

Family Engagement Plans

Hello Teachers,

We have been very busy trying to figure out how we can all continue providing services to our families during this time of uncertainty. It is a mandate from the Office of Head Start that we continue to engage families even while we are closed. With that being said, we have found a platform that we think will be a good way for every classroom to continue providing activities and communication with their families. You will be given access to webmail so you will have the ability to check work email on your surface.

The platform we will be using is called CLASS DOJO. This platform is free for both teachers and parents. It also allows each teacher to add co-teachers so this will be an easy way to collaborate as a classroom team and continue working so you do not have to use all of your benefit time.

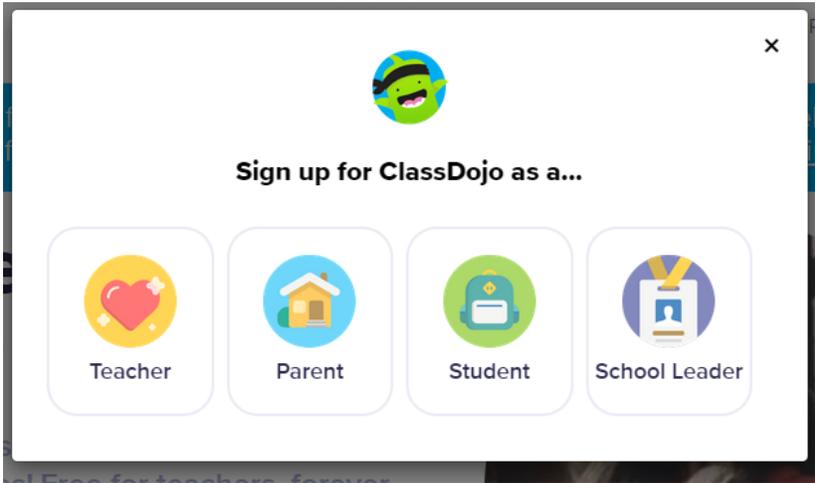
There are a few things to keep in mind while using CLASS DOJO.

1. **You will need access to internet and your surface.** Whichever teacher (preferably Lead Teachers) are going to take charge on the parent engagement piece with CLASS DOJO are allowed to bring their surfaces, Second-Step and any other materials they feel they will need home if you choose to work from home. All staff are allowed to do this work on-site and are encouraged to do so if they so wish. Teachers will need access to ChildPlus while we are not in session so they have the contact information for families.
2. Class Dojo is a platform similar to Facebook but with limited access. On Class Dojo you are able to record videos, take photos, write posts, share links and files.
3. **If you choose to add any links to videos you MUST watch the video in its entirety to ensure there is nothing inappropriate.** You just never know what is in the last 30 seconds of a video. Please do this!!
4. When modeling activities or sharing activities, please **try and use materials that families would have readily available in their homes.**
5. One easy option would be to watch a ReadyRosie video and then model that through a video for your families. Yes, it is possible for a link to be shared for a ReadyRosie video, however, it will be much more exciting and engaging for your families to see you.
6. Remember, new things can be scary, stressful and frustrating, BUT, it is a way that everyone can continue getting paid during this trying time. We will all work together and get through this!

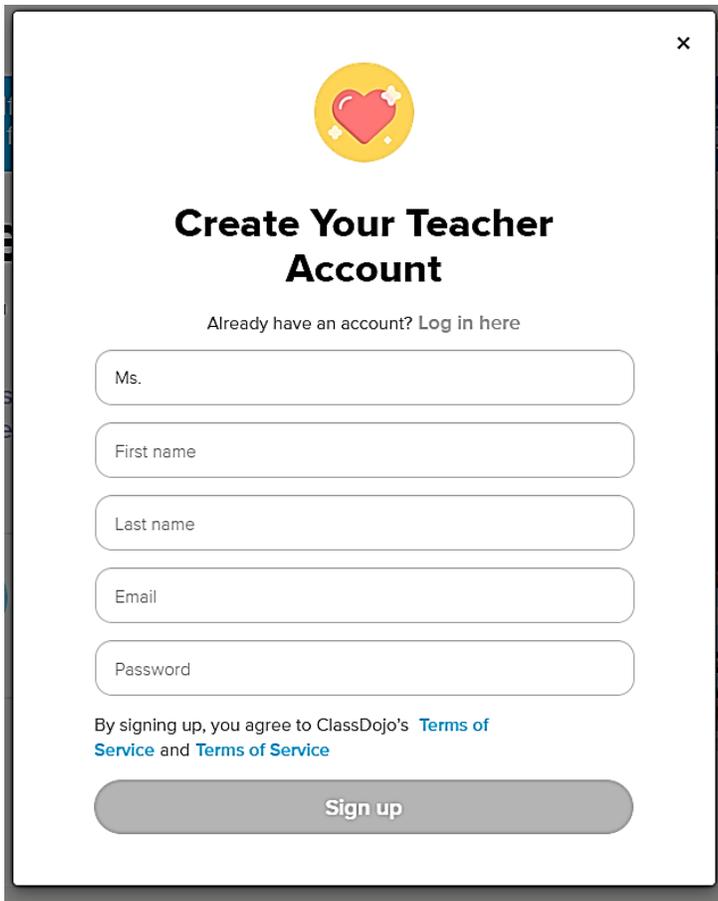
Directions for setting up Class Dojo:

