

# New Teacher/Home Visitor/Staff Training

NESD Head Start  
Main Office - 200 S. Harrison St. #1  
Aberdeen, SD 57401  
605-229-4506

Education Coordinator: \_\_\_\_\_

Phone: \_\_\_\_\_ Email: \_\_\_\_\_

Head Start Public Website: <http://www.nesdhs.org>

Head Start Staff Website: <http://www.nesdhs.org/employeesite.html>(access/print forms, review policies)

<b><u>GENERAL INFORMATION:</u></b> .....	<b>1</b>
<b>Accessing Email Remotely</b> .....	
<b>Websites/User Names/Passwords</b> .....	
<b>Performance Standards – access on ECLKC</b> ( <i>http://eclkc.ohs.acf.hhs.gov/hslc</i> ) .....	
<b>ECLKC</b> ( <i>http://eclkc.ohs.acf.hhs.gov/hslc</i> ).....	
<b>Program Calendar</b> .....	
<b>Policy Council &amp; Board</b> .....	
<b>Organizational Chart</b> .....	
<b><u>Mandatory Training:</u></b> .....	<b>2</b>
<b><u>BEGINNING OF SCHOOL YEAR:</u></b> .....	<b>3</b>
<b>Screening Procedures/Screening Questions</b> .....	
<b>Timeline of Requirements (Reference for Weekly/Monthly Tasks/Due Dates)</b> .....	
<b>Family Orientation Guidelines</b> .....	

**FORMS/PROGRAM INFORMATION:.....**

**Attendance..... 4**

Policy (*employee website under Program & Admin.*)

Accessing/Printing from ChildPlus – **Printed, completed and turned in weekly**

**Child Screening/Assessment/Children’s Portfolios..... 5**

DIAL4 Developmental Screening – **EC completes with in child’s 1<sup>st</sup> 45 days, refers if needed**

DIAL4/GOLD Correlation – **Use to enter assessment information from DIAL into GOLD**

Teaching Strategies GOLD–“**Objectives for Development & Learning**” & [www.teachingstrategies.com](http://www.teachingstrategies.com)

Ideas for Child Portfolios – **Use for ideas of types of work sampling to keep for each child’s portfolio**

**Child Files..... 6**

Center Files Checklist – **Kept at the front of each child’s Education File – reference for file contents**

Home Base Files Checklist – **Kept at the front of each child’s Education File – reference for file contents**

Sample Child File (look at past year’s) – **(Second year children should have colored paper between years)**

**Classroom Environment/Health & Safety..... 7**

**Set Up**

Sample Daily Schedules – **Post, turn in to EC and Main office at beginning of year and if changes made**

Creative Curriculum “**The Foundation**” & “**Interest Areas**” – **Use as guide when setting up classroom**

Creative Curriculum – The Fidelity Tool for Teachers – **See “Timeline of Requirements”**

(Home Base – some exceptions – see list)

Creative Curriculum – The Fidelity Tool for Administrators - **EC fills out and reviews with Teacher/HV**

**Health & Safety**

Cleaning Schedule (*employee website under Education*) – **Used and posted in classroom**

Environmental Health & Safety Checklist (*employee website under Education*) **See “Timeline of Requirements”**

Health and Safety Screener (*employee website under Education*) – **See “Timeline of Requirements”**

Emergency Cards – Printing/Updating – **See “Timeline of Requirements”**

Emergency Preparedness Log (*employee website under Education*) – **See “Timeline of Requirements”**

First Aid Kit Requirements (*employee website under Health & Nutrition*)

**CLASS..... 8**

“**CLASS Dimensions Guide**” (*employee website under Education*) – **Reference for CLASS skills**

Training for CLASS - [www.myTeachstone.com](http://www.myTeachstone.com) (user name & password page)

**Classroom Management..... 8**

Creative Curriculum / Resources– **Used for children with difficult behaviors – work with EC & MHM**

Behavior Plans – Steps 1, 2, 3 – **Used for children with difficult behaviors – work with EC & MHM**

**Coaching.....(all forms found on employee website under Education).....9**

Coaching Plan

Needs Assessments – T/HV/TA – **fill out at beginning of each school year to identify needs**

Coaching Contract– T/HV/TA – **fill out at beginning of each school year with coach**

Coaching House Framework – **Reference for coaching purpose**

TLC – PLAN Form and / Sample Form –**Filled out during each TLC meeting and during reflection**

