****Georgia’s Pre-K Program

 Basic Equipment, Materials,

& Supplies Inventory List

**Program Name:**

The Basic Equipment, Materials, & Supplies Inventory List can be used to conduct an inventory of current Georgia’s Pre-K classroom learning environment to provide guidance for annual purchases. Newly funded and expansion Georgia’s Pre-K classrooms are required to complete the document and request approval for use of start-up funds **prior** to making any purchases. Equipment, materials, and supplies for each Georgia’s Pre-K class must be appropriate and facilitate a strong educational program. All items must be of quality materials and workmanship and meet the needs of the Pre-K children. Items purchased with Pre-K funds and the items included on this inventory must be available to children and teachers in the Pre-K program throughout the year. Use of the suggested supplies and materials require direct supervision by the teachers in the classroom. When selecting classroom materials and supplies, programs are encouraged to purchase items that reflect diversity in race and culture. **Teachers cannot be required to use personal funds to purchase equipment, materials, or supplies***.*

Georgia’s Pre-K Program **does not endorse** any vendor. All items listed do not have to be purchased in a single order or from the same vendor. Items may be consumable and need to be replaced/replenished, while others may last a year or longer. Some items can be supplied through other sources. For example, items on the list with a (\*) are often referred to as Real and Found Materials. These items are “found” through donations or the items can be made by teachers. These materials add a “real” dimension to the instructional program and can be a cost saving measure.

Once the required level of equipment has been reached in all sections, programs may request to use funds to purchase technology related equipment, software, and/or playground equipment that does not appear on the Basic Equipment, Materials, and Supplies Inventory List. All such purchases require **prior approval** of the Pre-K Specialist. Providers should refer to the current school year Pre-K Providers’ Operating Guidelines (Section 22.2) regarding critical submission dates for technology and/or playground expenditure requests.

**Steps for completing the form for Newly funded and Expansion classrooms:**

1. Complete an inventory of the new/expansion Georgia’s Pre-K classroom and list the number of existing items in the “Existing” column. To be included as part of the inventory, items must be in good repair, include all pieces, and be designated for use in the Pre-K classroom.
2. Review the “Required” number of items needed. Based on the number of items in the “Existing” column, determine the number of items to be purchased with Pre-K funds. List the number of items in the “Pre-K Funds” column.
3. Sign/date and include the grand total of the items to be purchased with Pre-K funds on the last page.
4. Submit the document to the Pre-K Specialist or Quality Support Specialist for approval **prior** to making purchases.

**Steps for completing the form for Continuation classrooms:**

1. Complete an inventory of the continuation Georgia’s Pre-K classroom and list the number of existing items in the “Existing” column. To be included as part of the inventory, items must be in good repair, include all pieces, and be designated for use in the Pre-K classroom.
2. Review the “Required” number of items needed to ensure minimum requirements are met. Once minimum requirements are met, Pre-K funds should be used to purchase additional materials/supplies to build the classroom inventory and have items available for rotation.