1. Go to www.classdojo.com
2. Click on **Sign Up** in the upper right hand corner.

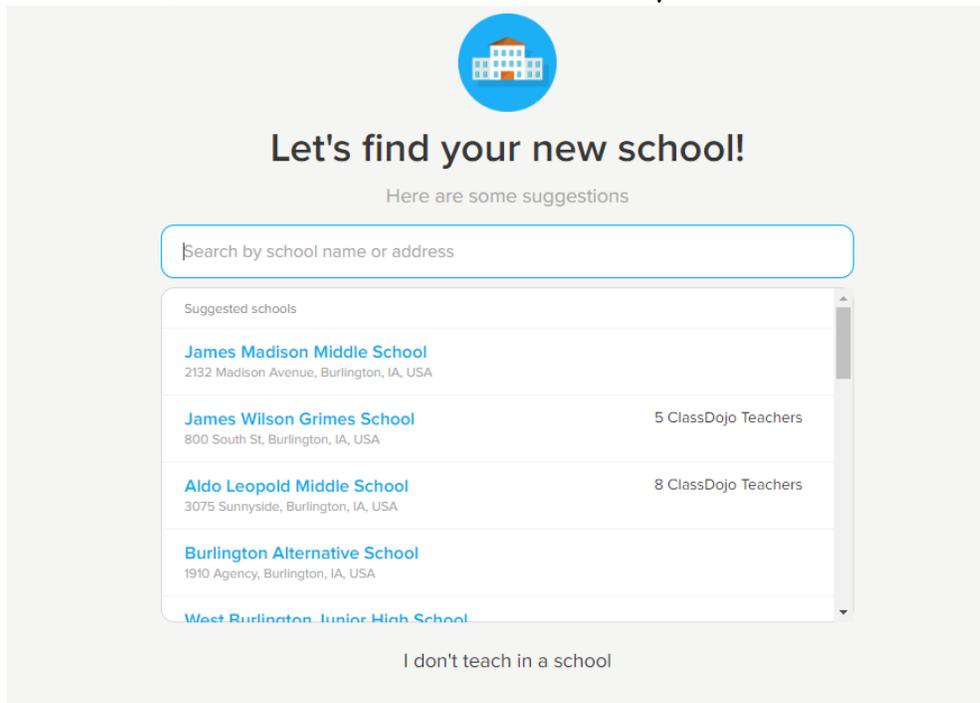
3. You should then see a pop up that looks like this, next click on **Teacher**.



4. Create your account. **Please use your work email and a password that can be easily remembered!** (using the same password as *GOLD* is a good option)

