ECE Shared Resources

THE KNOWLEDGE HUB

Helping YOU
Work Smarter, Not Harder
Agenda

★ Explore experiences from power users
  ● Michelle Sullivan - Nebraska Exchange
  ● Annette Becker - Childcare Tennessee
  ● Domenica Benitez and Dianne Alvarado - ECE Shared Resources CA
  ● Denise Sayer, ECE Shared Resources

★ Questions and Answers
5 Can’t Miss HR Tips
Better understand important HR compliance topics in ADP’s “5 Can’t Miss HR Tips”.

Get Tips.

Tip of the Week
Having a Valentine’s Day Celebration? The Mother’s Day template does double-duty. Go there now.

Latest Poll
What type of training do you prefer?
- Online
- Workshops/seminars at the center
- Workshops/seminars outside the center
- Conferences
- Other

Previous Poll Results
What is your top goal for 2016?
- More professional development for me or staff - 67%
- Boost enrollment - 0%
- Increase quality rating - 33%

Membership Information
Click here to learn about your Nebraska Early Childhood Exchange membership!
INTerview GUIDES

Interview Guides

Make sure you ask the right questions to get the skills and experience you seek. Learn how to “telephone screen” candidates and learn the basics of “behavioral interviewing” - a proven technique to help you uncover past behaviors as an indicator of future performance.

Here's how to use the guides:

1. Read the helpful hints on what to ask and not ask in an interview
2. Customize the guides to your job description
3. Record answers in the Phone Screen, Face-to-Face Interview, and Reference Check guides.

Face-to-Face Interview Guides

- Teacher
- Teacher Assistant - Aide
- General Template
<table>
<thead>
<tr>
<th>SUBJECT</th>
<th>LAWFUL INQUIRY</th>
<th>UNLAWFUL INQUIRY</th>
</tr>
</thead>
<tbody>
<tr>
<td>Education</td>
<td>Inquiry into an applicant’s academic, professional, or vocational education and the public or private educational system.</td>
<td>Requiring an individual to have a high-school education where it is not tied to a requirement.</td>
</tr>
<tr>
<td>Experience</td>
<td>Inquiry into an applicant’s experience as a teacher, including their teaching style and approach.</td>
<td></td>
</tr>
<tr>
<td>Family Status</td>
<td>Inquiry into an applicant’s family status, including their family’s influence on their career.</td>
<td></td>
</tr>
<tr>
<td>Gender</td>
<td>Not mentioned</td>
<td></td>
</tr>
<tr>
<td>Height &amp; Weight</td>
<td>Not mentioned</td>
<td></td>
</tr>
<tr>
<td>Languages</td>
<td>Inquiry into an applicant’s proficiency in multiple languages.</td>
<td></td>
</tr>
<tr>
<td>Marital Status</td>
<td>Not mentioned</td>
<td></td>
</tr>
</tbody>
</table>

**Position Specific Questions**

- Can you please give me some example of ways you took the initiative to create strong family and teacher relationships?
- Do you have any ideas about additional ways to strengthen relationships?

- Have you been part of a strong teaching team?
- What made it strong?
- What could have made it stronger?
Learning About Food Choices

Helping children learn how to make healthy food choices begins with introducing and serving a variety of fresh vegetables and fruits, whole grains, lean proteins and meals that are low in fat, sugar and sodium.

As a childcare provider, you have a unique opportunity to influence how children experience food by offering a wide array of healthy food, modeling good habits and talking to children about food as fuel to power their bodies.

The Healthy Meals Resources System of Team Nutrition/USDA provides a collection of high-quality, downloadable menus and recipes for meals, snacks, and low-sodium herb/seasoning mixtures all checked for nutrition quality, CACFP creditability, and simple preparation. All resources are free and many can be easily adapted to serve larger groups. There are even recipes created specifically for family child care providers.

