

Item	Tips
<p>1. Support Visit</p>	<ul style="list-style-type: none"> • QCCN Master Binder – have binder easily accessible to review with consultant • Previous Support Visit Form – ensure you have action items completed in accordance with the mutually agreed upon timeline. • Please have your most recently completed: <ul style="list-style-type: none"> -DPS for each age group and any used for referrals -ITERS/ECERS/SACERS for each room -Parent Surveys -Observation and Documentation Forms • Consultants would like a tour of your centre and time to speak with staff members • Signatures will be required from Supervisor on Support Visit and Photo Release Forms • Consultants will be bringing with them their Attestation Letter for copying.
<p>2. DISC Preschool Screen (DPS)</p>	<p>Please don't forget to complete the following steps:</p> <ul style="list-style-type: none"> • Parent consent forms signed and follow up is done with parent; parent signature is obtained to verify that results have been discussed with them • Complete back page of DPS form (consultants have a sample copy) • Double check age calculations-refer to sample calculation sheet • Reminder of Days calculation if score under days column is 15 and under record 0 months but if score is 16 and over record 1 month. • Ensure if child is at older end of range to use adjusted age range: higher age group calculation for 53-55 mo. –subtract 1 point from raw score; for 56-59 mo.- subtract 2 points from raw score; items in DPS are for children to 60 mo. ; 53-59 could possibly get all items correct but given their age-it would not be a true reflection of their abilities as these items are not difficult enough * it ensures that we catch them if need be • Use of newest consent form • Use of DPS Information Sheet to track information, ensuring no children are missed • A list for your kit to ensure all items are in working order • Consultants will have available Request for Service & Referral Forms and Links http://www.niagararegion.ca/living/childcare/financial-assistance/resource-teacher-support.aspx • A reminder that scores and referrals are reported within the same month on stats form.

<p>3. Early Childhood Environment Rating Scale (ITERS, ECERS, SACERS)</p>	<p>When completed the rating scales we recommend the following:</p> <ul style="list-style-type: none"> • include comments to substantiate scores • finish each item to the end even if score is lower than 7 • graph results once scales finished on master to reflect year to year scores • complete the Environmental Rating Scale Feedback Summary Form and post for parents • score sheets can be downloaded for free from Teacher's College Press https://www.tcpres.com/filebin/PDFs/9780807758670_ss.pdf - ITERS - 3 https://www.tcpres.com/filebin/PDFs/9780807755709_ss.pdf - ECERS - 3 https://www.tcpres.com/filebin/PDFs/SACERS_Expanded_Scoresheet.pdf - SACERS - Updated • Equipment Lists (Infant/Toddler, Preschool, School-Age) – completed annually by centre
<p>4. Support for room arrangement, environmental scans, program or staff support, resources in the form of coaching and mentoring</p>	<ul style="list-style-type: none"> • Patricia Couroux's (Coaching and Mentoring Services Coordinator) business card will be left with supervisors upon request. • Support consultant will email Patricia Couroux regarding specific request. • If after visit centre has further questions or requests an email can be sent to pcouroux@eccdc.org or by phone at (905)646-7311 ext. 300.
<p>5. Statistical Data</p>	<ul style="list-style-type: none"> • To be submitted monthly through link sent by Niagara Region • Contact Niagara Region if you have any issues please contact Sharon Milne smilne@niagararegion.ca
<p>6. Parent Survey</p>	<ul style="list-style-type: none"> • Each site to complete annually. • Consultants can provide an electronic copy of QCCN template.
<p>7. Refreshers</p>	<ul style="list-style-type: none"> • Consultants are available for training refreshers available for staff meetings • Regarding <i>speech/language</i>, contact Debbie Hamilton, <i>Speech Language Pathologist</i> (Speech Services Niagara) at 905-688-1890 ext. 161 or deb.hamilton@niagarachildrescentre.com • Regarding <i>emergent literacy</i>, contact April Shaw, <i>Emergent Literacy Consultant</i> (Speech Services Niagara) at 905-688-1890 ext 167 or april.shaw@niagarachildrescentre.com • Regarding <i>behaviour</i>, contact Brend-Lynn Haley (Pathstone Mental Health) at (905)688-6850 ext. 149 bhaley@pathstone.ca .