

Education Guide 2021-2022

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

~~1st **Education Home Visit** - Complete immediately after child is
ACCEPTED up to 30 days after ENROLLMENT.

~~1st **Parent-Teacher Conference** - Immediately after TSG assessment
up to **December 31st.** (In person)

~~2nd **Education Home Visit** - Immediately after TSG assessment up to
March 31st. (In person)

~~**Final Parent-Teacher Conference** – Immediately after TSG assessment up to one week
before school is out for your program. (In person)

Finalization of Progress Checkpoints:

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

Fall – **November 1st-30th**

Winter- **February 1st-28th**

Spring- **April 15th 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:

1st Parent Teacher Conference

- **Conference to be completed between November 1st-December 31st**
- Discuss Fall Checkpoints
- Re-Cap of the School Readiness Goals
- Discuss the “Development and Learning Report” from TSG
- Discuss the Brigance Teacher Questionnaire

2nd (Final) Parent Teacher Conference (*Begin after printing off the Class Profile Report TSG*)

- To be completed (and posted on COPA) **one week before school is out for your program**
- Discuss Spring Progress Checkpoint
- 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 “Reports” tab in order to give parents up-to-date printed TSG information during Parent/Teacher Conferences. See Below:

Education Home Visits:

1st Home Visit:

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

2nd Home Visit: (*Begin after printing off the Development and Learning Report TSG*)

- Visits to be completed between **February 1st- March 31st**
- Discuss Winter Checkpoints
- Re-Cap of School Readiness Goals
- Discuss the updated “Development and Learning Report”

(Staff may discuss other topics with parent/guardian(s). However, the above items are required.)

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

- **December 1st-5th**
- **March 1st-5th**
- **May 1st-5th**

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

- **SPECIAL NOTE:** Look at the data from the Class Profile Report **ESPECIALLY** for the returning kids. You will want to show progression for those children. Example: Jude’s Spring report shows that he scored a 5 on obj/dim 9d-Tells about another time or place. SO...you would want to prompt Jude’s thought process to ensure that he begins the Fall assessment at a level 5 on preliminary levels, when scoring.

Lesson Plans:

- Use info from Class Profile Report to **individualize** on lesson plan-**This one** is Kept with teaching staff and on teacher’s desk
- Post weekly lesson plans in a visible area (PARENT FRIENDLY) in the classroom (e.g. on or close by the entrance/exit door)-Not individualized (confidentiality)

Observation Notes:

- At least 1 per dimension

- Type in the amount of notes needed to have 1 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 dimensions you've chosen.
- **Observations (Keep in mind): 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.**
- **Individual** notes are to be written on children each week.
Only One (1) GROUP NOTE each week is an option.

~Observation notes can be viewed during a virtual observation. Please make sure to continue writing notes each week for children.

Emergency Preparedness:

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