Explore the collection

Created by Team Nutrition/USDA, The Two-Bite Club is a FREE children’s book that was developed to help encourage children to try new foods by making them fun to eat. The book includes 25 recipes and activities for families and childcare providers to use with children ages 1-8.
Team Nutrition

Discover MyPlate: Look and Cook Recipes

These pictorial recipes offer kids a simple and visual way to prepare healthy snacks. Use them in combination with Lessons 1, 3, 5, and 6 of Discover MyPlate or as an activity suggestion for families. All of the recipes have been “kindergarten-tested” by teachers and students. Each color recipe is printed in English on one side and Spanish on the reverse.

Available: as a stand-alone, using our Resource Order Form or in the Teacher's Kit of Discover MyPlate. They're also available in PDF, for download. If you have difficulty opening any of these files in your Internet browser, please right-click on the link and “save target as...” to download.

- Friendship Pocket
- Crunchy Rainbow Wrap
Food Group Friend

1. **Get a Head**
   - Put a grain on your plate.
   - **Ingredients:** Grain
     - English muffin, brown rice cake, or bread

2. **Make a Face**
   - Pick fruits, vegetables, and a protein food to make eyes, nose, and a mouth. Have fun and be colorful!
   - **Ingredients:** Protein Food
     - beans or egg
   - **Choose your favorite ingredients from every group**
     - **Vegetable**
       - carrots, celery, broccoli, tomatoes, peas, cucumber, or bell pepper
     - **Dairy**
       - low-fat cheese
     - **Fruit**
       - blueberries, bananas, raisins, apples, or grapes

3. **Hair or Hat?**
   - Choose a dairy food and cover the head.

4. **Name Your Friend**
   - Have you used a food from each food group? If so, enjoy!
Discover *MyPlate* Teacher’s Kit

- Teacher’s Guide
- Emergent Reader
- Emergent Reader
- Emergent Reader
- Reach for the Skies
- Food Group Friends
- Food Cards
- Look and Cook Recipe
- Student Workbook
- The Five Food Groups
- Parent Handouts
- Discover *MyPlate*

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Discover *MyPlate*: Parent Handouts

These five colorful Discover *MyPlate* handouts includes nutrition and physical activity for parents of kindergarteners as well as interactive activities parents can complete with their children. Available in English and Spanish.

**Available:** only in PDF

If you have difficulty opening any of these files in your Internet browser, please right-click on the link and “save target as...” to download.

- **Welcome to School Lunch!** shares information about how school meals have gotten healthier. It includes an activity for children to sort lunch foods into the five food groups. It also includes an “Adventure” challenge where families taste-test new fruits and vegetables of different colors. [Version]
- **Meet *MyPlate*** introduces families to the *MyPlate* icon and includes a *MyPlate* menu planner.
The apple is red.
The pineapple is yellow.
I eat a rainbow. Yum!
### DISCOVER MY PLATE: NUTRITION EDUCATION FOR KINDERGARTEN

<table>
<thead>
<tr>
<th>Item Code</th>
<th>Description</th>
</tr>
</thead>
<tbody>
<tr>
<td>FNS469</td>
<td>Discover MyPlate Look and Cook Recipes</td>
</tr>
<tr>
<td>FNS472</td>
<td>Discover MyPlate Student Work</td>
</tr>
<tr>
<td>FNS474</td>
<td>Discover MyPlate Emergent Reader</td>
</tr>
<tr>
<td>FNS475</td>
<td>Discover MyPlate: Nutrition Education</td>
</tr>
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### CHILDCARE/PRESCHOOL

<table>
<thead>
<tr>
<th>Item Code</th>
<th>Description</th>
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<tbody>
<tr>
<td>FNS405</td>
<td>The Two Bite Club</td>
</tr>
<tr>
<td>FNS405-S</td>
<td>El Club de Dos Bocados</td>
</tr>
<tr>
<td>FNS440</td>
<td>Nutrition and Wellness Tips for the Child and Adult Care Food Program</td>
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**Limitations:**
- FNS469: 1
- FNS472: 1
- FNS474: 1
- FNS475: 1
- FNS405: 25
- FNS405-S: 25
- FNS440: 10
5 Can’t Miss HR Tips
Better understand important HR compliance topics in ADP’s “5 Can’t Miss HR Tips”.