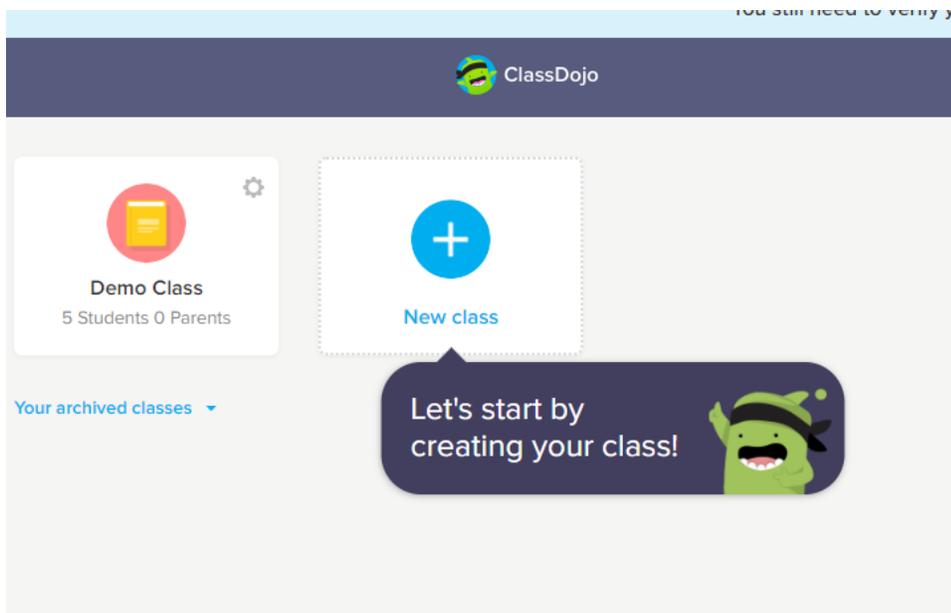
A screenshot of the "Create Your Teacher Account" form. At the top center is a red heart icon. Below it is the title "Create Your Teacher Account" in bold. Underneath is the text "Already have an account? Log in here". The form consists of five input fields: "Ms.", "First name", "Last name", "Email", and "Password". Below the fields is a line of text: "By signing up, you agree to ClassDojo's [Terms of Service](#) and [Terms of Service](#)". At the bottom is a grey rounded button labeled "Sign up".

5. Select your school. The options are in the Class Dojo directory as Madison Head Start and Early Head Start, Tolson Head Start and Early Head Start, Keokuk Head Start and Early Head Start, Richardson Head Start and Early Head Start and Eichacker Head



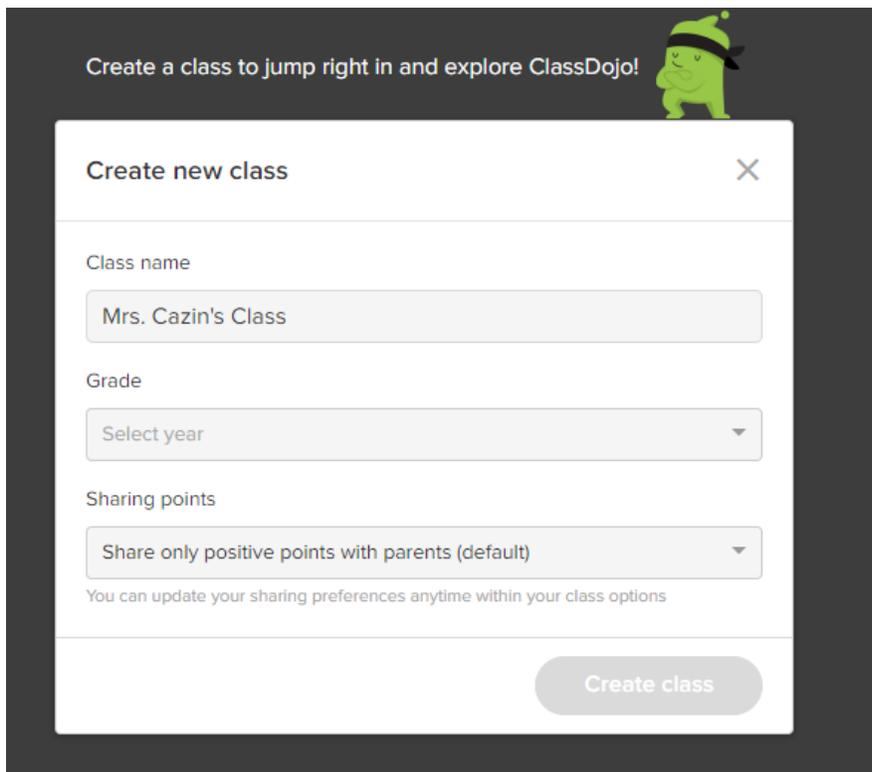
Start.

