

Expectations of Classroom Staff

Identification and Intervention:

Complete screenings on every within 30 days of first day of enrollment:

Denver II Developmental screening

All screenings are to be completed in collaboration with parents, you should:

- be familiar with screening tools
- check file for parental permission

GOLD assessment within 30 days

Temperament Chart within 30 days

(for full day enrollees) – napping patterns at Open house

Weekly observations of every child, documented in central location (at least one per domain per month)

Referrals made within 90 days of enrollment

Developmentally Appropriate Curriculum & Individualized Programming

Be knowledgeable about Head Start Outcomes (indicators and domains)

Be knowledgeable and capable of interacting with the Pennsylvania Early Learning Standards

Post a daily schedule that reflects individual needs

Be competent to verbalize child's developmental levels to parents and other staff

Incorporate DAP into home visit plan to educate parents/ caregivers

Read and discuss related resources provided by supervisor

Utilize available resources

Staff and parents/ caregivers develop and update regularly individual plan for their child

Staff and parents participate in IEP meetings and update IEP goals on a regular basis

Maintain portfolios for each child and review with parents on home visits and during parent teacher conferences

Integration of health, nutrition and mental health

Post emergency information

Maintain emergency information for each child

Follow medication procedures when necessary

Practice vehicle safety, fire safety and emergency evacuation drills

Enforce hand washing procedures

Maintain first aid kit

Include in daily routines: mealtime, food preparation, nutrition education, toothbrushing, individualized GM experiences

Partnership with Families:

Contact with parents/ caregivers should include but is not limited to an exchange of information regarding the child's strengths, progress interests, concerns, updating and discussing child's individual plan, family dynamics.

Initial home visit as well as initial visit to the classroom (Open House) should introduce curriculum, classroom routine, ways parents can be involved, child outcome domains, Pa. Early Learning Standards, assessment process and referral process

Minimum of two home visits per family per year

Minimum of two parent teacher conferences in school environment per family per year

Classroom orientation in coordination with family partners

Individualized notes home to parents daily

Plan activities for each parent volunteer based on needs and readiness

Support parents to ensure successful learning experiences

Professional Development

minimum of 24 hours of training completed yearly

PDR's to be completed and updated on a regular basis

always strive to continue learning and growing

identify and work on yearly individual and classroom goals

Expectation Reminders:

- Children must wash hands upon entry to classroom
- Greet every child and parent who comes into your room
- Have equal amounts of male and female clothing in dramatic play area
- Add more environmental print items in dramatic play area – food boxes, phone books, magazines, etc (things you would normally find in your home)
- More children's dictation of words/stories about art work
- More pictures that represent a diversity of families (real family pictures are best – share Angela's pictures in frames; Coolbaugh family tree)
- All labels in place with words in languages of children in group
- The behavior protocol should be out to all families and all family's signed form to Pat Foley
- Outdoor planning is the same as indoor – plan for every domain area every week – try to prevent more than one class out at a time – okay occasionally when group needs extra time outdoors but on a regular basis should have a schedule so only one group goes out at a time. This will allow for individualized planning to occur outdoors as well as indoors. Remember, other than toileting, anything that you do indoors can be done outdoors.

Review Reminders:

- Be sure you are following your daily schedule unless you need to change it to meet an individual or group need – make sure your daily schedule is in a conspicuous place so the reviewers can see it easily
- Follow your Weekly Plan
- Do not try to do something brand new – repeated or familiar activities where you know the outcomes for your group will be most successful
- Do not stress out when behaviors occur – do what you usually do – implement behavior plan, practice positive discipline, ask for help, implement the behavior protocol
- Meal times – use silverware (all three utensils), sit with children, converse with children, let children be independent as best they can – any concerns?
- Children in bathrooms are considered out of sight (unsupervised) unless a staff person checks in on the child a few times – you can just glance in the door
- Remember if you step out of the room for any reason you need to check to see that you are in ratio. Only in emergency situations can you use TSS/BSC/therapists for ratio.
- Display your best children's literature – no torn or dirty books

What are your challenges?

- Fitting cots into small environments to allow for proper space in between other cots