

**HEAD START PROCEDURES FOR:
Teaching and Learning Environment - Effective Teaching Practices
COMPONENT: CENTER FOR YOUNG LEARNERS**

1.0 **Scope:** Reference: Head Start Standard 1302.31(a) Teaching and Learning Environment; 1302.31 (a)(b)(1) Effective Teaching Practices; 1302.32 Curricula

2.0 **Responsibility:**

- 2.1 Teacher
- 2.2 Teacher's Assistant
- 2.3 Education/Disabilities Consultant
- 2.4 Health/Safety/Nutrition Consultant
- 2.5 LEA (Lead Education Agency)
- 2.6 ECI/SSA

3.0 **Resources:**

- 3.1 *Teaching Strategies GOLD*/Head Start Early Learning Outcomes Framework/Little Texans-Big Futures/ Pre-K Guidelines/CLI Engage
- 3.2 Research Based Infant/Toddler/Pre-K Adopted State Curriculum and lesson plans
- 3.3 The Region 14/15 ESC Head Start Education Plan Notebook
- 3.4 TA from the Education Consultant (EC)
- 3.5 Child's File
- 3.6 I Am Moving, I Am Learning (IMIL)

4.0 **Procedures:**

- 4.1 The Head Start Early Learning Outcomes Framework: Age Birth to Five along with the Pre-K guidelines, the adopted research based curriculum, CLI Engage, Teaching Strategies GOLD assessment results, Little Texans, Big Future Infant, Toddler and Three Year Old Early Learning Guidelines are resources utilized in lesson planning to assure that activities focus on promoting individual growth and development.
- 4.2 The curriculum has an organized scope and sequence that includes plans and materials for learning experiences based on developmental progressions and how children learn.
- 4.3 Training procedures are standardized through the use of materials and training is provided to all employees. This training ensures that all staff recognize how the curriculum addresses school readiness goals developed with the Head Start Early Learning Outcomes Framework: Birth to Five, Little Texans, Big Future Infant, Toddler and Three Year Old Early Learning Guidelines, and the Texas State Pre-Kindergarten Guidelines.
- 4.4 In order to ensure fidelity of curriculum implementation, classroom observations focus on explicit evidence of small and large group implementation of instructional strategies, learning goals, the classroom environment, lesson planning, and learning centers.
- 4.5 In the event that one or more specific populations require significant adaptations to the curriculum, the program will work with outside

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- agencies such as ECI, SSA, ESC personnel, and LEA's to develop adaptations that facilitate progress towards school readiness goals.
- 4.6 Grantee/Delegate and ISD Staff will provide a variety of activities and materials that support the respect of gender, culture, language, ethnicity, and family composition in an atmosphere of "classroom community and inclusion.
- 4.7 Classrooms are nurturing environments where children feel safe, welcomed, and encouraged to explore and make mistakes. Promote Conscious Discipline strategies that encourage critical thinking and problem solving for both social and emotional development--including Brain Smart Start, Safe Place, and arrival/departure rituals.
- 4.7.1 Positive Behavior Management See also P&P 1302.31(b)(i)
- 4.8 ISD Staff will plan activities that reflect child interest and input from parents discussed during home visits and parent teacher conferences, while meeting the individual developmental needs of each child.
- 4.9 Assessment results are used to individualize learning experiences by targeting appropriate activities for each child which are documented on the lesson plans.--- Refer to 1302.33 (b)
- 4.10 Children will be involved in group activities for an age-appropriate amount of time.
- 4.11 Child temperaments, languages, cultural backgrounds and language-learning systems will be respectfully considered in all activities.
- 4.12 ESC and ISD Staff will provide a variety of multi-sensory materials, experiences, and active learning activities to meet the needs of all children's learning systems, enhancing cognitive, language, and phonological/literacy skills. During times of pandemic, emergencies, or natural disasters causing school closures or quarantines, staff will provide remote learning activities and services. A variety of learning platforms will be determined by individual school districts such as, but not limited to, Google Classroom, Remind, SeeSaw, Bright Thinker, FaceBook, Class Dojo, etc. In some cases, educational packets and materials will be provided to students to continue learning at home. School districts or ESC will provide necessary devices, internet access, wifi, etc. as needed to address digital equity.
- 4.13 ESC and ISD Staff will promote children's opportunities for learning through observation, inquiry, experimentation, play and exploration with a variety of materials and activities both indoors and outdoors.
- 4.14 ESC and ISD Staff will promote children's opportunities for creative self-expression in art, music, movement, dialogue, and other areas of interest through a variety of child- and adult-initiated activities.
- 4.15 ESC and ISD Staff will promote interaction and language use among children and between children and adults during all parts of the daily routine (i.e. gently holding, talking, gesturing, greeting time, center work time, small group time, circle time, outside time, transition times, etc.)