Get Tips.
Discount School Supply
DSS offers the lowest prices guaranteed on teacher supplies and quality products for early childhood educators, caregivers and parents of young children to support child development.

Constructive Playthings
Constructive Playthings is a family owned business serving loyal customers since 1953! They strive to inspire learning, creativity, and fun by offering a unique mix of high quality products with unparalleled play value for children.

Lakeshore Learning
Lakeshore Learning Materials is a leading developer and retailer of educational products for early childhood programs and elementary schools nationwide. Since 1954, Lakeshore has offered innovative supplemental materials distinguished by their quality, educational merit and safety.

Staples
New business discounts! Business discounts now a minimum of 12% off online consumer pricing plus extra-special pricing on hundreds of essential items. Save more money through our Staples Advantage program.

that was easy: Learn More
CLASSROOM MATERIALS - ITERS-R

Discount School Supply Materials that correlate to the Infant-Toddler Environment Rating Scale-Revised (ITERS-R)

Books

• Touch and Feel Board Books
  • At the Zoo - #8WNNBBK1
  • On the Farm - #8WNNBBK26
  • B is for Bear - #8WNNBBK2

• Rhyme, Rhythm, and Repetition Books
  • Rhyme, Rhythm and Repetition - Set of 8 Titles - #BKSETRRR

Fine Motor

• Stack 'n' Nest Cups - #8WWCUPPY
• Wooden Lacing Bead - Set of 3 - #8WWBEADSET
• Pop up Animal Friends - #8WWPOPUP
• Spinning Tops - #8WWSPINPAL
• Mega Stackers - #8WWSBIGSTACK
DEVELOPMENTAL CHALLENGES

Child Development Fact Sheets

These fact sheets from the Centers for Disease Control can help you identify developmental challenges and provide guidance for addressing them. Before...
BEFORE YOU GET STARTED

New Staff Member Orientation

A carefully planned welcome experience for your new staff member will set the tone for a warm, productive working relationship.

Policy & Procedure – Teacher Change/Transition

Planning for your new staff begins well in advance. If you are transitioning the new employee to your program, you should review your:

- Transition / Teacher / Staff Change

Announcing that a new staff member is joining your program can be a happy time for families to meet him/her helping to ease any fears that may exist. See the example below to help you with this task:

- Family Announcement Letter - New Childcare Staff

And don’t forget to send a letter to your child’s family introducing your new teacher and setting expectations for their first day.

Policy

The program seeks to minimize changes of teachers and caregivers during the school year so that children and families can enjoy the comfort and security of a familiar face and consistent learning environment. If a change in staff is necessary, the program will prepare children and families and ease the transition by following the procedure below. The transition process is a team effort which involves everyone at the center, regardless of organizational position.

Responsibility & Accountability

The Director is responsible for enforcing the policy by ensuring that staff understand the policy and follow the procedure. The Departing Staff Member, Replacement Staff Member, and staff assigned to fill positions temporarily are accountable for executing the policy and procedure.

Procedure

1. A letter will be sent to the affected children’s families to inform them of the upcoming change in staff.
2. The new teacher will arrange to meet the children and families and promote familiarity and recognition.
3. The new teacher will visit the classroom to observe the daily routine and interactions between the teacher and children.
4. Three to four days prior to the departure the new teacher will come into the classroom to co-teach lessons, interact with the children, and learn more about each individual child through reviewing any documentation or assessments. The new teacher will be given a clear overview of each child’s development and progress.
5. The departing staff member will talk with the children about his/her departure. There will be a “goodbye activity” (such as a special snack) and the children will have the opportunity to make cards, pictures, etc.
6. If possible, the departing teacher will periodically visit his/her first classroom during the first two weeks
5 Can’t Miss HR Tips
Better understand important HR compliance topics in ADP’s “5 Can’t Miss HR Tips”.

