# **[CHILDCARE NAME]**

### **Weekly Curriculum and Lesson Plan Checklist**

**Week of:** \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_
**Prepared By:** \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_
**Date Prepared:** \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

## **1. Instructions**

1. **Frequency:**
	* Complete this checklist **weekly** to plan and review the curriculum effectively.
2. **Completion:**
	* Fill in all relevant fields for each day of the week.
	* Mark tasks with ✔️ for completed or ❌ for not completed, if applicable.
	* Provide additional notes or actions needed in the **Evaluation Notes** section.
3. **Documentation:**
	* Keep completed checklists on file for reference, parent communication, and to track the progression of the curriculum.
4. **Collaboration:**
	* Share the checklist with all staff involved in the curriculum planning to ensure consistency and collaboration.

## **2. Weekly Curriculum and Lesson Plan Checklist**

### **A. Weekly Overview**

| **Field** | **Details** |
| --- | --- |
| **Theme of the Week:** | \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ |
| **Learning Objectives:** | 1. \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_2. \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_3. \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ |

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### **B. Daily Lesson Plans**

#### **Monday**

| **Field** | **Details** |
| --- | --- |
| **Activities:** | - \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_- \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ |
| **Materials Needed:** | - \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_- \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ |
| **Evaluation Notes:** | \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ |

#### **Tuesday**

| **Field** | **Details** |
| --- | --- |
| **Activities:** | - \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_- \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ |
| **Materials Needed:** | - \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_- \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ |
| **Evaluation Notes:** | \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ |

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#### **Wednesday**

| **Field** | **Details** |
| --- | --- |
| **Activities:** | - \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_- \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ |
| **Materials Needed:** | - \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_- \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ |
| **Evaluation Notes:** | \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ |

#### **Thursday**

| **Field** | **Details** |
| --- | --- |
| **Activities:** | - \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_- \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ |
| **Materials Needed:** | - \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_- \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ |
| **Evaluation Notes:** | \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ |

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#### **Friday**

| **Field** | **Details** |
| --- | --- |
| **Activities:** | - \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_- \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ |
| **Materials Needed:** | - \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_- \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ |
| **Evaluation Notes:** | \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ |

### **C. Weekly Reflection and Evaluation**

| **Field** | **Details** |
| --- | --- |
| **Overall Success:** | \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ |
| **Areas for Improvement:** | ***<br>*** |
| **Children’s Feedback:** | \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ |
| **Staff Feedback:** | \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ |
| **Next Week’s Considerations:** | ***<br>*** |

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## **3. Sign-Off**

### **Provider Confirmation**

| **Name** | **Role/Position** | **Signature** | **Date** |
| --- | --- | --- | --- |
| \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ | \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ | \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ | **\_\_/\_\_/\_\_\_** |
| \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ | \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ | \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ | **\_\_/\_\_/\_\_\_** |

### **Supervisor/Director Confirmation: *(If applicable)***

| **Name** | **Role/Position** | **Signature** | **Date** |
| --- | --- | --- | --- |
| \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ | \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ | \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ | **\_\_/\_\_/\_\_\_** |
| \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ | \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ | \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ | **\_\_/\_\_/\_\_\_** |

## **4. Additional Notes**

## **5. Customization Tips**

* **Add Your Logo:** Incorporate your childcare center’s logo at the top for a professional appearance.
* **Digital Format:** Convert this checklist into a digital form using tools like Google Docs, Microsoft Word, or childcare management software for easier tracking and record-keeping.
* **Additional Fields:** Include sections for specific areas unique to your curriculum, such as outdoor activities, special events, or guest speakers.
* **Color Coding:** Use color codes to differentiate between various sections or types of activities for quick reference.
* **Check-Off System:** Add checkboxes or a color-coded system (e.g., green for completed, yellow for in progress, red for pending) to make tracking easier.

## **6. Tips for Effective Use**

1. **Consistency:** Ensure that the checklist is completed diligently every week to maintain a structured and consistent curriculum.
2. **Collaboration:** Involve all staff members in the planning process to foster teamwork and ensure diverse ideas are incorporated.
3. **Flexibility:** Be prepared to adjust the plan based on the children’s interests, weather conditions, or unforeseen circumstances.
4. **Engagement:** Choose themes and activities that are engaging and developmentally appropriate for the children’s age groups.
5. **Documentation:** Use the **Evaluation Notes** to document observations, successes, and areas needing improvement to inform future planning.
6. **Parental Involvement:** Share the weekly themes and activities with parents to keep them informed and involved in their child’s learning journey.
7. **Resource Management:** Ensure all materials needed for activities are prepared in advance to avoid last-minute shortages or delays.
8. **Continuous Improvement:** Regularly review and update the checklist based on feedback and evolving educational standards to enhance the quality of the curriculum.

