)	<ul style="list-style-type: none"> ○ dominoes ○ number bingo ○ matching games ○ counting games ○ patterning games ○ folder games ○ card games (Go Fish, Old Maid, etc.) 	Minimum of 3 types			

Science				
	Required (number of items)	Existing (number of items)	Pre-K Funds (number of items)	DECAL Office Use Only
Furnishings				
Storage Shelf	1			
Containers/Bins for storage of materials	As needed			
Sturdy sensory (sand and water) table with top, that accommodates <u>FOUR</u> children at one time	1			
Basic Materials				
Sensory table materials (examples)	As needed for monthly change			
<ul style="list-style-type: none"> ○ sand ○ water/tear-free bubbles ○ dirt ○ pea gravel ○ aquarium rocks ○ water beads ○ packing peanuts ○ confetti ○ Other materials suitable for scooping and pouring 				

Sensory table items for <u>digging, scooping, pouring</u> (examples) <ul style="list-style-type: none"> ○ scoops ○ ladles ○ sifters ○ strainers ○ spoons ○ measuring cups 	Minimum of 3 types/ enough for 4 children			
Exploratory materials <ul style="list-style-type: none"> ○ magnets/items to attract and repel ○ binoculars ○ magnifying glasses ○ prisms ○ color paddles 	Minimum of 3 types/ enough for 2-8 children			
Living thing to care for (plant, pet)	1			
Discovery experience materials (examples) <ul style="list-style-type: none"> ○ matching sounds ○ identifying scents* ○ feely bags* ○ life cycle sequencing cards ○ gears ○ discovery tubes/sensory bottles* ○ tools for simple science experiments ○ health/nutrition games ○ animal bingo 	Minimum of 3			
Science/nature pictures and collections* (examples) <ul style="list-style-type: none"> ○ seashells ○ pinecones ○ feathers ○ rocks ○ mineral samples ○ other natural materials 	Minimum of 2 sets or collections/ enough for 2-8 children			

Art				
	Required (number of items)	Existing (number of items)	Pre-K Funds (number of items)	DECAL Office Use Only
Furnishings				
Storage shelf	1			
Containers/bins for storage materials	As needed			
Table and 4 chairs, child-size	1 set			
Drying space or rack	1			
Paint easel, full-sized (holds 16x22 or 18x 24 paper)	2-4 spaces			
General Materials				
Child-Safety Scissors, left/right	Minimum 8 pair			
Dough/Clay Tools (rolling pins, cookie cutters, wooden hammers)	Variety/ enough for 2-8 children			
Brushes, various sizes	6-12			
Paint Smocks	2-4			
Paint Cups	6-12			
Consumables (materials will need to be replenished on a regular basis)				
Crayons, various sizes, basic eight (8) colors and people colors	Enough for 22 children			
Markers, various sizes, basic eight (8) colors and people colors	Enough for 22 children			

Paper of different sizes, colors, textures (examples) <ul style="list-style-type: none"> o construction o tissue o white o manila o newsprint o foil o wax 	Minimum of 3 types			
Collage Materials (examples) <ul style="list-style-type: none"> o sequins o pom-poms o yarn o pipe cleaners o fabric scraps o buttons o cotton balls/swabs o feathers o foam pieces 	Minimum of 3 types			
Play dough: red, yellow, green, blue, and orange*	1 container per color			
Glue Bottles (small and refillable)	Minimum of 8			
Liquid Tempera Paint	1 gallon per color/ minimum 3 colors			
Easel Paper, 18x24 or 16x22	2 reams			
Materials for three-dimensional creations (examples) <ul style="list-style-type: none"> o small boxes o coffee filters/cupcake liners o straws o paper plates o pie plates o pipe cleaners o cardboard tubes o cups o jar lids o small wood pieces 	Minimum of 3 types			

Music				
	Required (number of items)	Existing (number of items)	Pre-K Funds (number of items)	DECAL Office Use Only
Containers/bins for storage of materials	As needed			
Device for playing music for all students to hear (CD Player, iPod/mp3 player with speaker, cassette tape player, etc.). Must be separate from listening center.	1			
Musical Props* (examples) <ul style="list-style-type: none"> o scarves o ribbons o streamers o bean bags o paper plates o small pool noodles 	Minimum of 2 types/22 per type			
Musical instruments, variety (bells, tambourine, triangle, maracas, rhythm sticks, etc.)	22			

Age-appropriate CDs, or cassette tapes or playlist on iPod/mp3 player, etc. (examples) <ul style="list-style-type: none"> ○ children’s songs ○ classical ○ jazz ○ nature sounds ○ dance ○ foreign language ○ multicultural 	Minimum of 3			
Physical Development				
	Required (number of items)	Existing (number of items)	Pre-K Funds (number of items)	DECAL Office Use Only
Age-appropriate mobile equipment (examples) <ul style="list-style-type: none"> ○ balls ○ hoops ○ parachute ○ wagons ○ tricycles ○ scooters ○ plastic bats/balls ○ catching games/gloves ○ cones for obstacle course 	Minimum of 3 types			
Helmets	Required when riding vehicle(s)			

General Classroom Environment				
	Required (number of items)	Existing (number of items)	Pre-K Funds (number of items)	DECAL Office Use Only
Tables	Seating for 22 children			
Chairs	22			
Cots/Mats and Sheets	22 cots/mats 25-27 sheets			
Chart Tablets, blank	3			
Chart Stand	1			
Area Rugs	As needed			

General Classroom Technology, Assessment Supplies, & Curriculum				
	Required (number of items)	Existing (number of items)	Pre-K Funds (number of items)	DECAL Office Use Only
Classroom technology				
Tablet (ex: iPad, Samsung Galaxy, Android, Kindle, other)	If needed			
Printer (teachers need access to a printer for lesson plans, assessment, etc.)	If needed			

iPod/ iPod Docking Sound Station	If needed			
Bluetooth Speaker	If needed			
Accessories for Tablet (covers, keyboards, Apps)	If needed			
Assessment Supplies				
Digital Camera (not needed if assessment photos are taken on another device from which photos can be uploaded)	1			
Desktop/Laptop/Notebook Computer	1			
Folders	If needed			
Clipboards	If needed			
Curriculum				
Pre-K Approved Curricula **refer to the Pre-K Operating Guidelines for a list of approved curricula	1			

Director/Principal Signature: _____

Date Submitted: ____/____/____

Grand Total of Order: \$ _____

Pre-K/Quality Support Specialist: _____

Date Reviewed: ____/____/____

Initial Start-Up Order Approved: Yes **No**

Date: ____/____/____