



October 2009

# Teacher Tidbits

Early Childhood Learning Services of the School District of Lee County

## Tips for Reporting In Kind Donations

Volunteer hours are also referred to as **In Kind** because parents and community are donating time to the program. Every Head Start/Early Head Start program is required to have a 20% match and **In Kind** hours make up part of our match. Since this is a fiscal issue, it will most likely be reviewed during our federal audit. Therefore careful documentation is important. Home activity forms help us document parent involvement in their children's education, but are not used as part of our in kind. Parent conference and home visits do NOT count as volunteer hours either.

Here are several important steps to follow in completing and submitting your Volunteer and Home Activity Forms.

- Send Parent Volunteer and Community Volunteer forms to SUE SMELL on a weekly basis. Do not let them pile up.
- Labels for pony envelopes with Sue Smell's address were given out during inservice. If you did not get them or when you need more, send Sue an email and she will send you additional labels.
- Use only one Parent Volunteer or Community Volunteer form each week (**with teacher's name and school listed**). **Do not put several weeks on one form.**
- In order to document extended family and community volunteers, it is important that the names and relationships are **readable** (Ex Maggie Stevens, grandmother). Many teachers write them in and have the volunteers just sign in. Include the hours these volunteers were present in your classroom.
- Home Activity forms are sent in monthly by pony or e-mail; please **total the activities** for each child/family at the end of the month.
- Send all **parent meeting packets/sign in forms directly to SUE SMELL** this year **NOT** to Debbie Swaiko or your family service specialist. Sue will provide them with computerized reports.
  - Forms can be sent in the pony or your family service specialist can bring them back to the Early Childhood Center and put them in Sue's mail box. (**Please do not Fax your forms.**)
  - If you need any reports regarding volunteer or home activities, contact Sue Smell or Maggie Stevens.

Remember this documentation is very important to the program. The data is presented monthly to both the School Board and Policy Council in our monthly report which can be found at <http://earlychildhood.leeschools.net/Monthly%0Reports.htm>.

Please work at keeping current with this documentation. If you have any questions contact Sue Smell or Maggie Stevens.

<http://earlychildhood.leeschools.net>



## NOTICING VERSUS PRAISE

Noticing helpful and kind acts facilitates internal feelings of self-worth and usefulness. These acts may be noticed individually, with several children or in the presence of the entire class. Notice kind acts daily and frequently; at least ten times per day.

Constant praise and rewards encourage competition and it creates “praise junkies”. The child expects an increase in praise and rewards and it becomes more important than the task. It reduces an internal feeling of self-worth because self-esteem is provided by others.

Dr. Becky Bailey’s basic formula for noticing:

- Step 1: (Child’s name), you...
- Step 2: Describe in detail what the child did.
- Step 3: Relate how the behavior helped someone, or the class.
- Step 4: End with a tag:
  - *“That was helpful.”*
  - *“That was kind.”*
  - *“That was caring.”*

“You \_\_\_\_\_ so \_\_\_\_\_. That was \_\_\_\_\_.”

### Noticing Statements

Maria, you put the books on the shelf so your friends will not trip. That was helpful.

Steven, you patted Jontavious on the back when he was crying so he would feel better. That was kind.

Juan, you put the Legos back into the box so who ever plays with the Legos next time will have all the Lego parts. That was helpful.

### Praise Statements

What a great job!

Thanks for being a good friend!

I like that you put the Legos back in the box.

## Keep Your Rooms Clean and Healthy

At a time when we are all worried about keeping our children and ourselves healthy and safe from colds, seasonal flu, coughs, and the swine (H1N1) flu, let’s re-examine what and how we are cleaning our environments. **Hands are #1!** Wash with soap and water to the tune of “Happy Birthday” twice to get hands clean. Covering coughs/sneezes with an elbow/shoulder and keeping hands away from face, nose and mouth helps germs from spreading. We keep hearing this mantra; “wash hands” over and over, but it cannot be stressed enough.

