

**SOUTH DAKOTA EARLY
CHILDHOOD ENRICHMENT
OUT-OF-SCHOOL-TIME:
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 the Out-of-School-Time Quality Practice Series

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- Out of School Time 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 Out of School Time.
5. Then select Out-of-School-Time: Quality Practice

**SOUTH DAKOTA EARLY
CHILDHOOD ENRICHMENT
OUT-OF-SCHOOL-TIME:
QUALITY PRACTICE
SERIES**

**CLASS 1: BUILDING
RELATIONSHIPS WITH
COMMUNITIES, FAMILIES
AND SCHOOLS**



**SOUTH DAKOTA
EARLY
CHILDHOOD
ENRICHMENT**

CLASS OBJECTIVES

Please fill in the class objectives provided in the video.

Define

Examine

Identify

Analyze

Explain

Identify

NOTES

REFLECTION 2

Most parents today just don't seem to have time for their children. All they want to do is leave them in an OST program and forget them until it is time to go home. There is no way to get them involved.

Strongly Agree

Strongly Disagree

Mixed Feelings

Reasoning:

Many parents today don't seem to know a thing about raising children; as a result, children are always misbehaving.

Strongly Agree

Strongly Disagree

Mixed Feelings

Reasoning:

REFLECTION 2 CONT.

At the end of the day, parents are in a hurry; they don't seem to care whether their children finish activities or help with clean up.

Strongly Agree

Strongly Disagree

Mixed Feelings

Reasoning:

Parents have lots of good ideas about how an OST program should be ran.

Strongly Agree

Strongly Disagree

Mixed Feelings

Reasoning:

To a child, a parent is the most important person in the world.

Strongly Agree

Strongly Disagree

Mixed Feelings

Reasoning:

REFLECTION 3

- What are tools you can use to include parents in the Out-of-School-Time programs? Please list 3 tools.

REFLECTION 4

- List 3 ways you can improve staff engagement and identify at least one strategy you plan to use to help you improve staff engagement.

**SOUTH DAKOTA EARLY
CHILDHOOD ENRICHMENT
OUT-OF-SCHOOL-TIME:
QUALITY PRACTICE
SERIES**

**CLASS 2: OBSERVATION,
ASSESSMENT, AND
INCLUSION**

CLASS OBJECTIVES

Please fill in the class objectives provided in the video.



Examine



Identify



Apply



Recognize

NOTES

REFLECTION 1

- What are the reasons you make observations of children in your program?

- What might children see that we miss in our observations?

REFLECTION 3

For each observation statement, decide if it is objective or subjective, and why.

Three children were playing in the sandbox. The children started throwing sand because there was no sand toys available to them.

Ben walked by a block tower that Daniel had been building all afternoon. With one kick, Ben knocked the tower over and said, "I need those blocks. You've been hogging them all day." Daniel narrowed his eyes and said, "Look what you did! You wrecked everything." Then he picked up one of the fallen blocks and threw it at Daniel.

Haley sat at the table for approximately one minute before moving to the library area. She picked up a book, looked at the cover, dropped it on the floor and ran to the window.

REFLECTION 5

- **How could you use the information on the Social Skills Checklists to make changes to the program as a whole or for individual children?**

REFLECTION 6

Think about these features of inclusion: access, participation, and supports.

- **What experiences have you had?**
- **What features of inclusion does your program implement?**
- **What features of inclusion could you improve on and what would it take to make those improvements?**

**SOUTH DAKOTA EARLY
CHILDHOOD ENRICHMENT
OUT-OF-SCHOOL-TIME:
QUALITY PRACTICE
SERIES**

**CLASS 3:
DEVELOPMENTALLY
APPROPRIATE PLANNING**

CLASS OBJECTIVES

Please fill in the class objectives provided in the video.



Identify



Acquire



Recognize



Examine

NOTES

REFLECTION 1

- Please list 3 examples of how to be "intentional" in your work with children.

REFLECTION 3

- How do the ideas and structure of a "Makerspace" fit the goals of an OST program?

- What would you need to create a "Makerspace" in your environment?

REFLECTION 5

- **What is your initial reaction to the term creative killers?**
- **How do you balance creative killers when supervising children?**
- **Discuss a time you used a creative killer. What happened?**
- **Have you had a creative killer placed on you? If so, explain how you felt.**

**SOUTH DAKOTA EARLY
CHILDHOOD ENRICHMENT
OUT-OF-SCHOOL-TIME:
QUALITY PRACTICE
SERIES**

**CLASS 4: MANAGING AND
PLANNING FOR GROUPS**



**SOUTH DAKOTA
EARLY
CHILDHOOD
ENRICHMENT**

CLASS OBJECTIVES

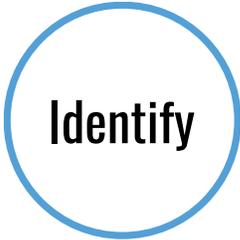
Please fill in the class objectives provided in the video.



Examine



Recognize



Identify



Apply

NOTES

REFLECTION 2

- **What are some concerns or questions you have about managing groups of school-aged children?**

