

From: Dawn Cazin <dawn.cazin@caofseia.org>
Sent: Tuesday, March 31, 2020 1:36 PM
Subject: Education component updates and reminders

Hello everyone!

Hoping this finds everyone well! After our Monday morning meeting at Central, we listed some more things to share with you.

Please keep in mind that we are relying on you as Lead Teachers to keep your classroom team in the loop on items they need to be part of. This is really no different than what you would do in your classroom, you just may have to be a bit more creative right now. I know you may not be seeing each other but it is important to remember that you are a team and will be back together...one of these days...and need to keep the lines of communication open.

- For **emails** such as these, your options are:
 - Share if you are on site together.
 - Take a picture of the email and text it to them. This has been working really well for some.
 - Email it to them—this only works though if they have set up remote work email access (not all have) or if you have their personal emails.
 - Refer them to the website—keep in mind though, not all emails will be posted there though.
- Regarding **Timesheets**:
 - Please remember to get your timesheets started in the first week of the pay period.
 - When you start, and finish yours, remind your teaching team to do so as well.
- **Professional Development**: We have shared both mandatory trainings and a variety of other PD opportunities.
 - When we have a new one we will email it, as I am here, and have it posted on the Community Action of SE Iowa Website (Current Employees → PW 2018→ HS/EHS Pandemic section →Professional Development).
 - Asia is posting some on the Facebook group →Asia's Coaching Corner
 - If you or your team have any **Mandatory Trainings** due, please try to complete those soon. Please set 4/13/2020 as a goal to complete them. Some of the trainings do not work on phones so teachers may have to use their own tablets, desktops or laptops. Coming in to the sites at various hours is also an option if teachers are wanting to avoid others. If you are having trouble getting them done, please talk with your coordinator to figure out some options.
 - Please note, we as coordinators have not watched all of the PD we are sharing. We too are doing PD as we are able but it may not all be the same as yours. If you start something that just doesn't seem as relevant as we thought it might be, just move on to something else.
 - Any PD should be listed as training on timesheets.
- **Child Plus and Class Dojo**:
 - All of your contacts prior to closing should be in CP by now. If they are not, please make that a priority.
 - We **must** have documentation of any connections you make with the families during our closure. If you have not already, you will need to go into CP and give a short list of what

you shared with the families. Ex.-read _____ story, shared a link to _____ song or story, shared _____ activity, gave them an “assignment to _____, a picture posted, a 2nd Step lesson you did, etc.

- When you add a link in Dojo, please add a note with it...Ex.-“here is a favorite song”, “here is a story I wanted to share with you”, explain the importance of movement and then share a link or video of you doing something.
- If you haven’t already shared a video of you talking to or reading a story to the children, please consider it. They will be thrilled to see you and to know that you are doing ok and missing them. ☺
- Please be sure to post a couple of things each day to the children. I am sure the children and families are looking forward to it. Please try to do so in the mornings so that it is there when the parents decide to check on the day’s activities. This helps them to stay in somewhat of a routine which we all know is so important.
- We have seen some awesome things going out to parents and we are so proud of you for running with this! Just watching has made me really miss teaching! Thank you for the time to go back to preschool!
- **Home Connections/In-kind-**
 - Attached you will find **Home Connections** info. We discussed this back in the late fall and are in even greater need for it now. This is how we can document parents activities at home with their children and then be able to count it as in-kind. The parents will be receiving this in the next few days. Please support them in doing this for our program.
 - When we return, you will use something very similar but you will be adding an activity with directions and sending it home. Due to our current circumstances, we made it more parent friendly for now. (I just opened them through this email on my Surface and they look a bit “messy” but please know the parent copies are not.)
- **MISC-(stuff that just doesn’t fit anywhere else ☺)**
 - If you have not finished your monthly report please do so soon.
 - Please remember to look at the Creative Curriculum resources you have---the manuals and the new kits. These things will still go into effect, they are just on hold for right now. Reading the manuals does count as PD.
 - A huge thank you to those of you that have been helping in the kitchens, handing out lunches and other things. We couldn’t do it without you!

And finally THANK YOU! We appreciate all you are doing for the program but also in terms of being good community members and caring for each other. This is definitely a team effort type of situation that we will get through! Take care and stay in touch!

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