

2017-2018 In-Service

Changes in Forms for the School Year

- 1. Update of the Parent/Teacher Conference and Education Home Visit process: 1) Education Home Visit (first 30 days) 2) Parent-Teacher Conference 3) Education Home Visit 4) Final Parent-Teacher Conference**
2. During your first Education Home Visit, you will be discussing the School Readiness Goals with the parent(s) and leave a copy of this with them. You will circle (yes) that the parent received a copy of the School Readiness Goals.
3. The Head Start parent(s) will receive the Development and Learning report during **the first Parent Teacher Conference, The second Education Home Visit and the second (Final) Parent Teacher Conference.**

Make sure that you circle (yes) the parent received a copy of the Development and Learning Report. Also notice on the Education Home Visit that you have checked/marked a location. If the location is other than Home then please give a reason. **Please make sure that you have listed a reason **if** the visit is held at SCHOOL or OTHER as the Education Home Visits are meant to be held in the child's home.

Daily Schedule

1. Please submit your classroom daily schedule to your Director/Ed. Coordinator. The schedule is due no later than 14 days after the beginning of school. They (Director/Ed. Manager) will then submit those schedules to your Team Manager at the Grantee Office.
2. If there are **any** changes in the schedule you must **resubmit** it.
*Stay on top of this. Your Team Manager will go by this when scheduling CLASS, as well as any other routine Classroom Observations.

The following are important topics that are listed simply for us to go over again as a reminder:

1. **After** you complete the 2nd Education Home Visit, and the 1st Parent/Teacher Conferences, make sure your parents have chosen their two activities. Bring the other two activities back to the classroom and place them in a notebook/Lesson Plan Book/Folder, also found on your desk. You will begin using these activities in the classroom with the children and these will be noted on the lesson plan each week: usually/almost always, during small group times.

2. ****IF** any of the Education Home Visits take place anywhere, **other than the home**, you **will not** mark the box on COPA beside of “Required Visit.” Continue to mark the Required Visit box for each of the Education Home Visits that are conducted in the child’s home.
3. I will be monitoring all TSG information in the upcoming year for all delegates. If you have questions concerning TSG, please let me know as soon as you see a problem.
4. ****TSG-** If a child **enrolls** on/after the date (below), he/she will need to be added to Teaching Strategies Gold the first day of the NEXT checkpoint season:
 - Fall:** *September 18th – This child will not need to be added to TSG until November 1st.*
 - Winter:** *December 11th – This child will not need to be added to TSG until February 1st.*
 - Spring:** *March 1st – This child will not need to be added to TSG until he/she returns next fall season.*

Lesson Plans

1. REMEMBER: Lesson plans are due one (1) week in advance. That means you **must** submit your lesson plan the Monday (one full week) **before** it will be used in the classroom. You also must get an approval before it is used. Be sure to make changes that are suggested by your Delegate Director or the Delegate Education Manager.
2. Your Lesson Plans will need to be kept in a folder on your desk. Post the most current on a wall with Teacher & Assistant signature/initials. **Children’s initials are not to be on this copy of the Lesson Plan.**
3. After each assessment, you will need to print out the Class Profile Report found on TSG and place this in the front of the Lesson Plan folder. This report will help you while individualizing on your lesson plan. (See Attached)
4. **REMEMBER: *Begin individualizing on your lesson plans within the first two weeks of school by using the Individual children’s initials throughout (for your copy). The Lesson Plan on the wall will have you and your assistant’s initials, but will NOT have the children’s initials on it.***
5. Make sure all areas are complete ***and detailed*** on the lesson plan, so a sub can follow your plans.

Pedestrian and Bus Safety Plus the First Bus Evacuation Drill

1. Must be conducted within the first full week of school. (1st 30 days for Head Start policy). ***Two more bus evacuation drills will need to be completed by the end of the school year.***
2. These will need to be noted on your lesson plan.

Classroom Cleanliness

1. It is very important that you keep your materials clean and in good condition.
2. IF something is missing pieces/broken: Discard of this!
3. Once a week you should deep clean all materials. As our friend Tammy Taulbee says, "Germs don't wait until Friday to come out!" So....you will need to clean daily and once a week, do a MAJOR cleaning!!

FYI

1. *REMEMBER:* On occasion, we will video some things and discuss it with the teacher and assistant during our visit.
2. *When we are conducting CLASS—emphasis will ALSO be on the Assistant as well as the Lead Teacher. Look over the CLASS information and be prepared. You may want to post notes in centers to help you remember how to begin questioning. (Why/How and building on the answers giving continuous feedback)*
3. Fire/Tornado/Earthquake/Bus Evacuation drills (attached). Record all drills on forms. As you already know, these must be posted.