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

1.0 **Scope: <u>Head Start Performance Standard 1302.31(e)3 Promoting Learning through routines</u>**

2.0 **Responsibility**:
   - 2.1 Teacher
   - 2.2 Teacher's Assistant
   - 2.3 ESC Consultants

3.0 **Resources**:
   - 3.1 Caring for Our Children
   - 3.2 ESC Consultants
   - 3.3 Minimum Standards for Child-Care Centers
   - 3.4 Conscious Discipline
   - 3.5 I Am Moving I am Learning

4.0 **Procedures**:
   - 4.1 ESC and Head Start Staff will approach routines like diapering and handwashing, and transitions between activities as opportunities for strengthening development, learning, and growth.
   - 4.2 Staff will spend the first several weeks of school teaching routines and procedures to children including washing hands, using the restroom-***See P&P 1302.47(b)(6)***, arrival and dismissal procedures and playground. Review and reteach periodically throughout the year. During times of pandemic, hand washing will be more frequent throughout the day.
   - 4.3 The routines and procedures should be modeled, practiced, and scaffolded until children are able to complete tasks independently.
   - 4.4 Visual routines and schedules are created and posted together as a class for reference throughout the year.
   - 4.5 Children are encouraged to make independent choices and taught the skills needed to care for their own needs.
   - 4.6 Planned transitions keep children engaged while they shift from one activity to the next; minimizing long waits in line or sitting and waiting.
     - 4.6.1 Give children 5 minute warning before a transition occurs
     - 4.6.2 Convert transition into a learning activity.
     - 4.6.3 Music and movement activities including songs and fingerplays.

5.0 **Associated documents**:
   - 5.1 Operation Plan

6.0 **Record Retention Table**:

Identification	Format	Storage	Retention	Disposition	Protection
Daily Information Sheet	Paper	Classroom Notebook	7 years	Shred/ Delete	Locked cabinet

ITERS/Program Quality Assessment (PQA) Report	print/ electronic	File Cabinet/ Google docs	7 years	Shred/ Delete	Locked Secure server Password protected

7.0   **Monitoring**:
      7.1   Lesson Plans
      7.1   Classroom Observation
      7.2   Visit Reports

8.0   **Revision History**:

Date:	Revision#	Description of Revision
6/2017		New
5/2018	3.5, 6.0,3.3	I Am Moving, I Am Learning added, changed "Shredded/Deleted" to "Shred/Delete" Changed the name- Minimum Standards for Child-Care Centers, Reviewed
6-2019	6.0	Changed "ITERS" to "ITERS/Program Quality Assessment (PQA)"
12/1/2020	4.2	Add: During times of pandemic, hand washing will be more frequent throughout the day.
4/29/2022		review
12/2022		Reviewed