|  |
| --- |
| Language and Literacy |
|  | **Required**(number of items) | **Existing** (number of items) | **Pre-K Funds** (number of items) | **DECAL Office Use Only** |
| **Furnishings and Reading Area Materials** |
| Book Display Shelf for forward-facing titles (holds at least 20-22 books) | 1 |  |  |  |
| Materials to add softness: rug, pillows, lamps  | As needed |  |  |  |
| Soft seating, child-sized (reading area) |  Seating for 2-4 children |  |  |  |
| Children’s literature books, general and instructionally topic-related (fantasy, nonfiction, wordless, repetitive, informational, rhyming, predictable, familiar sequence, repetitive phrase, cumulative, multicultural, question and answer, class-made) | 100 |  |  |  |
| **Props for Language and Literacy** |
| Props to develop alphabetic principle (examples)* letter puzzles
* displayed alphabet
* word cards
* alphabet game/lotto
* letter dominoes
* interlocking letter cubes
* wooden alphabet blocks
* alphabet letter tiles
* alphabet letter stamps
 | Minimum of 3 types |  |  |  |
| Props to promote language development (examples)* puppets
* telephones
* walkie-talkies
* cell phones
* magnet stories
* flannel board with story choices
 | Minimum of 3 types |  |  |  |
| **Listening Center** |  |
| Listening station or device with headsets and jack for 2-4 children (CD, MP3 player, cassette, tablet, or any other electronic device that can play recorded stories).  | 1 |  |  |  |
| Headsets |  2-4 |  |  |  |
| Books with corresponding audio recording of stories | 20 |  |  |  |
| **Writing Area Materials**  |
| Containers/Bins for storage of materials | As needed |  |  |  |
| Pencils, various sizes | 30 |  |  |  |
| Writing instruments of various sizes (examples)* pens
* markers
* chalk
* crayons
* colored pencils
 | Minimum of 3 types/enough for 2-8 children |  |  |  |
| Vocabulary cards with words and pictures\* Sight word cards would NOT meet this requirement.* Animals (farm, zoo, pets, ocean, etc.)
* Topic related (community helpers, holidays, foods, etc.)
* Common objects (ball, chair, table, etc.)
 | 1 set/additional sets needed for rotation |  |  |  |
| Real/found materials\* (examples)* envelopes
* order forms
* greeting cards/junk mail/sale ads/brochures
* note pads
* stationery
* address books/calendars
* phone books
* typewriter/calculator/computer keyboard
* write and wipe cards/boards
 | Minimum of 3 types |  |  |  |
| Paper * lined
* unlined
* journals
* drawing paper
* tablets
 | Minimum of 3 types |  |  |  |
| Name cards of children in the classroom with picture and name\* | 1 set |  |  |  |

|  |
| --- |
| Dramatic Play |
|  | **Required**(number of items) | **Existing** (number of items) | **Pre-K Funds** (number of items) | **DECAL Office Use Only** |
| **Furnishings (area should accommodate a minimum of five children)** |
| Wooden housekeeping furniture * sink
* stove
* refrigerator
* hutch
 | Minimum of 3  |  |  |  |
| Sturdy Clothing Storage Rack | 1 |  |  |  |
| Wooden Table and Chairs, child-size (2-4 children) | 1 set |  |  |  |
| Full-length mirror | 1 |  |  |  |
| Storage shelf | 1 |  |  |  |
| Containers/Bins for storage of materials | As needed |  |  |  |
| **Basic Materials** |
| Baby dolls | Minimum of 5 |  |  |  |
| Quality Dress-Up Clothes\* (examples)* lab jacket
* scrub shirt
* sports jersey
* fancy dresses
* sport coat
* uniforms from local businesses
 | Minimum of 6 types/more for rotation |  |  |  |
| Dress-Up Props and Accessories\* (examples)* hats/wigs
* shoes
* purse/briefcase
* gloves
 | Minimum of 3 types |  |  |  |
| Props for kitchen play (examples)* eating utensils
* dishes
* pots and pans
* pretend food
* food scale
* apron
* cooking utensils (rolling pin, eggbeater, wooden/plastic spoons, spatula, spaghetti server, tongs, etc.)
 | Minimum of 3kinds of props |  |  |  |
| Child-size props for cleaning play (examples)* dish cloths/towels
* sponges
* mop and bucket
* broom and dustpan
* child-size vacuum cleaner/sweeper
 | Minimum of 3 kinds of props |  |  |  |
| Props/furniture for pretend play with dolls\* (examples)* bed or cradle
* highchair
* blankets
* bottles
* diaper bag
* baby clothes
 | Minimum of 3 kinds of props |  |  |  |
| Collection of clean empty containers (cereal/food boxes, detergent/spice/juice bottles, milk carton, etc.) \* | Variety  |  |  |  |
| Additional housekeeping accessories\* (examples)* child-size ironing board/iron
* telephone
* cash register
* clocks/timers
* bath scale
* pet dishes
 | Minimum of 3 additional accessories |  |  |  |
| Prop Box(es) for dramatic play theme(s) (grocery store, restaurant, doctor’s office, dentist’s office, veterinarian’s office, beauty shop, pet store, florist, etc.) \* | Variety of Prop Box types for rotation |  |  |  |

