

One Page Resource: PreK Administrator Help Page

Congratulations! You have received the NM PreK grant and now have a PreK classroom in your program. This is a wonderful opportunity for your families and community, and your role as an administrator of a PreK program can greatly affect the success of your classroom. PreK administrators can support their classroom and staff by *becoming familiar with developmentally appropriate practice in early childhood*, as well as *becoming familiar with the PreK program* and its classroom requirements. Below, these two categories are explored and we have included a few things you can look for in your classroom. For more information or further support do not hesitate to contact your PreK Consultant!

Things to look for in your classroom...

Developmentally Appropriate Practice (DAP):

- Look for learning through play. This means that children should spend a significant portion of the daily schedule engaged in open play (1/3 of the total daily schedule).
- Watch for teachers to engage in literacy activities with the children like reading aloud with large groups, reading with individual children, having a writing center set up in their room, and having a print-rich environment.
- Look for open ended art projects. This does not include pre-cut crafts or ditto sheets/coloring pages but instead a variety of material available to be used as the children choose.
- Make sure children can self-select the learning area or center they are working in, and that they can move freely between centers during play. Children should be able to select their center from all available choices in the classroom.

The PreK Program:

- Look for the EI's to be posted in the classroom. These should be in each learning area and moved weekly based on the current's week lesson plan.
- Look for a current lesson plan to be posted. Lesson plans are 3 pages long, but the third page *may* not be posted since it could contain confidential information. The first two pages must be posted and accessible to families and visitors.
- Ensure Family Involvement and an Open Door Policy– Make sure that all families feel welcome in the classroom at all times!
- Watch for evidence of observations and anecdotal notes being taken for the completion of the portfolios on each child.
- Ask to see the Quick Look Recording Sheets. Teachers should be taking ongoing assessments of children based on the EI's listed here. Deadlines for each EI are written in on the calendar of implementation for your program.