****Georgia’s Pre-K Program

 Instructional Quality (IQ) Guide for Planning Instruction

**Today’s Date:**

**Site Name:**

**Teacher Name:**

Lead teacher will complete within 30 school/business days from when teachers report using a week of completed lesson plans**. If the teacher is using the** **12 week lesson plan “Off to a Good Start”, the IQ guide should be completed within two weeks after the teacher has begun writing** **their own lesson plans.** Sign, date and submit to the Director/Principal with corresponding plans. Director/Principal will review using the same set of lesson plans/provide support and feedback. Complete director column, sign, date, and file with the ***Grant Requirement Checklist***. Also include a copy of the lesson plan that was used to complete the IQ guide*\*\*Refer to the* ***FAQ for Planning Instruction*** *for explanation of instructional activities which should be reflected in lesson plans.*

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| **Teacher** | **Director** | **Organizational Components** |
| [ ]  | [ ]  | Lesson plans are accessible and maintained on site. |
| [ ]  | [ ]  | Weekly lesson plans include all required components.[ ]  Lesson Plan Template (DECAL templates recommended, not required) [ ]  Small Group Template (DECAL templates recommended, not required)[ ]  Changes to the Environment Form (required/choose one)[ ]  Planning for Assessment Template (this form is optional if plans for assessment are documented on lesson plans) |
| [ ]  | [ ]  | Each week, current and complete lesson plans are on site, organized and implemented. |
| [ ]  | [ ]  | Clock times noted on lesson plans correspond with the times and activities on posted schedule. |
| [ ]  | [ ]  | Georgia Early Learning and Development Standards (GELDS) are documented for all teacher-planned instructional activities using the complete code. (Example: CLL 1.4a) |
| **Teacher** | **Director** | **Instructional Activities** |
| [ ]  | [ ]  | Activities are appropriate for the developmental levels of the children in the classroom. |
| [ ]  | [ ]  | Activities are free from rote memorization or drills and letter of the week activities/instruction. |
| [ ]  | [ ]  | Instruction is free of worksheets and dittos. |
| [ ]  | [ ]  | Open-ended activities are planned. |
| [ ]  | [ ]  | Large Group/Opening Activities are purposeful, vary and are planned **daily.**  |
| [ ]  | [ ]  | Individualization for specific children is documented as needed. (see Small Group Template) |
| [ ]  | [ ]  | Music with gross motor movement (music title and activity) is planned **daily.** |
| [ ]  | [ ]  | Closing reflects a planned/purposeful activity. |
| **Teacher** | **Director** | **Language and Literacy Development** |
| [ ]  | [ ]  | Large Group Literacy activities are planned **daily.** The activities incorporate both reading **and** writing skills over the course of each week.  |
| [ ]  | [ ]  | Phonological awareness activities are planned **daily** and vary, following a continuum of learning. |
| [ ]  | [ ]  | A minimum of two (2) purposeful opportunities to read and discuss children’s literature are planned **daily.**  |
| **Teacher** | **Director** | **Small Group Instruction** |
| [ ]  | [ ]  | Small groups, (2-8) children, change frequently based on the needs/skills of students. |
| [ ]  | [ ]  | Small group reading and supporting activity is documented at least **once per week**. |
| [ ]  | [ ]  | Developmentally appropriate and purposeful small group activities are planned **daily**. Teacher facilitated and independent activities should be documented.  |
| [ ]  | [ ]  | Children are identified in independent and teacher facilitated groups (name, initial, or symbol). |
| **Teacher** | **Director** | **Planned Assessment Collection** |
| [ ]  | [ ]  | Plans for collecting assessment data are incorporated throughout the instructional week (either on the planning for assessment template or directly on the lesson plans).  |

***Teacher Signature:***

***Date:***      /     /

***Director/Principal Signature:*** *\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_* ***Date:***      /     /

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| *Feedback and Follow-up:*       |

*It is recommended this IQ Guide be utilized throughout the year as part of your written plan for monitoring lesson plans.*