|  |
| --- |
| Blocks |
|  | **Required**(number of items) | **Existing** (number of items) | **Pre-K Funds** (number of items) | **DECAL Office Use Only** |
| **Furnishings (area should accommodate a minimum of 5 children)** |
| Unit block storage shelf | 1 |  |  |  |
| Storage Shelf | 1 |  |  |  |
| Containers/Bins for storage of materials | As needed |  |  |  |
| **Basic Materials:** |
| Wood unit blocks, various shapes, standard floor size (tabletop size does NOT meet this requirement) | 200-250 blocks |  |  |  |
| Large wooden hollow blocks (appropriate for ages 4 and older); basic dimensions are 11” L x 11“W x 5 ½“ H | 17-30 blocks |  |  |  |
| Block accessories (examples)* vehicles
* farm animals
* ocean animals
* zoo animals
* dinosaurs
* traffic signs
* block play people
 | Minimum of 3 sets |  |  |  |
| Real/Found materials\* (examples)* egg cartons/heavy cardboard tubes (shipping tubes, fabric rolls, etc.)
* PVC pipe
* cups/cones
* keys
* maps
* carpenter apron/work gloves/tool belt
 | Minimum of 2 types |  |  |  |
| Additional Blocks (examples)* large plastic blocks (non-connecting)
* cardboard blocks\*
* foam blocks
 | Minimum of 1 type; 10-20 blocks |  |  |  |

|  |
| --- |
| Math |
|  | **Required**(number of items) | **Existing** (number of items) | **Pre-K Funds** (number of items) | **DECAL Office Use Only** |
| **Furnishings** |
| Storage Shelf | 1 |  |  |  |
| Containers/Bins for storage of materials | As needed |  |  |  |
| **Basic Materials** |
| Counting materials (examples)* inter-locking cubes
* number cubes/rods
* quiet counters (small foam discs, small foam blocks, etc.)
* double-sided counters
* theme-related counters
* ten frames
* peg number boards
 | Minimum of 3 types/ 250 pieces per type or enough for 2-8 children |  |  |  |
| Sorting materials (examples)* dinosaurs
* transportation
* fruit
* animals
* buttons
* theme-related sorting materials
 | Minimum of 3/100 pieces per type |  |  |  |
| Shape recognition materials (examples)* pattern blocks
* attribute blocks
* parquetry blocks
* lacing shapes
* shapes puzzle
* magnetic building shapes
 | Minimum of 3/100 pieces per type |  |  |  |
| Hand-eye coordination materials (examples)* large/small colored beads of various shapes and laces
* pegs and peg boards
* lacing cards and laces
* inter-locking manipulatives in a variety of shapes and sizes
* geoboards
* dressing boards (snap, buckle, button, etc.)
 | Minimum of 3/100 pieces per type or enough for 2-8 children |  |  |  |
| Item for measuring weight: | Balance | 1 |  |  |  |
| Items for measuring length: | Measuring tools (rulers, tape measures) | Enough for 2-8 children |  |  |  |
| Items for measuring the passing of time: | Timekeepers (egg/kitchen timer, hourglass, stopwatch) - Judy clocks will NOT meet requirement | Enough for 2-8 children |  |  |  |
| Real/found materials\* (examples)* buttons
* bottle caps/ tops
* rocks
* dice
* marker lids
* plastic tokens/chips
 | Minimum of 2 types/enough for 2-8 children |  |  |  |
| Assortment of puzzles of varying levels of difficulty and number of pieces (knobbed, wooden, floor) | Minimum of 24/3 types |  |  |  |
| Games (examples)* dominoes
* number bingo
* matching games
* counting games
* patterning games
* folder games
* card games (Go Fish, Old Maid, etc.)
 | Minimum of 3 types |  |  |  |