TLC – Attendance Form - **Filled out during each TLC meeting**

<b>Communication</b> .....	<b>10</b>
Staff List/Numbers	
Thumbkin – Office Assistant emails out weekly with projected schedules of coordinators/managers	
Weekly Staff Meeting Report ( <i>employee website under Education</i> ) – filed at site weekly after meeting	
Monthly Teacher/FSC/EC Meetings ( <i>employee website under Education</i> ) – Each member keeps notes	
Monthly Parent Meetings – Teachers/Home Visitors encouraged to attend/report/assist with activities	
<b>Conferences/Home Visits</b> .....	<b>11</b>
Initial Home Visit/“ <b>Parent Packet</b> ” – Reviewed with family by Teachers/HV/FSC upon enrollment	
Authorization – Entering into ChildPlus (Services / Application / Authorizations) family signs-enter CP	
Center Home Visit/Conference Form – Review during each of 2 Conferences/2 HV annually – sign/dated	
“ <b>Transition Packets</b> ” – Reviewed and given to families transitioning to Kind. – Winter Family Conference	
How to Enter Home Visits/Conferences into ChildPlus – (Services/ Education / Add Event / Choose...)	
<b>In-Kind</b> ( <i>employee website under HR/Finance/Technology.</i> ).....	<b>12</b>
General In-Kind Form– Filled out by anyone donating goods/volunteering time to Head Start	
Volunteer Time & Transportation - Filled out when group / repeated volunteering occurs	
<b>Lesson Planning</b> .....	<b>13</b>
Sample Lesson Plans ( <i>Creative Curriculum, Volume 1 – The Foundation</i> )	
Creative Curriculum for Preschool, 6 <sup>th</sup> Edition – Training / Studies	
Entering on Teaching Strategies GOLD – <a href="http://www.teachingstrategies.com">www.teachingstrategies.com</a>	
“ <b>Second Step – A Violence Prevention Curriculum</b> ” & Requirements ( <i>employee website under Education</i> )	
<a href="http://www.secondstep.org">www.secondstep.org</a> (user name & password page)	
<b>Policies &amp; Procedures</b> ( <i>employee website under Program &amp; Admin.</i> ) <b><u>REVIEW</u></b> .....	<b>14</b>
<b>Personal Forms</b> ( <i>employee website under Program &amp; Admin.</i> ).....	<b>15</b>
Timesheet - Filled out every 2 weeks – Scan/email to supervisor by 12:00 Friday, mail original	
Mileage & Misc. - Filled out to receive pre-approved reimbursements (for mileage or misc. items)	
Reimbursement Forms (Blue Sheets/Pink Sheets) – Travel /Hotel/ Conference Reimbursement	
<b>Referrals (to schools for further evaluation)</b> .....	<b>16</b>
Referral Procedures – Completed by EC	
Release of Information Form – Needed signed by families before referral/ receiving paperwork	
<b>School Messenger</b> .....	<b>17</b>
Accessing/Launching a Call – Office Manager will add your name to account / then can access	
<b>Supplies/Equipment</b> ( <i>employee website under Education</i> ).....	<b>18</b>
Supplies List – store room/training room – Items kept on hand at main office	
Requisition for Supplies- Turned in to main office before 5 <sup>th</sup> of each month for other supplies	
Equipment/Purchase/Transfer Form- Filled out if purchasing or transferring items over \$100	
Purchasing Procedure (for cooks, home visitors) – Center cooks and home visitors(snacks)	
Inventory - Reviewed and verified annually by each site (spring)	
<b>Training &amp; Professional Development</b> ( <i>employee website under HR/Finance/Technology.</i> ) <b>19</b>	
Professional Development Binder – will receive upon employment/1 <sup>st</sup> In-Service	

Monthly In-Services – 3<sup>rd</sup> Friday of each month – at main office or via GoToTraining  
Professional Development Goals & Skills Form (*employee website under Education*) Filled out during training – kept in Professional Development Binder

CPR & First Aid Training Requirements (*Bloodborne Pathogens, First Aide, Fire Safety, Medication Administration*)

Tuition Reimbursement Plan – Priority list for possible tuition assistance for staff

Staff Application for Tuition Reimbursement - Filled out prior to taking class / applying for renewal

**Written Plans for NESD Head Start** (*employee website under Program & Admin.*).....**20**

- School Readiness Plan
- Early Childhood Education Written Service Plan
- Disabilities Written Service Plan
- (additional Written Plans on employee website)

**Home Visitor Section** ..... **21**

**Creative Curriculum, 6<sup>th</sup> Edition for Home Visiting** .....

Formal Training – See Mandatory Training List

**Creative Curriculum, 6<sup>th</sup> Edition – Learning Games** .....

Formal Training – See Mandatory Training List

**Developmental Parenting**.....

Formal Training – State Home Visitor Institute

**HOVRS**.....

Training - State Home Visitor Institute and local training / skills specific to home visiting / rating scale

**Lesson Planning**.....

**HOME VISIT LESSON PLANNING:**

- Home Base Curriculum – Creative Curriculum for Home Visiting – Packet –and Mini Studies
- Sample Mini Study – Used to spark ideas to use with families on home visits
- Resource List – Creative Curriculum Resources to refer to / incorporate into home visits / groups
- Home Visit Weekly Lesson Plan – Written with each child/family weekly / signed / yellow sent in Sample Plan
- Sample Graphs – Used to incorporate Question of the Week from visit to visit
- Sample Parent Guide– Family chooses activities to complete in their home in between home visits
- Home Visit In-Kind– Family enters activities they’ve completed during the week / gathered monthly / signed / sent in to main office by home visitor

**GROUP SOCIALIZATION LESSON PLANNING:**

- Sample Lesson Plans (*Creative Curriculum, Volume 1 – The Foundation*)
- Serving Snacks – regulations/forms (*training with Nutrition Manager to get forms*)