Get Tips.
# Child Enrollment

**Child’s Enrollment Kit Must Be Completed for All Children**

<table>
<thead>
<tr>
<th>Item</th>
<th>LIC Code</th>
<th>Language</th>
</tr>
</thead>
<tbody>
<tr>
<td>Identification and Emergency Information - Child Care Centers</td>
<td>700</td>
<td>EN</td>
</tr>
<tr>
<td>Child’s Preadmission Health History - Parents’ Report</td>
<td>702</td>
<td>EN, SP</td>
</tr>
<tr>
<td>Child’s Preadmission Health Evaluation - Physician’s Report</td>
<td>701</td>
<td>EN, SP</td>
</tr>
<tr>
<td>Consent for Medical Treatment</td>
<td>627</td>
<td>EN, SP</td>
</tr>
</tbody>
</table>

## Administrative Records

**Designation of Facility Responsibility**

LIC 308  

**Personnel Report showing current roster**

LIC 500  

**Emergency Disaster Plan with verification that disaster drills are conducted every six months. Documentation of drills shall be maintained for at least one year**

LIC 610  

**Child Care Facility Roster**

LIC 9040  

**Child Care facility roster**

LIC 9040  

**Sign-in/sign-out sheets kept for current 30 days, or approved waiver to use electronic pin system**

**Templates**

**Written inspection procedures for accepting children on a daily basis**

**Example Handbook Chart**

**Admission policies, including admission criteria, ages of children who will be accepted; medical assessment requirements; program activities, supplemental services, if any; field trip provisions, transportation arrangements, food service, if any**

**Up-to-date list of qualified teacher substitutes**

**Annual licensing reports and substantiated complaints from the last three years (must be available at the center for public review)**

**See Parent Handbook**
# Illness Sheets

Use the table below to find illness sheets, each highlighting important information child care providers need to know about each respective illness.

<table>
<thead>
<tr>
<th>English</th>
<th>Spanish</th>
</tr>
</thead>
<tbody>
<tr>
<td>Amebiasis</td>
<td>Amebiasis</td>
</tr>
<tr>
<td>Campylobacter</td>
<td>Campylobacter</td>
</tr>
<tr>
<td>Chickenpox</td>
<td>Varicela</td>
</tr>
<tr>
<td>Common Cold (Upper Respiratory Infections)</td>
<td>Resfríoado Común (Infección De Vías Respiratorias Superiores)</td>
</tr>
<tr>
<td>Conjunctivitis (Pink Eye)</td>
<td>Conjunctivitis</td>
</tr>
<tr>
<td>Cytomegalovirus (CMV)</td>
<td>Citomegalovirus (CMV)</td>
</tr>
<tr>
<td>Ear Infections (Otitis Media)</td>
<td>Infección De Oídos (Otitis Media)</td>
</tr>
<tr>
<td>Fifth Disease (Slapped Cheek Disease)</td>
<td>Quinta Enfermedad (Enfermedad De La Cachetada En La Mejilla)</td>
</tr>
<tr>
<td>German Measles (Rubella)</td>
<td>Sarampión Alemán (Rubéola)</td>
</tr>
<tr>
<td>Giardiasis (Giardia)</td>
<td>Giardiasis (Giardia)</td>
</tr>
<tr>
<td>Haemophilis Influenzae Infections</td>
<td>Infecciones Por Haemophilis Influenzae</td>
</tr>
<tr>
<td>Immunization</td>
<td>Enfermedad De Meningitis (Enfermedad Por Enterovirus Sarampión)</td>
</tr>
</tbody>
</table>
PROJECT-BASED LEARNING

The Project Approach

Children love to ask and answer questions. Unlock the curiosity of the children in your care with project-based learning!

Projects are a wonderful way to promote individual exploration and develop critical thinking skills. The Project Approach is an age-appropriate teaching method to support young children through an in-depth study of a topic. The Project Approach can be integrated as one component of your curriculum. Though these resources reference the state of Illinois’ Early Learning and Development Benchmarks, the strategies shown are universally recognized in early care and developmentally appropriate practice. The following tip sheets provide methods and considerations for integrating the Project Approach into your curriculum.

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Project Based Learning

- The topic is sensitive to local culture but general enough to be culturally appropriate ("Holiday Meals of Our Families" rather than "Our Christmas Dinner").
- The project will encourage children to develop an interest worthy of their time and energy.
- The topic is the right size. "The Insects in Our Garden" is a more suitable topic for preschoolers than "Monarch Butterflies" or "Insects of the World."