6. Next click **Join This School**.
7. The next screen should look like this. You will click on **New Class**.



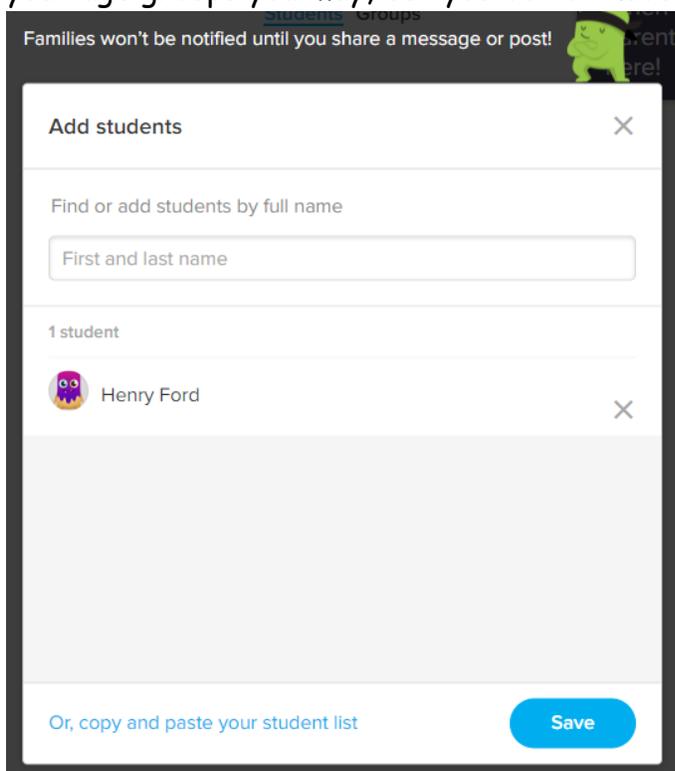
8. A screen will pop up that looks like the following. Please enter the information on the drop down menus. If you are an Early Head Start teacher select "other". If you are a Head Start teacher select "Preschool" for the grade level. You will want to

select "Don't share points with parents". Since we are not in class this option is not really applicable.



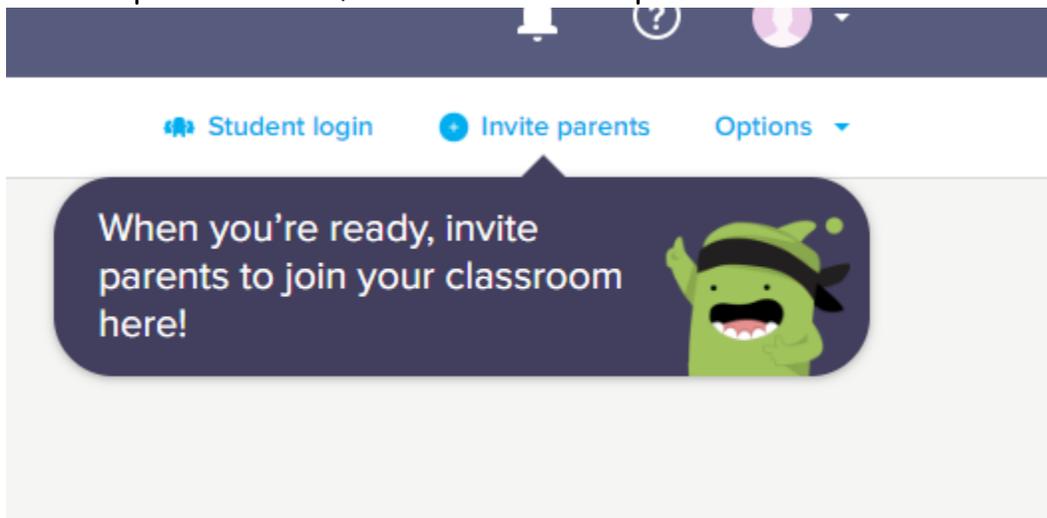
The screenshot shows a 'Create new class' dialog box with a green character icon in the top right corner. The dialog has a title bar with 'Create new class' and a close button. Below the title bar, there are three input fields: 'Class name' with the text 'Mrs. Cazin's Class', 'Grade' with a dropdown menu showing 'Select year', and 'Sharing points' with a dropdown menu showing 'Share only positive points with parents (default)'. Below these fields is a small text note: 'You can update your sharing preferences anytime within your class options'. At the bottom right of the dialog is a 'Create class' button.