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- 4.16 ESC and ISD Staff will support early literacy development and numeracy through a variety of learning activities and experiences that are enhanced with open-ended questions, scaffolding, and feedback between staff and students.
- 4.17 Recommendations of the IFSP/IEP will be followed by Head Start Staff and staff will provide a variety of materials and choice of activities that meet individual needs of children with disabilities for optimal learning.
- 4.18 Individualized and ongoing professional development for all Head Start Staff is offered which includes, classroom observations with feedback, workshops, online courses, community colleges and individualized mentor coaching, as well as opportunities to learn from peers through classroom visits and collaboration. During times of pandemic, staff development will be conducted via Zoom or other digital platforms to ensure staff is updated as necessary, as well as professional development needs are met.

5.0 Associated documents:

- 5.1 Teaching Strategies GOLD/ Head Start Early Learning Outcomes Framework/CLI Engage
- 5.2 Classroom Observation Reports
- 5.3 IFSP/ARD Documents
- 5.4 CLASS Evaluation Reports
- 5.5 Action Plans

6.0 Record Retention Table:

Identification	Format	Storage	Retention	Disposition	Protection
Lesson Plans	Report	Google Drive	7 years	Deleted	N/A
Classroom Observation, Visit Reports Quarterly Visits, and End of the Month Reports	print/ electronic	File Cabinet/ CYL Shortcut	7 years	Shred/ Delete	Locked/ Password protected
Teaching Strategies GOLD/ The Head Start Early Learning Outcomes Framework Analysis	Report	EC Cabinet	7 years	Shred/ Delete	Locked/ Password protected
CLI Data Analysis	print/ electronic	Google drive	7 years	Shred/delete	Locked/ password protected

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7.0 Monitoring:

- 7.1 File review
- 7.2 Classroom Observations
- 7.3 End of the month report
- 7.4 CLASS evaluation

8.0 Revision History:

Date:	Revision#	Description of Revision
6-2006		
8-2009		Reviewed
9-2011	3.0, 4.0, 6.0	Review and Revise Procedures, Resources & Record Retention Table
06-2012	6.0	Review and Revise Record Retention Table
6-2014	7.0	Reviewed and added CLASS Evaluations to Documents and Monitoring
8-2015		Reviewed
10-2015	4.1, 4.7	Added "Grantee/Delegate"
4-2016	3.1, 6.0	Changed new title of HS Outcomes
6-2016	6.0, 7.3	Changed Record Retention table "end" of month
5-2018	6.0,3.6,5.0 4.5	Added "Electronic", "Delete", "Password Protected" Reviewed Added-"I Am Moving, I Am Learning (IMIL) Added"IFSP" Change "Shredded to Shred and Deleted to Delete" Added "CLI Engage" to 3.1, 4.1, 5.0. Changed "ISC to ECI" Removed (i.e. SGT: a maximum of 25 min. and LGT/Circle Time: a maximum of 15 min.). Added-"Action Plans"
6/2019	2.3, 2.4	Changed "2.3 Education and Health Consultant

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	6.0	<p>2.4 Disabilities Consultant(DC)” To “Education/ Disabilities Consultant 2.4 Health/Safety/Nutrition Consultant</p> <p>Added “ CLI Data Analysis print/ electronic Google drive 7 years Shred/delete Locked/ password protected”</p>
12/1/2020	4.12	<p>Add: During times of pandemic, emergencies, or natural disasters causing school closures or quarantines, staff will provide remote learning activities and services. A variety of learning platforms will be determined by individual school districts such as, but not limited to, Google Classroom, Remind, SeeSaw, Bright Thinker, FaceBook, Class Dojo, etc. In some cases, educational packets and materials will be provided to students to continue learning at home. School districts or ESC will provide necessary devices, internet access, wifi, etc. as needed to address digital equity.</p>
12/1/2020	4.18	<p>Add: During times of pandemic, staff development will be conducted via Zoom or</p>

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		other digital platforms to ensure staff is updated as necessary, as well as professional development needs are met.
4/29/2022		Reviewed
12/2022		Reviewed