**Education Guide 2025-2026**

 **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 .

**2nd Education Home Visit**- Immediately after TSG Assessment up to March 31st .

**Final Parent Teacher Conference**- Immediately after TSG assessment up to the last day of school for your program.

**Finalization of Progress Checkpoints:**

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

 **Fall:** November 1st - November 30th

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

 **Spring:** April 1st 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***(Begin after printing off the Class Profile Report from TSG)***

* Conference to be completed between November 1st-November 30
* Discuss Fall Checkpoints
* Recap of the School Readiness Goals
* Discuss the Development and Learning Report from TSG
* Discuss the Brigance Teacher Questionnaire

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

* To be completed (and posted on COPA) **by the last day of school for your program.**
* Discuss Spring Progress Checkpoints
* Items of Discussion to be marked: TS Gold Results, School Readiness, and Classroom Events
* 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 the “Reports” tab to give parents up-to-date printed TSG information during Parent/Teacher Conferences.

Education Home Visits:

 1st Education Home Visit:

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

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

***(Begin after printing off the Class Profile Report from TSG)***

* Visits to be completed between February 1st – February 28th
* Discuss Winter Checkpoints
* Items of Discussion to be marked: Screening Results, TS Gold Results, School Readiness, Classroom Events, Attendance
* Recap of School Readiness Goals
* Discuss the updated Development and Learning Report

**\*Staff may discuss other topics with Parents/Guardians; however, the above items are required.**

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

* 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 this report until all your assessments are completed/finalized.

**Lesson Plans:**

* Use the information from the Class Profile Report to individualize on the lesson plans- this one is kept with the teaching staff and on the teacher’s desk out of the parent’s view.
* Post weekly lesson plans in a visible area (Parent friendly) in the classroom.

(Ex. on or close by the entrance or exit door). This will not be the individualized copy.

* Please be sure that you are writing what lesson you are covering in Second Steps on your lesson plan. Example: Unit 1 Week 2: Listening.
* Make sure that if your program is only in session for four days a week, that you are removing Friday from your lesson plan before posting. Be sure that there is a date on your lesson plan.

**Observation Notes:**

* At least one note per dimension, per assessment period.
* Type in the number of notes needed to have one note per dimension then continue adding notes each week.
* Observation notes can be used across multiple dimensions ie. K-I am going to make a pizza. T- How do we make a pizza? K- First we make the crust, then we add pepperoni and cheese, we put it in the oven for 5 minutes then we eat it. ( 8a, 9a, 9b)
* Write an in-depth description of occurrence/observation in detail when entering the note on Teaching Strategies GOLD. Make sure your note supports the dimension you’ve chosen.
* Individual notes are to be written on children each week.
* **Only one (1) GROUP NOTE each week is an option.**
* Keep in mind that Grantee Team 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.

**Emergency Preparedness:**

* Fire drills are to be conducted at least 1 time per month.
* Earthquake drills are held at least 3 times during the 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 the school year. Document these on your lesson plan and your emergency drill forms.
* Bus and Pedestrian safety training is conducted within the first 30 calendar days of a child’s enrollment. **Any new child and parent will need bus and pedestrian safety training.** These must be documented, and parents must sign statements of participation.