

# 2021-2022 In-Service

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## **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. \*\*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 2<sup>nd</sup> Education Home Visit, and both Parent/Teacher Conferences, make sure your parents have chosen their two activities, from a total of 4 printed activities. After the parents select the two they wish to

work on with their child(ren), discard the other two activities. Due to new lesson plans – SUPPLEMENTAL curriculum, all activities are planned. There isn't a need to utilize *these at this point...UNLESS there is an activity that you may find beneficial to add to the provided lesson plan.*

***The ONLY reason you're taking the 4 activities to the parent is to give them choice. They MUST choose from the activities in order for us to be able to say that they were able to make a decision concerning their child(ren)'s academic wellbeing.***

2. I will be monitoring all TSG information in the upcoming year for all delegates. This is pertaining to: Observation notes, reports and Interrater Reliability. (Development & Learning, Documentation Status and Assessment Status). If you have questions concerning TSG, please let me know *as soon as you see a problem.*
3. **“NOT OBSERVED” will only be used on the Fall Checkpoint on TSG. As children transition from virtual to in person learning, you will need to write at least 1 observation note per dimension for the Winter and Spring Assessments.**
4. Make sure that you **DO NOT** score children as **“NOT YET”**. **These notes MUST be scored a “1” and “DIMENSION DOES NOT APPLY” MUST be in the note.**
5. **\*\*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 18<sup>th</sup> – This child will not need to be added to TSG until November 1<sup>st</sup>.*

**Winter:** *December 11<sup>th</sup> – This child will not need to be added to TSG until February 1<sup>st</sup>.*

**Spring:** *March 2<sup>nd</sup> – This child will not need to be added to TSG until he/she returns next fall season.*

## ***Lesson Plans***

1. ***For the school Year 2021-2020 we will go back to using the Mandatory Lesson Plans provided for you. We will not be using the Lesson Plan that was provided last school year for virtual learning.***
2. If your students are virtual and you are doing the same Lesson Plan activities, then you will not be required to complete a separate Lesson Plan. If your activities differ from that of the in person children, **YOU MUST** complete a separate Lesson Plan.
3. One (**current**) copy of your Lesson Plan will need to be kept in a folder on your desk (This is the copy that will show individualization). Always post the

most current lesson plan on a wall. **Children's initials are not to be on this copy of the Lesson Plan.**

4. 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.
5. **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).**

### ***Pedestrian and Bus Safety Plus the First Bus Evacuation Drill***

1. Must be conducted within the first full week of school. (1<sup>st</sup> 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 written in on your lesson plan.

### ***Room Arrangement/Centers***

1. The Library and Block Area **MUST** be enclosed on three sides so that there is only one way into the center in order to minimize outside interruptions and foot traffic.
2. Rugs should be added back into the centers and Circle Time areas.
3. Materials should be added back into the centers for this school year **UNLESS**, specifically told by your School District that you cannot have something in your classroom. (dress up clothes, art materials, sand/water, stuffed animals, etc.) **The Director must provide a statement saying that the School System does not allow the materials in your classroom.**

### ***Classroom Display***

Please make sure you have all of the Required Classroom Display posted in your classroom. When your Team Manager comes out to your classroom, they are looking for this display. **Classroom Display Requirements** can be found on the BSACAP Head Start Website under **FORMS and Education/Classroom.**

### ***Behavior Management System***

Each Program is required to utilize a Behavior Management System in each classroom. This can be a tree (made out of bulletin board paper) with birds (with

children's individual names on them) that start out each day on the branches of the tree. As you see them not making good choices they would fall down the tree a little. The bird's would then rise throughout the day as you catch children following classroom rules, listening rules, using manners, etc.. ***Please remember that you will not leave a child at the bottom of the tree or if you have to move them down for any reason for a long period of time. These Behavior Management Systems are meant to be used in a positive manner. You will be able to find something positive to see in every child throughout the day. The main thing is to be consistent, (explaining the rules and your expectations to the children) and to use your Behavior Management System every day.***

### ***Classroom Cleanliness***

1. **You are not required to post a Cleaning Plan unless your School District requires it for this school year.**
2. It is very important that you keep your materials clean and in good condition.
3. If something has missing pieces/broken: Discard it!
4. Once a week you should deep clean all materials. You will need to clean daily and once a week, do a MAJOR cleaning!!

### ***Important Changes***

1. Education Home Visits ***MUST*** be conducted in the home this school year unless your School District does not approve.
2. ***We will be conducting a Pre/Post CLASS Observation this school year.***