

Work & Family Consulting, Inc.

Interactive Course Instructions Skills & Strategies for the Child Care Teacher

Welcome to the interactive Introduction to the Child Care Profession class. We will be going through the process of completing this course together. The Wisconsin Department of Children & Families requires that these free courses have interactive components. Why interactive? By doing so, we can support you better, offer guidance, keep you on track to complete this course successfully and you will have a more enriching learning experience. We're very excited to get started!

A few important pieces of the interactive process:

- **Before beginning your course, there will be a REQUIRED ZOOM Orientation.** Orientations are held the 2nd and 4th Wednesday of each month from 1:30-2:30 pm. **You will receive an email invitation from us prior to the meeting.**
- We will be meeting through Zoom, FaceTime, and/or phone call **four** times throughout the completion of this course. Those meetings will be scheduled based on your progress working on your course. We will meet/talk before you begin LP2, LP6, LP8 and LP13. You must contact us before you start working on that Learning Plan, and we will set up a time to get together that meets both of our schedules.
- We have **office hours** three days/week. Our office hours are Monday, Wednesday, and Thursday from 12:00-2:00 pm. Kim Fabich and/or Debi Lieuwen will be available during those times to answer questions. **Kim Fabich: 920-339-2765** (call only) **Debi Lieuwen: 920-676-2813** (call or text) You may call us outside of those hours, but there will be times when we are not able to return your phone call until the set office hours. Please leave a message and let us know it is for the certification course.
- **Peer-to-peer conversations**-often times, our peers and supervisors are the best mentors. Because of this, you will have several activities you must do with the supervision/cooperation of a trusted and experienced teacher, assistant director, or director. For these activities, you will share with them your activity and listen to their feedback. The person you interacted with will need to sign off on the attached sheet stating they worked with you. Please pick an experienced peer at your program since their feedback could be the most impactful.

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- **Student Activity Observation Form**-there are 7 activities to be planned in this course (LP7, LP8-2 activities, LP9, LP10-2 activities and LP11). An experienced peer in your program **MUST** sign the sheet for you to get credit. Before they sign the form, ask for their input. Is the activity developmentally appropriate? Is the activity product or process art? Are the skills appropriate for the activity and are they specific enough to meet the criteria?
- **Performance Assessment Task (PAT)**-there are 8 PAT's in this course (LP1, LP2-1, LP2-2, LP3, LP6, LP12, LP14 and LP15). These must be signed by a peer observer. Go over the required task with them. Show them your work example, if required. Talk about it, listen to their input, and go over the grading criteria together.
- There is an attached Signature Page. To get credit for each of these assignments, a peer, supervisor, or parent (depending on the assignment requirement) must sign and date in the appropriate spot.

You may email us at any time

Debi Lieuwen: dlieuwen@workandfamilyconsulting.biz

Kim Fabich: kmfabich@workandfamilyconsulting.biz

We have put this together to ensure your success in this course and your teaching career.
Good luck and keep in touch!