

**HEAD START PROCEDURES FOR:
TEACHING AND THE LEARNING ENVIRONMENT
PHYSICAL ACTIVITY
COMPONENT: CENTER FOR YOUNG LEARNERS**

1.0 Scope: Head Start Performance Standard 1302.31(e)(4) Promoting learning through approaches to physical development

2.0 Responsibility:

- 2.1 Teacher
- 2.2 Teacher's Assistant
- 2.3 Safety Committee
- 2.4 Education Consultant/Disability Consultant (EC/DC)
- 2.5 Parents and Policy Council

3.0 Resources:

- 3.1 Child File
- 3.2 CLI Engage/*Teaching Strategies GOLD*/Head Start Early Learning Outcomes Framework
- 3.3 *Little Texans/Big Futures, Texas Pre-K Guidelines*
- 3.4 Texas Infant/Toddler and Pre-K Adopted Curriculums
- 3.5 The Region 14/15 ESC Head Start Education Plan
- 3.6 TA from the Education Consultant (EC)
- 3.7 I Am Moving, I Am Learning (IMIL)
- 3.8 Caring For Our Children
- 3.9 Minimum Standards for Child Care Centers

4.0 Procedures:

- 4.1 ESC and ISD Staff will provide a variety of indoor/outdoor, developmentally appropriate materials and equipment, accessible to all children, to promote the development of gross motor skills. During times of pandemic, increased outdoor activities will be encouraged, including the use of outdoor manipulatives that can be easily sanitized.
- 4.2 ESC and ISD Staff will provide a variety of materials in all center areas, accessible to all children, with multi-sensory activities to promote the development of fine motor skills.
- 4.3 ESC and ISD staff will provide an indoor and outdoor environment that is open and friendly for the children to practice skills such as crawling, walking, running, balancing, catching and reaching activities(for infants).
- 4.4 ESC and ISD staff will provide activities and materials that encourage grasping, dropping, pulling, pushing, throwing, touching, and mouthing (for infants).
- 4.5 Children will be provided responsive adult guidance and enough time for completion of activities with success.
- 4.6 ESC and ISD Staff will ensure that materials and activities are inclusive and developmentally appropriate for meeting the needs of all children.

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- 4.7 Active physical development will be enhanced through rhythmic experiences, music, and movement throughout the daily schedule.
- 4.8 Staff will follow the recommendations of the IFSP/IEP when serving children with disabilities.
- 4.9 Children will participate in a minimum of 30 minutes of outdoor physical activity daily. In inclement weather as defined by the local school district, indoor physical activities will be scheduled.
- 4.10 ISD staff will incorporate planned outdoor learning activities in their lesson plans which will encourage rich opportunities for STEM, language, social and nature learning.
- 4.11 Physical activity **will not** be used as a reward or punishment.

5.0 Associated Documents:

- 5.1 Head Start Early Learning Outcomes Framework
- 5.2 CLI Engage/*Teaching Strategies GOLD* Assessment
- 5.3 Classroom Observation Reports

6.0 Record Retention Table:

Identification	Format	Storage	Retention	Disposition	Protection
CLI Engage/ <i>Teaching Strategies GOLD</i> Assessment/ Head Start Early Learning Outcomes Framework	Report/ Electronic	Cabinet	7 years	Shred/ Delete	Locked Password Protected
Child File	Print/ Electronic	File Cabinet	7 years	Shred/ Delete	Locked Password Protected
Classroom Observations, Visit Reports	Reports/ Electronic	File Cabinet Google Docs	7 years	Shred/ Delete	Locked Password Protected

7.0 Monitoring:

- 7.1 Quarterly review
- 7.2 Classroom Observations
- 7.3 Visit Reports

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8.0 Revision History:

Date:	Revision#	Description of Revision
6-2006		
8-2009		Reviewed
9-2011	3.0, 4.0, & 6.0	Reviewed and Revised Procedures, Resources & Record Retention Table
6-2012	6.0	Reviewed and Revised
6-2014	6.0	Reviewed, added Google Docs
8-2015		Reviewed
10-2015	4.1, 4.2, 4.4	Added "Grantee/Delegate"
4-2016	3.2, 5.1 & 6.0	changed outcomes title, Reviewed
5/2018	3.7, 3.8, 3.9, 4.8,4.10, 6.0	Reviewed, Added "I Am Moving, I Am Learning", Added "Caring For Our Children, Minimum Standards for Child Care Centers" Added "weather as defined by the local school district." Added will encourage rich opportunities for STEM, language, social and nature learning. Added "IFSP" "Electronic", "Delete", "Password Protected"
6/2019	2.2 3.2, 5.2, 6.0	Moved "Teacher's Assistant" from 2.1 to 2.2 which renumbered the remainder of the list. Added "CLI Engage"

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12/1/2020	4.1	Add: During times of pandemic, increased outdoor activities will be encouraged, including the use of outdoor manipulatives that can be easily sanitized.
4/29/2022		reviewed
12/2022		Reviewed