|  |
| --- |
|  Science |
|  | **Required**(number of items) | **Existing** (number of items) | **Pre-K Funds** (number of items) | **DECAL Office Use Only** |
| **Furnishings** |
| Storage Shelf | 1 |  |  |  |
| Containers/Bins for storage of materials | As needed |  |  |  |
| Sturdy sensory (sand and water) table with top, that accommodates TWO-FOUR children at one time  | 1 |  |  |  |
| **Basic Materials** |
| Sensory table materials (examples)* sand
* water/tear-free bubbles
* dirt
* pea gravel
* aquarium rocks
* water beads
* packing peanuts
* confetti
* Other materials suitable for **scooping and pouring**
 | As needed for monthly change |  |  |  |
| Sensory table items for digging, scooping, pouring (examples)* scoops
* ladles
* sifters
* strainers
* spoons
* measuring cups
 | Minimum of 3 types/enough for 2-4 children |  |  |  |
| Exploratory materials * magnets/items to attract and repel
* binoculars
* magnifying glasses
* prisms
* color paddles
 | Minimum of 3 types/enough for 2-8 children |  |  |  |
| Living thing to care for (plant, pet) | 1 |  |  |  |
| Discovery experience materials (examples)* matching sounds
* identifying scents\*
* feely bags\*
* life cycle sequencing cards
* gears
* discovery tubes/sensory bottles\*
* tools for simple science experiments
* health/nutrition games
* animal bingo
 | Minimum of 3 |  |  |  |
| Science/nature pictures and collections\* (examples)* seashells
* pinecones
* feathers
* rocks
* mineral samples
* other natural materials
 | Minimum of 2 sets or collections/enough for 2-8 children |  |  |  |

|  |
| --- |
| Art |
|  | **Required**(number of items) | **Existing** (number of items) | **Pre-K Funds** (number of items) | **DECAL Office Use Only** |
| **Furnishings** |
| Storage shelf | 1 |  |  |  |
| Containers/bins for storage materials | As needed |  |  |  |
| Table and 4 chairs, child-size | 1 set |  |  |  |
| Drying space or rack | 1 |  |  |  |
| Paint easel, full-sized (holds 16x22 or 18x 24 paper) | 2-4 spaces |  |  |  |
| **General Materials** |
| Child-Safety Scissors, left/right | Minimum 8 pair  |  |  |  |
| Dough/Clay Tools (rolling pins, cookie cutters, wooden hammers) | Variety/enough for 2-8 children |  |  |  |
| Brushes, various sizes  | 6-12 |  |  |  |
| Paint Smocks | 2-4 |  |  |  |
| Paint Cups | 6-12 |  |  |  |
| **Consumables (materials will need to be replenished on a regular basis)** |
| Crayons, various sizes, basic eight (8) colors and people colors | Enough for 20-22 children |  |  |  |
| Markers, various sizes, basic eight (8) colors and people colors | Enough for 20-22 children |  |  |  |
| Paper of different sizes, colors, textures (examples) * construction
* tissue
* white
* manila
* newsprint
* foil
* wax
 | Minimum of 3 types |  |  |  |
| Collage Materials (examples)* sequins
* pom-poms
* yarn
* pipe cleaners
* fabric scraps
* buttons
* cotton balls/swabs
* feathers
* foam pieces
 | Minimum of 3 types |  |  |  |
| Play dough: red, yellow, green, blue, and orange\* | 1 container per color |  |  |  |
| Glue Bottles (small and refillable)  | Minimum of 8 |  |  |  |
| Liquid Tempera Paint  | 1 gallon per color/minimum 3 colors |  |  |  |
| Easel Paper, 18x24 or 16x22 | 2 reams |  |  |  |
| Materials for three-dimensional creations (examples)* small boxes
* coffee filters/cupcake liners
* straws
* paper plates
* pie plates
* pipe cleaners
* cardboard tubes
* cups
* jar lids
* small wood pieces
 | Minimum of 3 types |  |  |  |