🌟 Use children’s interests as a source of project topics.

- The number of interests among a group of preschoolers can be very large! Look for topics that have wide appeal among the children. It helps to keep a list of things that the children talk about with each other.
- Keep in mind that not all of children’s interests are equally worth following up. For example, a study of cartoon characters will not be a worthwhile project.
- You can help the children to develop new interests. You might share things that seem likely to appeal to them: "Look at this huge bug on the swing!" Or ask them to think about ordinary things in new ways: "What kinds of things go on in the supermarket?"

🌟 Make good use of school time.

- State or local curriculum standards can give you some good ideas for project topics.
What do Wheels do all day?
INTERACTIVE READING

Ask Questions While Reading

Getting children involved in a story by asking questions, engaging in dramatic play and imagining what will happen next are examples of Interactive and Dialogic Reading. It’s easy and fun!

RETEACHING POSTER

This 8.5 x 11 poster from the U.S Department of Education is an excellent classroom reminder of the principles of Phonological Awareness and Interactive Reading. Simply Print and Post!

Download Poster
FAMILY NIGHT

Hosting A Family Night

Children benefit greatly when the home and the classroom are well connected. Family Nights are a wonderful way to engage families and build community within your childcare.

Hosting a Family Night provides the perfect stage to share information, introduce a new topic, and offer strategies for families to use at home.

Invitations and Family Sign-up Sheets

Get the word out to families early to ensure attendance. Use these ready-made Invitation Templates!

Families love to be involved. If you are hosting an event where family members are encouraged to bring an item, utilize this Family Member Sign-Up Sheet.

Go, Slow, & Whoa Foods

These resources have been gathered and adapted from the U.S. Department of Health and Human Services and the U.S. Department of Agriculture to help you plan a Family Night to instruct parents, families, or caregivers on nutrition and making healthy food choices with their children.
Slide #1
Welcome everyone to what is sure to be an active and enlightening session.

Note: This is an example of the title in each slide.

Slide #2:
Locomotor C’motion
Review:
Learn fun ways to foster development
Ask the children what they think it means
Share the information on the chart.

Slide #3
Can you name the locomotor skills?

Locomotor Skills
- Locomotor skills involve control of the body that help them move from one place to another.
- These are basic movement skills the body.
- Our main concern is through exploration.

Family Member Sign-Up Sheet
Date of Event: Insert Date
Insert Teacher’s Name
Insert Classroom Name

NOTE: Family members, please be mindful that children with severe allergies may participate in this event. Accordingly, kindly prepare snacks that avoid the following ingredients/allergens: peanuts, tree nuts, fish/shellfish, milk, soy, wheat.
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Vote

Previous Poll Results
What is your top goal for 2016?
- More professional development for me or staff - 46%
- Boost enrollment - 15%
- Increase quality rating - 23%
- Efficiently cut costs - 8%

Today's Reading News
Closing the Gap: What Effective Teaching Can Do in the Early Years
Posted: Fri, 12 Feb 2016

Study: Methods That Improve Teaching Common-Core Math Don't Help in English
Posted: Fri, 12 Feb 2016
PROJECT-BASED LEARNING

Tip Sheets: General Practice
Here you will find tips to assist in the planning of a project, methods for specific project components, and teaching strategies to support diverse learners throughout the different phases of a project.

Anticipating What Children Might Learn
[English] [Español]

Children Taking Surveys
[English] [Español]

Helping Children Ask Questions
[English] [Español]

Helping Preschoolers Represent What They Learn
[English] [Español]

Including Every Child
[English] [Español]

Tip Sheets: Projects In Action
This section offers tips specific to implementing the three phases of the Project Approach. Reach a deeper understanding of each phase with relevant examples and useful strategies to compliment the learning process.
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The event comes with a PowerPoint presentation, event handout, as well as a “kit” that includes a topic overview, talking points, and activities to help you run a successful Family Night. The entire event runs about 1 ½ hours.

