

Little Learners Workshop

PLANNING SHEET

Workshop Focus: Academic development

What is the focus for this workshop? (Academic / Social-Emotional / Kindergarten Readiness / Other)

Topics:

What topics will be covered during this workshop?

- Fine motor skills
 - Holding pencil and crayons
 - Scissors
 - Finger Strength
- Reading
 - Read at home
 - Practice letters and sounds
 - Concepts of print
- Writing
 - Writing name (capital and lower case letters)
 - Drawing and coloring pictures
- Math
 - Counting
 - One-to-one matching
 - Games

Scheduled Date:

Facility Use Form

What is the date, time, and location for workshop?

Wed., January 21 6:30 – 7:30 p.m. Cafeteria & Rooms 1 & 2

Audience Target:

Families with children aged 1 – 5 from MES boundaries

Who is this workshop designed for?

Staff Participants:

Payroll Forms

What staff will be involved?

What is their role?

Principal
Title 1 Teacher
Instructional Assistant

Instructional Coach
Kindergarten Teachers

Volunteers:

N/A

Will volunteers be necessary?

Guest Speaker

Requisition or Payroll Forms

Will you have a guest speaker? Who?

Occupational Therapist, Reading Specialist

Childcare

Is childcare necessary? Who will provide it?

Food / Refreshments

Requisition

Will you have food or refreshments?

Who will do the shopping?

Light snacks:

Cookies, veggie tray, water, fruit snacks,

Supply Bags

Requisition

Will you provide supply bags?

What will be in them?

Who will do the shopping? How will you collect the items?

Kit:

Bag, book, crayons, scissors, alphabet flash cards,

Communication

How and when will you communicate with workshop attendees?

- Press Release / Newspaper
- Community Bulletin Boards
- Flyers sent home with students
- Reader Board
- Phone invitation/reminders

- Other
- Twitter
- Facebook
 - School
 - PTA
- Community

Little Learners Workshop

PLANNING SHEET

Workshop Focus: Social development

What is the focus for this workshop? (Academic / Social-Emotional / Kindergarten Readiness / Other)

Topics:

What topics will be covered during this workshop?

- Behavior
 - o Routines
 - o Rewards
 - o Reciprocal Language
- Social
 - o Play with others
 - o Take turns
- Emotional
 - o Build independence/confidence
 - o Identify feelings

Scheduled Date: Facility Use Form

What is the date, time, and location for workshop?

Wed., March 11 6:30 – 7:30 p.m. Cafeteria & Rooms 1 & 2

Audience Target: Families with children aged 1 – 5 from MES boundaries

Who is this workshop designed for?

Staff Participants: Payroll Forms

What staff will be involved?

What is their role?

Principal
Title 1 Teacher
Instructional Assistant

Instructional Coach
Kindergarten Teachers

Volunteers: N/A

Will volunteers be necessary?

Guest Speaker Early Childhood Specialist, Counselor

Will you have a guest speaker? Who?

Childcare

Is childcare necessary? Who will provide it?

Food / Refreshments Requisition

Will you have food or refreshments?

Who will do the shopping?

Light snacks:
Cookies, veggie tray, water, fruit snacks,

Supply Bags Requisition

Will you provide supply bags?

What will be in them?

Who will do the shopping? How will you collect the items?

Kit:
Bag, book, matching cards, memory games,
reward charts, stickers,

Communication

How and when will you communicate with workshop attendees?

- Press Release / Newspaper
- Community Bulletin Boards
- Flyers with students
- Reader Board
- Phone invitation/reminders

- Other
- Twitter
- Facebook
 - School
 - PTA
- Community