|  |
| --- |
| Music |
|  | **Required**(number of items) | **Existing** (number of items) | **Pre-K Funds** (number of items) | **DECAL Office Use Only** |
| Containers/bins for storage of materials | As needed |  |  |  |
| Device for playing music for all students to hear (CD Player, iPod/mp3 player with speaker, cassette tape player, etc.). **Must be separate from listening center.** | 1 |  |  |  |
| Musical Props\* (examples)* scarves
* ribbons
* streamers
* bean bags
* paper plates
* small pool noodles
 | Minimum of 2 types/20-22 per type |  |  |  |
| Musical instruments, variety (bells, tambourine, triangle, maracas, rhythm sticks, etc.) | 20-22 |  |  |  |
| Age-appropriate CDs, or cassette tapes or playlist on iPod/mp3 player, etc. (examples)* children’s songs
* classical
* jazz
* nature sounds
* dance
* foreign language
* multicultural
 | Minimum of 3 |  |  |  |
| Physical Development |
|  | **Required**(number of items) | **Existing** (number of items) | **Pre-K Funds** (number of items) | **DECAL Office Use Only** |
| Age-appropriate mobile equipment (examples)* balls
* hoops
* parachute
* wagons
* tricycles
* scooters
* plastic bats/balls
* catching games/gloves
* cones for obstacle course
 | Minimum of 3 types |  |  |  |
| Helmets | Required when riding vehicle(s) |  |  |  |

|  |
| --- |
| **General Classroom Environment** |
|  | **Required**(number of items) | **Existing** (number of items) | **Pre-K Funds** (number of items) | **DECAL Office Use Only** |
| Tables | Seating for 20-22 children |  |  |  |
| Chairs | 20-22 |  |  |  |
| Cubbies/Lockers | 1 space per child |  |  |  |
| Cots/Mats and Sheets | 20-22 cots/mats25-27 sheets |  |  |  |
| Chart Tablets, blank | 3 |  |  |  |
| Chart Stand  | 1 |  |  |  |
| Area Rugs | As needed |  |  |  |
| **General Classroom Technology, Assessment Supplies, & Curriculum** |
|  | **Required**(number of items) | **Existing** (number of items) | **Pre-K Funds** (number of items) | **DECAL Office Use Only** |
| **Classroom technology** |
| Tablet (ex: iPad, Samsung Galaxy, Android, Kindle, other) | If needed |  |  |  |
| Printer (teachers need access to a printer for lesson plans, assessment, etc.) | If needed |  |  |  |
| iPod/ iPod Docking Sound Station | If needed |  |  |  |
| Bluetooth Speaker | If needed |  |  |  |
| Accessories for Tablet (covers, keyboards, Apps) | If needed |  |  |  |
| **Assessment Supplies** |
| Digital Camera (not needed if assessment photos are taken on another device from which photos can be uploaded) | 1 |       |       |       |
|  Desktop/Laptop/Notebook Computer | 1 |  |  |  |
|  Folders | If needed |  |  |  |
|  Clipboards | If needed |  |  |  |
| **Curriculum** |
| Pre-K Approved Curricula\*\*refer to the Pre-K Operating Guidelines for a list of approved curricula | 1 |  |  |  |

\*Note: The Basic Materials List has been revised to reflect the transition in class size from 20-22 students for the 23-24 school year.

***Director/Principal Signature:***

***Date Submitted:***      /     /

***Grand Total of Order: $     \_***

***Pre-K/Quality Support Specialist:***

***Date Reviewed:*** ***/     /***

***Initial Start-Up Order Approved:*** ***Yes [ ]  No [ ]***

***Date:      /     /***