

Creative Curriculum Instructions For Lesson Plans And Individualization Notebook

HS/EHS Creative Curriculum Developmental Continuum (CCDC) replaces the need to show Individualization on the Lesson Plan for each child specifically. Creative Curriculum Developmental Continuum Individualization Notebook is an extension of the Lesson Plan; this is where you individualize for each child and show progress and achievement on objectives and goals through observations. Lesson Plan activities should tie the planned activities to specific CCDC goals and objectives; the Individualization Notebook shows each child's progress on these goals and objectives. Achievement of these goals and objectives are then entered onto the CCDC Observation Tracking Form to record each child's individual progress. (HS/EHS Refer to the back of the Lesson Plan forms for instructions on how to document activities on actual Lesson Plan form.)

1. Do Not put ChildPlus numbers or Creative Curriculum numbers on Lesson Plans.

2. **HS:** Activities on Lesson Plans must reflect Creative Curriculum goals and objectives. Progress and achievement of goals and objectives should be documented (in pencil) every two weeks on Classroom Summary Worksheet (dots), and complete (using correct pen colors) during assigned months (Oct., Feb., and May). Turn into Center Manager, to enter in ChildPlus.net CM will return HS Checkpoint Worksheet to teacher to place in CCDC Individualization Notebook.

3. **EHS:** Activities on Lesson Plans must reflect CCDC for Infants and Toddlers goals and objectives. Progress and achievements of goals and objectives should be documented (in pencil) every two weeks on CCDC Observation tracking Form, complete (using correct pen colors) during assigned months (Oct., Jan., Apr., and July. (For summer programs), and totaled at the bottom. Totals are documented on an up-to date form then turned into CM to be entered on computer and an Individual Child Profile is printed for each child and placed in EHS Individualization Notebook.

4. **HS/EHS:** Address objectives and goals as a classroom; document each child's individual progress through observations in (HS) CCDC Individualization Notebook/(EHS) Individualization Notebook. Each child MUST have at least one observation per week.

5. **HS/EHS:** Dispose of old Individual Child Profiles upon receipt of new Individual Child Profiles.

6. **HS/EHS:** IEP/IFSP will be kept in the child's individual section of the CCDC Individualization Notebook. Goals must be taken from the IEP/IFSP in connection with CCDC implemented through the Lesson Plan activities. When a goal is accomplished, or progress is noted, record area, goal number, and date on IEP/IFSP. If Family Partnership Agreement contains goals that are related to classroom activities, it will be placed in the CCDC Notebook to record progress.

7. **EHS:** Daily and/or Weekly Experience Sheets, Conference/Home Visit Reports and, Progress Reports inform parents of child's progress and achievements in the classroom. Each document must contain progress on IFSP/IEP goals for Special Needs Children.

8. **HS:** Conference/Home Visit Reports and CCDC Progress and Planning Reports (HS) inform parents of child's progress and achievements in the classroom. Each document must contain progress on IEP goals for Special Needs Children.

9. **HS/EHS:** Classrooms Individualization Notebooks must be locked up to insure confidentiality unless staff are in the classroom.

*These instructions replace all previous instructions: highlighting on Lesson Plans, Individualization on Lesson Plans, ChildPlus/CCDC numbers on Lesson Plans, goals and objectives on Lesson Plans.