Kit  PowerPoint  Handout

Order Free Resources!
The Two Bite Club Book - order FREE books [here](#)!
Or download printable copies  [English](#)  [Español](#)

Handouts:
[Grocery List Template](#)
[How to Use the Nutrition Facts Label](#)
Child and Adult Care Food Program

Whether you are a family-based provider or an adult day care, you can participate in the Child and Adult Care Food Program (CACFP) and benefit from access to healthy food in their daily program for enrolled eligible children.

Administered by the United States Department of Agriculture's Food and Nutrition Service, the CACFP is designed to help provide assistance for meals and snacks to participating children.

The resources below will help you understand CACFP.

The Food Research and Action Center at Tufts University has identified the benefits of the CACFP program in their report 'Healthy Eating for Young Children'.

Nutrition and Wellness Tips for Young Children. The CACFP meets federal meal pattern requirements, food safety guidelines, and additional resources for child care providers.

Meal Patterns for the Child and Adult Care Food Program

Connection
HR DOCUMENTS

Required Paperwork

Completing and managing federal, state and other required forms and paperwork for new employees just became a bit easier.

On your new staff member's first day, be sure to dot your "i's" and cross your "t's" as you cover all the necessary paperwork details. The checklist below will be your guide to navigate the conversation on this topic area.

- Orientation Checklist: Human Resources

The following resources align with the subjects in the Human Resources portion of the orientation.

- Benefits
- Goals
- Health Risk Disclosure
- Occupational Safety & Health
- Organizational Chart - Chain of Command
- Performance Appraisals

5 Records Required for Every New Hire

In order to comply with certain federal and state laws, an employer must complete new hire paperwork when bringing a new employee on board. The following is an overview of what new hire forms are required, and how employers can satisfy these requirements.

Records Required for Every New Hire

I-9 Forms
Employers must complete a Form I-9 for all new hires. The United States Citizenship and Immigration Services (USCIS) has issued a 66-page guide on how to complete this form. ADP breaks it all down for you in this Tip Sheet.

I-9 Form Compliance
CDA CREDENTIAL

Penn State Extension

On Demand Web Lessons

Provided by Better Kid Care, an outreach educational program of Penn State Extension.

BIRTH TO 5: WATCH ME THRIVE!

Recognizing Developmental Milestones

The Dept. of Health and the Office of Early Learning (OEL), have coordinated a free resource to help support healthy child development. The Birth to 5: Watch Me Thrive! web resource offers free on-line training videos that introduce early childhood development milestones, and identify potential developmental and intervention needs. The information presented in the lessons will help child care providers ensure that children can thrive alongside their peers.

Childcare practitioners are in an intimate role with young children and provide a unique opportunity to celebrate children's milestones and identify potential developmental and intervention needs. Early intervention can help ensure that children can thrive alongside their peers.

The following FREE on-line training helps caregivers implement best practices and tools for monitoring children and families for conversations with families.

Access the web-based video training here: Birth to 5: Watch Me Thrive!

You may also obtain Continuing Education Credits (CEC) for the on-line training. Click here to learn more.

BOOSTING SCHOOL READINESS THROUGH EFFECTIVE FAMILY ENGAGEMENT

Building Strong Relationships

The following training module was developed by the Office of Head Start National Center on Parent, Family, and Community Engagement.

While the training is geared toward Head Start and Early Head Start programs, the principles, techniques, and tools are universal to all early care providers.

Building strong relationships between families and child care staff is essential to promoting positive learning outcomes and healthy child development. This interactive 20-minute course is broken into 5 sections, each highlighting the importance of communication and building respectful relationships.
QUESTIONS?
FOR MORE INFORMATION

Contact:
Denise Sayer
CCA For Social Good
Email: DSayer@CCAGlobal.com
Telephone: 603-626-2121
Opportunities Exchange
2016 Learning Community Activities

2016 Study Tours:
• May 19-20: Sound Child Care Solutions, Seattle WA
• Oct 11-12: New Hampshire State Early Learning Coalition, Concord NH

Quarterly Webinars
THANK YOU!