## **7. Example of a Completed Weekly Curriculum and Lesson Plan Checklist**

# **Sunshine Childcare Center**

### **Weekly Curriculum and Lesson Plan Checklist**

**Week of:** May 1-7, 2024
**Prepared By:** Lisa Thompson
**Date Prepared:** 05/01/2024

## **A. Weekly Overview**

| **Field** | **Details** |
| --- | --- |
| **Theme of the Week:** | **Spring Exploration** |
| **Learning Objectives:** | 1. Children will identify signs of spring in nature.2. Children will develop fine motor skills through planting activities.3. Children will enhance language skills by describing their observations. |

### **B. Daily Lesson Plans**

#### **Monday**

| **Field** | **Details** |
| --- | --- |
| **Activities:** | - Nature walk to observe spring changes.- Collecting leaves and flowers.- Storytime: "The Tiny Seed" by Eric Carle. |
| **Materials Needed:** | - Magnifying glasses.- Baskets for collecting items.- Storybook "The Tiny Seed". |
| **Evaluation Notes:** | Children showed enthusiasm during the nature walk and were able to identify different types of leaves. |

#### **Tuesday**

| **Field** | **Details** |
| --- | --- |
| **Activities:** | - Planting seeds in small pots.- Watering plants.- Singing "Spring is Here". |
| **Materials Needed:** | - Small pots and soil.- Seeds (sunflowers).- Watering cans.- Music player. |
| **Evaluation Notes:** | All children successfully planted their seeds and demonstrated proper watering techniques. |

#### **Wednesday**

| **Field** | **Details** |
| --- | --- |
| **Activities:** | - Art project: Creating spring collages.- Group discussion on favorite spring activities.- Free play in the garden area. |
| **Materials Needed:** | - Construction paper.- Glue, scissors, markers.- Natural items collected on Monday. |
| **Evaluation Notes:** | Collages were colorful and creative. Children engaged actively in the group discussion, sharing personal experiences. |

#### **Thursday**

| **Field** | **Details** |
| --- | --- |
| **Activities:** | - Science experiment: Observing plant growth.- Reading "The Very Hungry Caterpillar" by Eric Carle.- Butterfly crafts. |
| **Materials Needed:** | - Plant growth journals.- Storybook "The Very Hungry Caterpillar".- Craft supplies for butterfly models. |
| **Evaluation Notes:** | Children enjoyed tracking plant growth and showed understanding of caterpillar metamorphosis during the craft activity. |

#### **Friday**

| **Field** | **Details** |
| --- | --- |
| **Activities:** | - Spring-themed scavenger hunt.- Music and movement: Dancing to spring songs.- Sharing time: Showing their week's projects to peers. |
| **Materials Needed:** | - Scavenger hunt list.- Music player.- Display area for projects. |
| **Evaluation Notes:** | The scavenger hunt was a hit, promoting teamwork and observation skills. Sharing time boosted confidence and communication abilities. |

### **C. Weekly Reflection and Evaluation**

| **Field** | **Details** |
| --- | --- |
| **Overall Success:** | The theme "Spring Exploration" was engaging and educational. Children actively participated in all activities and showed significant learning growth. |
| **Areas for Improvement:** | Incorporate more hands-on science experiments to deepen understanding of plant biology.Ensure all materials are prepared in advance to streamline activities. |
| **Children’s Feedback:** | "I love planting seeds!""The butterfly craft was fun!" |
| **Staff Feedback:** | Additional resources for science activities would enhance the curriculum.More time allocated for outdoor play was beneficial. |
| **Next Week’s Considerations:** | Plan a gardening day with parents to involve them in the children’s learning.Introduce a new theme focused on insects and their roles in the ecosystem. |

## **3. Sign-Off**

### **Provider Confirmation**

| **Name** | **Role/Position** | **Signature** | **Date** |
| --- | --- | --- | --- |
| Lisa Thompson | Curriculum Coordinator | \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ | 05/07/2024 |
| John Davis | Assistant Teacher | \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ | 05/07/2024 |

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| **Name** | **Role/Position** | **Signature** | **Date** |
| --- | --- | --- | --- |
| Maria Lopez | Center Director | \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ | 05/07/2024 |
| Kevin Brown | Education Supervisor | \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ | 05/07/2024 |

## **4. Additional Notes**

* **Nature Walk:** Adjusted timing due to unexpected rain; moved to indoor plant observation activities.
* **Planting Seeds:** Some children needed assistance with handling soil; consider using child-friendly tools.
* **Art Project:** Extra glue sticks were required; ensure adequate supply next week.

## **5. Customization Tips**

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# **Sunshine Childcare Center**

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**Prepared By:** Lisa Thompson
**Date Prepared:** 05/01/2024

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## **3. Sign-Off**

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| --- | --- | --- | --- |
| Lisa Thompson | Curriculum Coordinator | \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ | 05/07/2024 |
| John Davis | Assistant Teacher | \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ | 05/07/2024 |

### **Supervisor/Director Confirmation: *(If applicable)***

| **Name** | **Role/Position** | **Signature** | **Date** |
| --- | --- | --- | --- |
| Maria Lopez | Center Director | \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ | 05/07/2024 |
| Kevin Brown | Education Supervisor | \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ | 05/07/2024 |

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This **Weekly Curriculum and Lesson Plan Checklist** is designed to help your childcare center provide a well-organized and enriching educational experience for children. Regular use of this checklist ensures that all aspects of the curriculum are thoughtfully planned, executed, and evaluated, fostering a positive and effective learning environment.