— TEACHER TOOLKIT —

PREP CHECKLIST

Everything you need to print, gather, and bookmark before launching the solar system unit

★ **HOW TO USE:** Run through this checklist 2–3 days before you start the unit. The whole prep takes about **45 minutes** the first time you teach this — much less in future years. Tick boxes as you go. Don't try to do it all in one sitting.

📄 PRINT IN ADVANCE

- [ ] **Master Solar System poster** ×1
  For the wall on Day 1. Letter or A4. Optional: laminate.
- [ ] **Per-planet display posters** ×8
  One for each planet — put them up as you cover each.
- [ ] **Comparison fact sheets (kid version)** CLASS SET
  One per student for the inner-planet review on Day 5.
- [ ] **Reading passages (matched to your students' levels)** CLASS SET
  3 levels available — print whichever level matches each reader. 8 planet sets total.
- [ ] **Worksheets (one per planet you cover)** CLASS SET ×8
  Print just before each planet's lesson — saves paper if your week shifts.
- [ ] **Coloring pages (early-finisher / homework option)** SOME
  Don't need a full class set — keep a stack on hand.
- [ ] **Scale model handouts (sizes & distances)** ×2
  Use during Day 1 (toilet paper) and Day 9 (walk-the-solar-system).

🎲 FOR THE FINAL WEEK

- [ ] **Bingo boards (multi-page PDF)** PRINT 4–5X
  PDF has 6 unique boards. Print 4–5 copies of the whole PDF and you'll have 24–30 different boards.
- [ ] **Caller's sheet** ×1
  For your desk during Bingo — one is enough.
- [ ] **Memory Match cards** ×2–3 SETS
  Print multiple sheets, cut, store in envelopes. One set per group.
- [ ] **Trivia Deck (4 pages)** ×1 SET
  Print and cut once — reuse year after year. Store in an envelope or rubber-band.
- [ ] **End-of-Unit Assessment** CLASS SET
  Print the day before, not earlier (avoids "lost in desk" problems).

🛒 GATHER MATERIALS

- [ ] **Roll of toilet paper** ×1
  For Day 1 toilet-paper-universe scale activity.
- [ ] **Crayons / colored pencils** CLASS SET
  For coloring pages and Mars rover design activity.
- [ ] **Paper plates** CLASS SET
  For Saturn lesson plan paper-plate-Saturn activity.
- [ ] **String + measuring tape (optional)**
  For walk-the-solar-system distance activity on Day 9.
- [ ] **Magnet + iron filings (optional)**
  For Earth lesson plan magnetic-field demo. Skip if not available — discussion alone works fine.
- [ ] **Scissors + envelopes** ×3
  For Memory Match and Trivia Deck card sets.

💻 SET UP & SEND

- [ ] **Bookmark planetsforkids.org/teachers**
  Pin the tab — you'll come back to it during the unit.
- [ ] **Download the 8 PowerPoint decks** ×8 .PPTX
  Save locally so you're not relying on Wi-Fi mid-lesson.
- [ ] **Send the parent letter home** FRIDAY BEFORE
  Customize, print, send home in folders. (Toolkit includes editable template.)
- [ ] **Print Junior Astronomer + Expert certificates** CLASS SET
  Print blank — fill in names by hand on award day. Looks more personal.
- [ ] **Read through the Scope & Sequence**
  5-minute orientation. Pin it above your desk for the unit.
- [ ] **Clear bulletin board space**
  You'll add planet posters across 2 weeks. Plan one wall.

★ **FIRST-TIME TIP:** Don't try to do everything in this checklist your first year. Pick the bare essentials (PowerPoints, worksheets, one or two posters, the assessment, certificates) and add more layers next year. The hub is designed to be a buffet, not a forced march.