

# Education Guide 2020-2021

## 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**. (**Conducted virtually**)
  
- ~~1<sup>st</sup> **Parent-Teacher Conference** - Immediately after TSG assessment up to **December 31st**. (In person)
  
- ~~2<sup>nd</sup> **Education Home Visit** - Immediately after TSG assessment up to **March 31st**. (**Conducted virtually**)
  
- ~~**Final Parent-Teacher Conference** - Immediately after TSG assessment up to Last Day of School. (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-Last Day for HS kids

\*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>-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

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

- ✦ To be completed (and posted on COPA) from **April 15<sup>th</sup>**-**Last day for Head Start children**
- ✦ 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:**

#### **1<sup>st</sup> 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.

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

- Visits to be completed between February 1<sup>st</sup>- March 31<sup>st</sup>
- 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 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 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. This means hand-written. **Not using phones. People (in your schools) are getting the idea that Head Start staff are staying on their cell phones all of the time.** 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 1<sup>st</sup> 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 2020-2021

### 1<sup>st</sup> Full Week of School

Bus Evacuation Drill-For School District

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

### 1<sup>st</sup> 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:

- 1<sup>st</sup> Virtual Education Home Visit Conducted: This means that your first "virtual" Ed. Home Visit can be conducted BEFORE school starts.

### 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

- Fire Drill
- Earthquake Drill

### November

- Fall Checkpoint \*Finalize between November 1<sup>st</sup> - November 30<sup>th</sup>
- Fire Drill

### December

- Dec. 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
- 1<sup>st</sup> Parent-Teacher Conference (In person) ~ Completed and on COPA by December 31<sup>st</sup>
- Fire Drill

### January

- Fire Drill
- Earthquake Drill

## February

- Winter Checkpoint \*Finalize between Feb. 1<sup>st</sup>- Feb. 28<sup>th</sup>
- Tornado Drill
- Fire Drill

## March

- Mar. 1<sup>st</sup>-5<sup>th</sup> 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
- 2<sup>nd</sup> Virtual Education Home Visit \*Completed and on COPA by March 31<sup>st</sup>.
- Tornado Drill
- Fire Drill

## April

- Spring Checkpoint \*Finalize between April 15<sup>th</sup>- Last Day for Head Start
- Tornado Drill
- Fire Drill
- Earthquake Drill

## May

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

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