However, we have not heard as much about surfaces where children congregate. Tables, bookshelves, toys that are mouthed and/or handled a lot, as well as chairs and mats need to be disinfected, too. Use your disinfecting solution (provided by your school) by spraying it on the surfaces and allowing at least a ten minute drying time. Better yet, leave it on to dry overnight at the end of the day. Sinks are cleaned by the custodial staff but you are using them all day long, and children are spitting in them after they brush their teeth! Please start spraying them down after every teeth brushing event is concluded and let the disinfectant air dry.

Following these few suggestions will catch those germs wherever they may land and will keep your classrooms healthier!!!

## Calendar of Events

October 6—Sharing Session (Focus Group)  
October 14—Sharing Session (Focus Group)  
October 22—Sharing Session (Focus Group)  
October 29—Professional Duty Day  
October 30—Hurricane Makeup Day  
October 31—Halloween



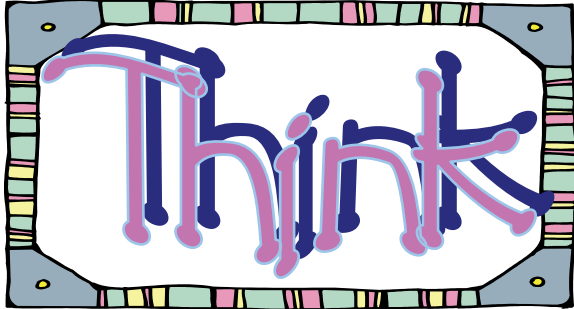
## Home Visits / Conferences Dates

November 1 February 1 April 14 June 4

## Galileo Due Dates

September 22—Baseline January 25  
May 28 - Final Data

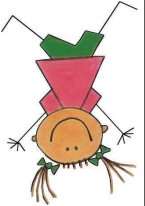
Word of the  
Month



## Special Days for Children in October

On **Child Health Day**, October 5, we emphasize our commitment to teaching our children the benefits of good health.

**National Children's Day**, October 8, is a day to celebrate our appreciation for children and to be reminded how precious they are.



## Parent Meetings are a Huge Success!

Huge congratulations to all teachers on their successful first parent meetings. The Policy Council will be well represented by your classrooms. Please plan on including your representatives in your agendas in upcoming parent meetings, and encourage them to bring back information from Policy Council to share with your families.

## Looking for Ways to Work with Children with IEP's or IFSP's?

Open your *Creative Curriculum* books and search the index. For infants and toddlers, look for "children with special needs" and for preschool, look for "children with disabilities". Your book is full of ideas that will work for those who have already been identified as having a disability and those who are just in need of more support. "Ultimately the goal for children with disabilities is the same as for children without disabilities: to help them access the curriculum and maximize their potential. This is what meeting individual needs is all about!" (The Creative Curriculum for Pre-school, p.38) Of course, if you have searched your book and still need some ideas, you can always contact Joanne Moran or your curriculum specialist.

## What is a Federal Audit?

Head Start Reauthorization Act states that once every three years programs will be monitored by a team of experts sent by the federal Office of Head Start. This team collects information through interviews, checklists, and reviews of file and documents. The federal team use a **protocol** which consists of the checklists, interviews and guides so that the reviews will be uniform throughout the country. The team of five to seven members will review: health, nutrition, safety, transportation, disabilities, mental health, family and community, education, health, fiscal services, as well as program design and management, eligibility, recruitment, selection, enrollment and attendance. If you are thinking, '**wow that's everything!**' You are right!

### What do I need to know about it?

The monitoring is complex (215 pages). Over the next few months you will receive information through Teacher Tidbits, on SharePoint, and from your curriculum specialist. In the past they have tried to step foot on every site, so there is no hiding for any of us! However they don't necessarily visit every classroom. As you receive information about the federal monitoring visit or review, it will become clear that the curriculum specialists are working with you on everything from lesson plans, milk/food choices, and clean playgrounds for a reason. **(It's all in there!)**

### What do I need to do right now?

Before you start hyperventilating, take a moment, do a CD breathing technique and consider this. Lee County Head Start/Early Head Start is one of the highest rated programs in the country. It is one of only two programs to be designated as an NHTSA National Program of Excellence five times in a row (15 years) and one of only a small number to receive new expansion funding. Relax. Follow the Performance Standards. Listen to your Curriculum Specialists and ask questions if you are unsure.