

Education Guide 2017-2018

NEW 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 November 30.
- **2nd Education Home Visit** - Immediately after TSG assessment up to February 28.
- **Final Parent-Teacher Conference** - Immediately after TSG assessment up to Last Day of School.

Finalization of Progress Checkpoints:

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

Fall - October 1st-31st

Winter- January 1st-31st

Spring- April 1st-Last Day of HS

*REMEMBER: Your final Parent/Teacher Conference should be on COPA by the *last day* of Head Start.

Parent Teacher Conferences:

1st Parent Teacher Conference

- Conference to be completed between October 1st-November 30th
- 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) from **April 1st-Last day for Head Start**
- ✦ 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.

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 **Leave a copy with the parent-circle this on the Education Home Visit form.
- ✦ 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- February 28th
- 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

- November 1st-5th
- February 1st-5th
- May 1st-5th

Lesson Plans:

- Due 1 week in advance
- 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 in the classroom (e.g. on or close by the door)-Not individualized (confidentiality)
- **Make sure teacher & assistant have signed/initialed these**

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.
- **Individual** notes are to be written on children each week. **Only One (1) GROUP NOTE** each week is an option.

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.
- 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.

Education Time Line 2017-2018

1st Full Week of School

Bus Evacuation Drill-For School District

Head Start Requires completion within first
30 Calendar days of the beginning of school.

1st 30 days of school

- Tornado drill
- Fire drill ***Remember: Fire drills conducted MONTHLY**

As children are accepted into Head Start and within 30 days of enrollment:

- 1st Education Home Visit Conducted

Within 30 days of enrollment:

- Bus and Pedestrian Safety Training
Staff training parents and children on proper way of getting on/off bus, hand-in-hand release, monitor walking child over to parent/parent walking over to bus to get child

October

- Fall Checkpoint *Finalize between October 1st- October 31st
- Fire Drill
- Earthquake Drill

November

- Nov. 1st-5th Print out the Class Profile Report (TSG)
 - Use this to help in individualizing on Lesson Plans
 - Place this in front of the Lesson Plan Notebook
- 1st Parent-Teacher Conference *Completed and on COPA by Nov. 30th
- Fire Drill

December

- Fire Drill

January

- Winter Checkpoint *Finalize between Jan. 1st-January 31st
- Fire Drill
- Earthquake Drill

February

- Feb. 1st-5th Print out the Class Profile Report (TSG)
 - Use this to help in individualizing on Lesson Plans
 - Place this in front of the Lesson Plan Notebook
- Tornado Drill
- Fire Drill
- 2nd Education Home Visit *Completed and on COPA by February 28th.

March

- Tornado Drill
- Fire Drill

April

- Spring Checkpoint *Finalize between April 1st- Last Day for Head Start
- Tornado Drill
- Fire Drill
- Earthquake Drill

May

- May 1st-5th Print out the Class Profile Report (TSG)
 - Place this in front of the Lesson Plan Notebook
- 2nd (Final) Parent Teacher Conference *Due on COPA by the last day of **Head Start**.
- Fire Drill

**These dates are subject to change due to weather.