

# Red Planning Book Checklist

## Pre-K

√	<u>***Please keep notebook in this order and containing only the items listed***</u>	<b>Check each item when reviewing:                      If an item is present: √; if an item is missing: ✗. If an item is missing please explain in the comments section.</b>							
		COMMENTS							
	<b>SECTION 1</b>								
	BFTS Contact Information Sheet								
	Program Quality Assessment (Current Year)								
	Scoring, Definitions, and Clarifications								
	Planning and Assessment Scoring Guide								
	<b>SECTION 2</b>								
	Daily Schedule								
	Lesson Plans #1018-K								
	Changes to the Learning Areas Forms								
	Quick Checklist for Lesson Plans								
	Georgia's Pre-K Content Standards								
	<b>SECTION 3</b>								
	Monthly Newsletters to Parents								
	<b>SECTION 4 (Additional Documents/HS)</b>								
	Program Calendar								
	Monthly Duties #1104								
	Lesson Plan Weekly Schedule #1190								
<b>Date Reviewed</b>									
<b>Reviewer Initials</b>									

**\*\*\*Place this Form in the Front of the Notebook.**

**\*\*\*Keep Notebook locked up to insure confidentiality.**