9. Click Add students. You will enter each child's first and last name then SAVE. You may also select the option to copy and paste a class list. Dual teachers you can do all of your students in one class. Early Head Start teachers, if you want to do different classes for your age groups you may, but you do not have to.

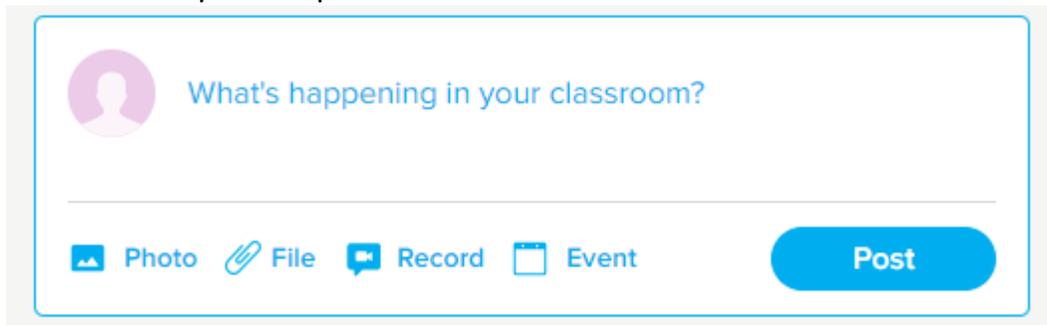


The screenshot shows an 'Add students' dialog box with a green character icon in the top right corner. The dialog has a title bar with 'Add students' and a close button. Below the title bar, there is a text input field labeled 'Find or add students by full name' with the placeholder text 'First and last name'. Below the input field, there is a section titled '1 student' which contains a student profile card for 'Henry Ford' with a small profile picture icon and a close button. At the bottom left of the dialog is a link that says 'Or, copy and paste your student list' and at the bottom right is a blue 'Save' button.

10. Once you have your class list entered you are ready to add parents. Click **"Invite Parents"** on the top right. Since we are not in session, you will need to invite families via email or phone number, whichever is their preference.



11. You guys will need to add your fellow teachers as well as your supervisor. You can do this by going to **options** in the upper right hand of the screen, then **Add Co-teachers**. Since everyone is working out their own plan you may need to enter your associates home emails instead of their agency email.
12. Next, you will have to play around. Class Dojo is similar to Facebook in the sense that you can share activities, videos, photos, files and message. Parents will be able to message you through Class Dojo so if you are not on site or working regular scheduled hours it gives the flexibility to keep in touch with families.



We know this is not ideal, however, it really is our best option. If you are uncomfortable with this, please let us know and we can help you get started. However, before you say you can't or don't want to try this, please give it a shot. You might surprise yourself!

One of the nice things about this platform is that you can collaborate with your co-teachers to plan what it is you want to post and share. Plan together, keep in touch, take turns making videos. We want you all to try your best to provide fun and enriching experiences for your kiddos while we are not in session. On the flip side, be mindful that you are not "overloading" your class page and doing too much.

The following gives some guidance on what this can look like. Our plan is for each classroom to provide at least one enriching activity each day.

The weekly focus areas are as follows:

Monday- Math

Tuesday- Literacy/Reading

Wednesday- Sensory

Thursday- Physical

Friday- Social Emotional

We have provided a wide variety of activities, resources and avenues you may use. Although you are more than welcome to pull straight from this list we encourage you and your associates to get creative and explore more activities to share!

We have to get creative and think "outside" the box in terms of things we can be doing to stay busy and keep our children engaged. There are so many things that can be done as you have already read in prior memos.

Attached you will also find a weekly report to help track your time. We want to make sure you are not having to use your benefit time if you are truly working. We trust you will be honest and document the time/tasks appropriately. Please make sure you are submitting this report to your supervisor no later than 4 pm every Friday from now until we are back in session. If you choose to not work and self-isolate, there is a section on the report to document that. We know that the COVID-19 situation is ever evolving and things will probably change again. We will keep you up to date as promptly as we can.

Thank you for your time and dedication to our families and program!

Your Ed Leadership Team ☺