

## **PROCEDURES**

### **HEAD START/EARLY HEAD START EDUCATION**

- 1. Lesson Plans**
- 2. Portfolios**
- 3. Use of Children's Videos in the Classroom**

## PROCEDURE

### REGION 16 EDUCATION SERVICE CENTER Head Start/Early Head Start

<b>Subject:</b> Lesson Plans	<b>Section:</b> Education
<b>Program:</b> Head Start/Early Head Start	<b>Date Revised:</b> August 14, 2017
<b>Reference Regulation:</b>	<b>45 CFR Part(s):</b> 1302.31(b)(ii); 1302.31(c)

#### Head Start/Early Head Start Lesson Plans:

1. Each teaching team will develop a weekly lesson plan. Plans are written on an approved lesson plan form.
2. The teacher will encourage ongoing input from the parent(s) regarding their needs, interests and parent desires for their child's learning.
3. Weekly lesson plans should include skills from the ongoing assessment instrument and should be developmentally appropriate. Individualization based on student progress will be noted on the lesson plan. All available screenings and assessments will be used to individualize plan for child.
4. Based on each child's key developmental needs and interests, teachers will incorporate activities to support develop and include these within the group plan.
5. Lesson plans should be available in the classroom and available for viewing.
6. Lesson plans will be submitted to Coordinated Services Specialists or Head Start Early Childhood Principal on a regular basis.

#### Early Head Start Center Based Lesson Plans

1. Quarterly, the teacher will discuss the child's progress with the parent using the online ongoing assessment in addition to ongoing informal classroom conversations with parents.
2. The teacher will keep the original Family Conference form filed in the child's Early Head Start notebook.

#### Head Start/Early Head Start Procedure for the Home-based Lesson Plans:

1. The home educator will follow the home lesson process of Parents As Teachers as follows:
  - A. Rapport – building
  - B. Lesson and Observation, with each parent the home educator will share:
    1. Developmental characteristics of the child.
    2. Rationale to support the activity (Brain research, etc.)
    3. Lesson activities will be carried out according to the lesson plan.

3. Observations regarding child's skills.

## **Lesson Plans**

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#### **C. Parent-child Activity**

1. The parent and home educator will choose and write a parent-child activity or follow-up activity based on the needs of the child.
2. The home educator will model and practice the activity with the parent and child in the home.
3. The home educators will leave a copy of the lesson for the parent to use to implement and practice the lesson during the week.

#### **D. Discussion**

##### **1. Parent Participation**

- a. The parent will share observations from the previous week's home lesson and/or "homework" activity.
- b. The parent will sign and date the lesson plan, indicating participation in the current home lesson/visit.

##### **2. Review**

- a. The home educator will discuss the past week's lesson and/or activity.

3. Weekly, the home educator utilizing, Parents as Teachers, TX Pre-K Guidelines, DECA, TX Infant/Toddler Early Learning Guidelines and parent input, will develop a lesson plan based on the needs of the child in the following categories: Head Start, Early Head Start, Approaches to Learning, Intellectual, Social/Emotional, Language, and Fine/Gross Motor.
4. The home educator will enter all documentation electronically into the Visit Tracker Web-based Family Contact Management system and/or any other online documentation system used by the program.
5. Lesson plans will be monitored by Coordinated Services Specialist.

## **PROCEDURE**

### **REGION 16 EDUCATION SERVICE CENTER Head Start/Early Head Start**

<b>Subject:</b> Portfolios	<b>Section:</b> Education
<b>Program:</b> Head Start	<b>Date Reviewed:</b> August 14, 2017
<b>Regulation Reference:</b>	<b>45 CFR Part(s):</b> 1302.31(b)

1. Teachers will construct and update a portfolio for each child enrolled.
2. Examples of items include, but are not limited to, the following:
  - a. Children's drawings, paintings, and collages
  - b. Children's writing samples
  - c. Anecdotal records
  - d. Children's language and writing samples
3. All portfolio items will include the child's name and date the work was done.
4. The teacher will use the portfolio as a source of information of ongoing assessment and when meeting with parents.
5. At the end of the year, the teacher will include items from the portfolio with the transition folder along with instructions to share them with the child's next teacher.

## PROCEDURE

### REGION 16 EDUCATION SERVICE CENTER Head Start/Early Head Start

<b>Subject:</b> Use of Children's Videos in Classrooms	<b>Section:</b> Education
<b>Program:</b> Head Start/Early Head Start	<b>Date Revised:</b> August 14, 2017
<b>Regulation Reference:</b>	<b>45 CFR Part(s):</b> 1302.31

1. Commercial entertainment videos (i.e., Lion King, Snow White, etc.) are not considered developmentally appropriate for the early childhood classroom.
2. Educational videos (i.e., Bright Smiles, Food Groupies, etc.) that have been purchased by Head Start may be shown on a limited basis.
3. Other educational videos must be pre-approved by the Early Childhood Principal or Specialist.
4. If TV/video, computer or video games are used as an activity for children, staff must ensure that they:
  - Are related to the planned activities;
  - Are age-appropriate; and
  - Do not exceed two hours per day.
5. Activities using TV/video, computer, or video games are prohibited for children under the age of two years.