**MISSISSIPPI COUNTY ARKANSAS, E.O.C.**

**EARLY CHILDHOOD EDUCATION DEPARTMENT**

**CREATIVE CURRICULUM FOR CLOUD AND DIGITAL RESOURCES**

**(Assessment, Weekly Planning, and Teaching Guides)**

1302.31(b)(1)(i)(ii)(iii)(iv)(c)(1)(2)(d)(e)(1)(2)(3)(4)

1302.32 (a) (1)(2)(3)(4)(5)

1302.33 (b)(2)(3)

**POLICY:**

MCAEOC will utilize the Creative Curriculum, CLOUD, and Digital Resources for daily planning, instruction, and individualization.

MyTeachingStrategies GOLD is the online, observation-based assessment system used in cooperation with the Creative Curriculum. MyTeachingStrategies provides teachers the opportunity for accessing additional resources and support for assessment, for professional development, and for connecting with families.

ReadyRosie and the MyTeachingStrategies Family App and Family Tab are platforms used to conncect with families digitally in the place of printed materials and in the event that the classroom is in remote status.

**PROCEDURE**:

Weekly plans with required individualization are to be completed and submitted two weeks in advance to the appropriate supervisor.

Accurate and appropriate weekly plans must be printed and posted weekly.

Observations and notes are collected on a daily basis. Documentation is entered weekly on each child and groups of children.

Child Outcomes are collected over three checkpoints throughout the year- Fall, Winter, and Spring.

Teaching staff will maintain updated contact information for each child and their family and enter such information in GOLD and ReadyRosie.

New children are not added until they have been in the program at least four weeks.

Children will not be dropped from the system until there is official documentation that the child has been chronically absent and no documentation is available.

***Guidance for Teachers in GOLD***

1. Each staff will have access to MyTeachingStrategies (if you don’t have a username, please contact your COS/Site Supervisor or Program Operation Manager)
2. Each staff will sign in to their current room assignment
3. Sign in. Click on the Teach tab at the tope left of the screen
4. Once you are in the Teach area if you look to the right of the screen in blue there should be Creative Curriculum Digital Resources (Please notify your COS/Site Supervisor or Program Operation Manager if it does not have Creative Curriculum Digital Resources)
5. Go to the month where the staff want to start the study
6. To the left click on add a study
7. Select the day the staff wish the study to start on
8. The study guides will come up
9. Click on the study that the staff want to start on
10. The study will generate and go back to the monthly view
11. Once on the monthly view click on the first week of the study
12. The study will show a weekly view. In this view you will individualize, add nutritional activities, a dental activity, learning games
13. Some of the activities offer other options for the activities
14. Staff can individualize by choosing which children to work with and click on the children name and click save
15. If there is a tab on the Weekly Planning that has Small Group choose an ITE Options there will be Option 1 and Option 2 this is where staff can do half of the class with Option 1 and the other with Option 2. This will be up to the staff how they want to individualize the study
16. After you have completed all the activities and individualization for that week
17. Staff will go back to the weekly view of the study
18. To the left you click on submit
19. Staff will name the Weekly Planning Sheet as follows: (Week 1, 2, 3 etc. and the name of the Study) Example of the Beginning of the Year Study how each week should be submitted
	1. Week 1 Beginning of the School Year
	2. Week 2 Beginning of the School Year
	3. Week 3 Beginning of the School Year
	4. Week 4 Beginning of the School Year
	5. Week 5 Beginning of the School Year
	6. Week 6 Beginning of the School Year
20. Submit to your COS/Site Supervisor at the time
21. Click print
22. Create a custom print
23. Look at the area where it says display children
	1. Children name will appear on the Weekly Planning Sheet by clicking one of the following:
		1. Full name
		2. First name (make sure if you choose this you don’t have two children in your class with the same name)
		3. Initials
24. Print
25. Parent Signature and date
26. Before each Week begins staff should gather all materials (Mighty Minutes, Intentional Teaching Cards, Learning Games, Book Conversation Cards, eBooks, and any other material) that will be needed
27. Post the Weekly Planning Sheet and reference to it each day
28. As a reminder staff you still have the Learning Guides that will provide you with additional information and resources

***To remove a Study***

1. To remove a study staff can go to the month where the study is and click remove study to the left
2. Click on the study to be removed
3. Click confirm
4. Study is removed

***Guidance for Teachers in ReadyRosie***

1. Teaching staff will collect and maintain updated contact information for each child and their family.
2. ReadyRosie videos and playlists will be sent each week on Fridays.
3. Additional and individualized videos can be sent at the parents’ request.