

## Education Guide 2023-2024

### Procedure for Ed. Home Visits & Parent- Teacher Conferences

**1<sup>st</sup> Education Home Visit-** Complete immediately after child is **ACCEPTED** up to 30 days after **ENROLLMENT**.

**1<sup>st</sup> Parent Teacher Conference-** Immediately after TSG Assessment up to November 30<sup>th</sup>.

**2<sup>nd</sup> Education Home Visit-** Immediately after TSG Assessment up to March 31<sup>st</sup>.

**Final Parent Teacher Conference-** Immediately After TSG assessment up to the last day of school for your program.

### Finalization of Progress Checkpoints:

To be completed on Teaching Strategies Gold during 3 checkpoint seasons:

**Fall:** September 1<sup>st</sup> - November 30<sup>th</sup>

**Winter:** Dec 1<sup>st</sup> - February 28<sup>th</sup>

**Spring:** Feb 16<sup>th</sup> up to one week before school is out

**\*\* REMEMBER** your final Parent/Teacher Conference should be on COPA by the **last day** for your Head Start kids.

### Parent Teacher Conferences:

#### 1<sup>st</sup> Parent Teacher Conference

- Conference to be completed between November 1<sup>st</sup>-November 31<sup>st</sup>
- Discuss Fall Checkpoints
- Re-Cap of the School Readiness Goals
- Discuss the Development and Learning Report from TSG
- Discuss the Brigance Teacher Questionnaire

2<sup>nd</sup> Parent Teacher Conference (***Begin after printing off the Class Profile Report from TSG***)

- To be completed (and posted on COPA) **by the last day of school for your program.**
- Discuss Spring Progress Checkpoints
- Items of Discussion to be marked: TS Gold Results, School Readiness, and Classroom Events
- Update the Parents on Teaching Strategies Gold Assessment
- Summer Planning with the Family- 2 Home Activities for Summer

Staff will use the Development and Learning Report found on Teaching Strategies GOLD under the “Reports” tab to give parents up-to-date printed TSG information during Parent/Teacher Conferences.

Education Home Visits:

**1<sup>st</sup> Education Home Visit:**

- **Conducted after child is ACCEPTED into Head Start up to 30 days of enrollment.**
- Introduction of School Readiness Goals and Discussion. Discuss our curriculum, upcoming classroom events, child health, attendance, volunteering, developmental screening results, etc.

**2<sup>nd</sup> Education Home Visit:** (Begin after printing off the Development and Learning Report from TSG)

- Visits to be completed between February 1<sup>st</sup> - March 31<sup>st</sup>
- Discuss Winter Checkpoints
- Items of Discussion to be marked: Screening Results, TS Gold Results, School Readiness, Classroom Events, Attendance
- Re-Cap of School Readiness Goals
- Discuss the updated Development and Learning Report”

**\*Staff may discuss other topics with Parents/Guardians; however, the above items are required.**

**Class Profile Report:** Print out and place in the front of the Lesson Plan book after each checkpoint:

- **December 1<sup>st</sup>-5<sup>th</sup>**
- **March 1<sup>st</sup>-5<sup>th</sup>**
- **May 1<sup>st</sup>-5<sup>th</sup>**

Remember: The Class Profile Report is found under the REPORTS tab of TSG. You will not want to print off this report until all your assessments are completed/finalized.

### Lesson Plans:

- Use the information from the Class Profile Report to individualize on the lesson plans- this one is kept with the teaching staff and on the teacher's desk out of the parent's view.
- Post weekly lesson plans in a visible area (Parent friendly) in the classroom. (Ex. on or close by the entrance or exit door). This will not be on the individualized copy.
- Please be sure that you are writing what lesson you are covering in Second Steps on your lesson plan. Example: Unit 1 Week 2: Listening.
- Make sure that if your program is only in session for four days a week, that you are removing Friday from your lesson plan before posting. Be sure that there is a date on your lesson plan.

### Observation Notes:

- At least one note per dimension
- Type in the number of notes needed to have one note per dimension then continue adding notes each week.
- Write an in-depth description of occurrence/observation in detail when entering the note on Teaching Strategies GOLD. Make sure your note supports the dimension you've chosen.
- Individual notes are to be written on children each week.
- **Only one (1) GROUP NOTE each week is an option.**
- **Keep in mind that Grantee office managers will be asking to see your written notes. This will be a finding if they are not present with you in the classroom during the observation.**

### Emergency Preparedness:

- Fire drills are to be conducted at least 1 time per month.
- Earthquake drills are held at least 3 times during the program year
- Tornado drills are held during the first full month of the school year and during the months of February, March, and April.
- Bus evacuation drill is conducted within the 1<sup>st</sup> full week of school and at least 2 more times during the school year. Document these on your lesson plan and your emergency drill forms.
- Bus and Pedestrian safety training is conducted within the first 30 calendar days of a child's enrollment. **Any new child and parent will need bus and pedestrian safety training.** These must be documented, and parents must sign statement of participation.

