

**SOUTH DAKOTA EARLY
CHILDHOOD ENRICHMENT
FAMILY CHILD CARE
QUALITY PRACTICE
SERIES WORKBOOK**



DISCLAIMER

By submitting the completed workbook for review with the associated online trainings, the SD Early Childhood Enrichment system will provide verification of completion to earn a series certificate. In order to satisfactorily complete the workbook and earn the series certificate, answers to the questions must be written in complete sentences and include reflective practices.

Below is an example of acceptable answers.

EXAMPLE

Question:

What are some differences between a cat and a fish?

Answer A-Meets expectations:

A cat lives on land, usually has fur, and has four legs. A fish lives in water, moves with its fins, and has scales.

Answer B- Does not meet expectations:

Where they live.



SIGNATURE PAGE

Program name: _____

City of program: _____

Student Signature: _____ Date: _____

Email: _____

Director Signature: _____ Date: _____

Email: _____

Workbook must be signed by the staff person and director prior to submission.

ACCESS THE TRAINING

Create Your Account

1. Navigate to traininghouse.sdstate.edu
2. In the upper right corner, click Log In or:
 - a. Click Non-SDSU users login here if you do not have an SDSU email account
 - i. Select create new account
 - ii. Fill out the required fields and select Create my new account
 - b. If you have an SDSU email account, click SDSU User Login
 - i. Fill in your firstname.lastname username and password and click login.
3. An email will be sent to the email address you listed. Check your email to find instructions to complete your new account registration. If you do not see the email, be sure to check your Spam or Junk email folder or the Other tab of your Outlook or Hotmail inbox.
 - a. If you do not receive an email, enter in the Username and Password you created and select Log in. A message will appear that you need to confirm your account. Click Resend confirmation email and search for the email again.

Register for "ECE QRIS - Family Day Care Focused"

1. Navigate to traininghouse.sdstate.edu
2. Select either Non-SDSU users login here or SDSU User Login, depending on what account you created.
3. Fill in your username and password and Log in.
4. Use the search bar to find the course by typing "ECE QRIS - Family Day Care Focused" Select the course under the search results.
5. Enter the Self enrollment key "QRIS" and click Enroll me

Access the course

1. Navigate to traininghouse.Sdstate.edu
2. Select either Non-SDSU users login here or SDSU User Login, depending on what account you created.
3. Fill in your username and password and Log in.
4. Scroll down to the list of available courses and select ECE QRIS - Family Day Care Focused.
5. Then select Family Day Care Quality Practice.

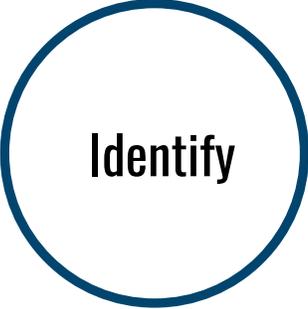
**SOUTH DAKOTA EARLY
CHILDHOOD ENRICHMENT
FAMILY DAY CARE QUALITY PRACTICE
SERIES**

**CLASS 1: PURPOSEFUL
PLANNING: HEALTHY AND
SAFE LEARNING
ENVIRONMENT**



CLASS OBJECTIVES

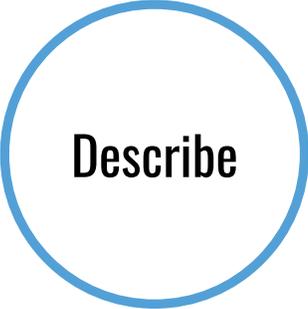
Please fill in the class objectives provided in the video.



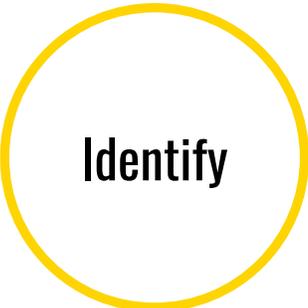
Identify



Recognize



Describe



Identify

NOTES

**SOUTH DAKOTA EARLY
CHILDHOOD ENRICHMENT
FAMILY CHILD CARE
QUALITY PRACTICE
SERIES**

**CLASS 2: QUALITY
PRACTICE IN
RELATIONSHIP BUILDING**



CLASS OBJECTIVES

Please fill in the class objectives provided in the video.



Define



Identify



Examine



Recognize



Identify

NOTES

REFLECTION 1

- Create Maslow's Hierarchy of Needs

REFLECTION 3

- In the video, how was her relationship building different with these preschoolers than it would be with infants or toddlers? Please provide 3 examples.

REFLECTION 4

- Share your "team building" experiences with the families you care for.
- What have been your successes?
- What have been your challenges?
- What benefits have you noticed?

REFLECTION 5

- What are three ways to enhance parent engagement, discussed by Jamie Klein, that you can use in your program?

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**CLASS 3:
DEVELOPMENTALLY
APPROPRIATE LEARNING
ACTIVITIES IN FAMILY
CHILD CARE**



CLASS OBJECTIVES

Please fill in the class objectives provided in the video.



Define



Examine



Describe



Plan



Recognize

NOTES

REFLECTION 2

- What did you see in the video that you already do or that you can add to your relationship building skills?

**SOUTH DAKOTA EARLY
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**CLASS 4: PROFESSIONAL
PRACTICES IN FAMILY
CHILD CARE**



CLASS OBJECTIVES

Please fill in the class objectives provided in the video.



Define



Discover



Examine



Analyze



Recognize

NOTES

REFLECTION 2

- What does your professional development plan look like?

- What topics you would like to learn more about?

REFLECTION 3

- For this activity, you will be rating where you feel you are in each of these areas. Using a rating scale of 1 (poor) to 5 (excellent).
 - Environment: clean, safe, warm, inviting
 - Curriculum: creative and interesting activities for mixed ages, hands-on experiences, children enjoy participating in activities
 - Business: policies and procedures are communicated well to parents and followed consistently, financial transactions handled appropriately, confidentiality is respected
 - Parent communication: daily information is shared, parents have opportunities to visit and participate in activities, phone calls, email, texts are responded to appropriately
 - Toys and materials: regularly inspected for loose or broken parts, variety available for mixed ages, age-appropriate toys/materials available at all times
 - Self: warm, friendly, caring, thoughtful of personal appearance, continually seek further information in child development

REFLECTION 4

- **What did you hear that describes what you do as a professional care provider?**
- **How would you describe your participation in the learning process of the children in your care?**
- **How would you describe your partnership with the parents you work with?**

REFLECTION 5

- Please list five ways you can manage your daily stress?
- Why is it important to know and use stress relieving techniques?
- How can lowering your stress impact the care you provide?
- Please complete six rounds of deep breathing.
 - Describe your mood before and after completing the breathing activity.