



## IMPLEMENTATION GUIDE FOR TEACHERS

### BEFORE THE HOME VISITS

- Remember the goals of the Countdown to Kindergarten program are to:
  - Establish lasting home-school relationships rooted in trust and mutual respect.
  - Enable parents and teachers to reach common understandings of both familial and classroom expectations for the coming school year.
  - Establish strong student-teacher relationships that will facilitate a smooth home-school transition and enhance classroom learning.
  
- Attend the orientation meeting:
  - Make sure you have a set of required materials for each participating child. Each set should include:
    - Toolkit
    - Set of Parent Handouts (English or Spanish) – *7 topics*
    - Set of Weekly Activity Worksheets (English or Spanish) – *5 topics, one for each home visit*
    - Profile of the Ready Kindergarten poster (English or Spanish) – *if available*
    - Record of Home Visits
    - Forms for parents to complete on first visit:
      - Consent and Authorization Form and Privacy Statement (English or Spanish)
      - Family Commitment Form (English or Spanish)
      - Pre-Program Parent Survey (English or Spanish) – only if instructed to administer long paper and pencil family questionnaires, ask your local First Steps partnership
    - Form for parents to complete on last home visit (#5) or school visit (#6):
      - Post-Program Parent Survey (English or Spanish) – only if instructed to administer long paper and pencil family questionnaire, ask your local First Steps partnership
    - Back-up copies of short online questionnaire if family is not able to submit questionnaire online – only if instructed to administer short online questionnaire, ask your local First Steps partnership
    - Set of Missed Visit Door Hangers (English & Spanish) – *have several available in case parents miss visits*
  - Complete all required paperwork and submit to First Steps Local Partnership:
    - Memorandum of Agreement
    - Confidentiality Form
    - Home Visitor and Teacher Demographic Information Form

- Teacher Invoices to submit for payment
- Learn what type of family questionnaire you will be administering (short online or long paper and pencil). Read instructions and ask questions if necessary.
- Pick up a copy of the 2020 Curriculum Notebook. Alternately, your First Steps partnership may provide the 2018 or 2019 Curriculum Notebook PLUS the 2020 Addendum. (This is the same information as the 2020 Curriculum Notebook.)
- Complete the online training.
  - Online training will be available in late May.
  - You cannot begin home visits until successful completion of the online training.
  - If you completed the Summer 2018 or 2019 Countdown to Kindergarten Online Training, you can choose to complete only the Summer 2020 REFRESHER Online Training.
  - Learn about how to participate in CTK Online Discussion and Support Group via the CTK Online Teacher Training site.
- Review the 2020 Countdown to Kindergarten Curriculum. Ask questions if necessary.

## **DURING THE HOME VISITS**

- Enjoy your visits!
  - Make sure parents are actively involved.
  - Each visit should be 60 minutes.
- Follow your Curriculum Guide
- Participate often in the CTK Online Teacher Discussion and Support Group.
- Submit Teacher Invoices as instructed.
  - Pay attention to deadlines from your First Steps Local Partnership!
  - You will probably submit 2 invoices:
    1. For all work completed before July 1 (deadline in early July)
    2. For all work completed after June 30 (deadline in early August)
- Administer the Family Survey(s) as instructed
- If applicable, enter Family Surveys in Survey Monkey as instructed

## **AFTER THE HOME VISITS**

- Meet with your First Steps Local Partnership to submit hard copies of all forms
- If applicable, follow instructions from your First Steps Local Partnership on data entry of Family Survey(s)
- At the conclusion of the program, complete the CTK Teacher Survey
- Enjoy the first day of school – you already know some of your students and their parents!