

Checklist for Fundamentals Course Planners

Hosting a Fundamentals Class can mean arranging a lot of details. Here is a guide that may help you, if you have not done it before. Talking with others who have done it may also be very helpful. The Northern Lights website: <http://northernlightscdc.org> - Curricula – Fundamentals, has details all of the information referred to below, except the **Vermont Interactive Television (VIT)** references. Also please contact Northern Lights by phone or email with any questions. (802-241-4661) nancy.sugarman@ccv.edu

At least 4 months ahead

- If you are offering it through VIT you need to contact them to reserve space at least 6 months ahead. Review the contract carefully.**
- Read the information on the Northern Lights website (<http://northernlightscdc.org> - under *Curricula*) so you are familiar with the course. Make sure Northern Lights knows you are planning to offer the course. Get the code to the secure website from Northern Lights which has information just for sponsors and instructors of this course.
- Define required budget to offer this course and what if anything you will charge students (\$50. or less is strongly recommended, as most entry level child care providers need this course and are barely earning a livable wage)
- Find an instructor at the Certified or Master level in the Instructor Registry (or find an experienced instructor that you tell to apply to the registry) Instructor registry: <http://northernlightscdc.org> - under Instructor. Connect that person to the website and related resources.
- You will also need to find an instructor for the 6 hour: Basic Specialized care and contact Licensing to identify a licenser to offer the 2 hour Introduction to Licensing
- Consider identifying which modules could include parent co-presenters and identify how to find these parents
- You may consider using a Healthy Child Care Vermont nurse as a resource in the health and safety sections
- Determine the course schedule and location(s) and also send this information to Northern Lights, with the instructor's name.
- If you are offering it via VIT you will need to determine Saturday, face to face locations that are more or less equal-distance for the two groups participating. You will also need to identify a facilitator for the site where the instructor will NOT be teaching. This person welcomes students, distributes and collects papers, takes attendance, trouble shoots...**

At least 2 months ahead

- If you are offering it via VIT and the instructor has not taught on VIT before, arrange for her to get an orientation to VIT**
- Finalize guest presenters (parents, basic specialized care, licenser, and healthy child care VT nurse as applicable)
- Sign contracts with instructor, as applicable
- Order textbooks, if applicable.
- Submit full information to Northern Lights for the calendar
- Start to identify observers of students (a course requirement)
- Instructor add dates and adapt the syllabus framework (in Word on the secure website) to your course setting. Send your syllabus to Northern Lights

- Clarify cancellation of class policy and include in syllabus for students
- Start to register students- consider sending them information packets before the class (students need to have regular access to young children during the course, in order to fulfill assignments)

One month ahead

- Prepare any notebooks or other materials for students; also make copies of materials on the website (or adapted from the website) for students, including Documentation of Professional Development Forms
- If you are offering it on VIT clarify procedure for getting and collecting materials, attendance from the site that does NOT have the instructor**
- If you are offering it on VIT you may need to limit the number of students at any one site – a total of 40 students is the maximum an instructor can teach to have this course be effective using VIT. Consider if you think any classes should be taped for later viewing**
- Confirm observers of students and if they will be paid. (They should start to observe students about half way through the class. Invoice form for observers is on the secure website). Be sure observers understand their responsibility (see also form to be used, on the website)
- Participate in conference call for Fundamentals instructors and sponsors, as scheduled

A week before class and the night of class

- Finalize registration (some students may sign up for some sessions but not all)
- Be sure there is a procedure to track attendance of each student, each session
- Prepare any materials and confirm any details (logistics, guest presenters etc)
- Start class!**
- Sponsor and instructor debrief class session starts

During the course

- (Remember the CDA credential packets are important to share with the students for their information)
- Maintain regular communication between the instructor and the sponsor
- Participate in the conference call for instructor and sponsors as scheduled
- If you are using VIT, stay in contact with them and Northern Lights if class needs to be cancelled or rescheduled (there is a VIT charge for additional class time meetings)**
- Northern Lights staff come to observe one class (arranged ahead with Instructor)
- Observers of students are matched to students by the RDS and Instructor. Observer contacts students to set up one observation visit per student (total visit is one hour) about the middle or three-quarters through the course.
- Instructor passes out student evaluations and collects them at the last class session
- Instructor gives students who have successfully completed the course, letters of completion, or - if they planned to complete the full course and didn't - letters of incompleteness (see model on website). Applications for Level I certificate can be passed out (see website for application) to those who completed the course.

After the course

- Instructor completes the instructor evaluation and sends this to Northern Lights with attendance (including who successfully completed class) and student

evaluations. **When Northern Lights receives name, full contact information, workplace (and ideally BFIS Quality and Credential account number) concerning who successfully completed the class, the information will be entered in the students' BFIS Q and C account and child care licensing can view it quickly.**

- Instructor and sponsor debrief about the class and how it went
- Participate in instructor and sponsor conference call, if applicable

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