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

1.0 **Scope: <u>Reference: Head Start Standard 1302.31 (a)(c)(d) Teaching and the Learning Environment</u>**

2.0 **Responsibility**:
    2.1   Teacher
    2.2   Teacher's Assistant
    2.3   Education and Health Coordinator
    2.4   Disabilities Consultant (DC)
    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
    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   ESC 14/15 Head Start Environmental Checklist
    3.7   ITERS

4.0 **Procedures**:
    4.1   Grantee/Delegate and ISD Staff will provide a responsive, organized, child-centered learning environment that is representative of the individual lifestyles, culture, and language of the children in the classroom. 1302.31(a)
    4.2   ISD staff will plan a balance of adult-and child-initiated activities, and active and quiet activities including individual small group time, large group time, and center learning environment time. Teachers will develop activities appropriate to the child's developmental level and respect their preferences. 1302.31 (c) (1) (2)
    4.3   Daily activities are predictable to children. A "child friendly" management system which includes: rules, schedule, procedures, attendance, and center management charts are posted which keeps children informed and on task. 1302.31 (c)
    4.4   Labeling and arrangement of of materials fosters independence allowing for the easy access and return of these materials.---1302.31 (c)
    4.5   Each classroom will have age-appropriate equipment, resources, and materials to meet the individual developmental needs of each child, including children with disabilities.
    4.6   Materials are intentionally and periodically changed to support children's interests, development and learning. --1302.31 (d)

    4.7   Classroom materials will provide opportunities to explore and experiment which will encourage open-ended communication--including music and movement supplies, puppets, play figures, and books.--1302.31 (d)

    4.8   Grantee/Delegate and ISD staff will provide materials to engage infants and toddlers to use their senses through physical contact, sounds, textures, and tasting/smelling of food.

    4.9   The program will ensure that facilities and equipment meet ADA standards for children, staff, and parent to enable equal participation in all activities.

5.0 Associated documents:
    5.1   Teaching Strategies GOLD/ Head Start Early Learning Outcomes Framework /Little Texans-Big Futures/ Pre-K Guidelines
    5.2   Classroom Observation Reports
    5.3   ARD Documents
    5.4   CLASS/ITERS Evaluation Reports

6.0 Record Retention Table:

Identification	Format	Storage	Retention	Disposition	Protection
Lesson Plans	print/ electronic	File cabinet/ Google docs	7 years	Shred/ Delete	Locked/ Password
Classroom Observation, Visit Reports File Reviews, and End of the Month Reports, CLASS/ITERS, CYL meeting minutes, Professional Development Logs, Action Plans	print/ electronic	File Cabinet/ Google docs	7 years	Shred/ Delete	Locked/ Password protected
Teaching Strategies GOLD Analysis	Report	EC Cabinet	7 years	Shred/ Delete	Locked cabinet/ Password Protected
Child Files	Print/ Electronic	ISD Filing	7 years	Shred/ Delete	Locked Cabinet/ Password Protected

7.0 Monitoring:
    7.1   File Reviews
    7.2   Visit Reports
    7.3   Classroom Observations

8.0   **Revision History**:

Date:	Revision#	Description of Revision
6/9/2017		
5/2018	6.0	Added "Electronic", "Delete", "Password Protected"