



Resource Collection Checklist

- ☐ List the agency and contact information for reporting child abuse and neglect in your state and county. Summarize your program's policy regarding your responsibility to report child abuse and neglect.
- ☐ Include a copy of your current certificate of completion of a CPR (certified pediatric first-aid) training course. Certification must have been within the last three years.
- ☐ Obtain the name and contact information of an agency that provides nutrition services for children and families. Provide two (2) pamphlets or articles discussing nutrition education.
- ☐ Provide a copy of your weekly menu and include information on how to accommodate children with food allergies.
- ☐ Provide a sample of your weekly lesson plan. Include the goals for children's development and a brief description of the learning experiences as well as a plan for accommodating for children with special needs.
- ☐ Provide four (4) songs and four (4) finger plays or poems you use to promote phonological awareness. Describe how you assist children whose home language is other than English.
- ☐ Obtain five (5) pamphlets or articles that are designed for parents to help them understand how young children grow and learn.
- ☐ List two (2) resources to assist teachers in dealing with children with challenging behaviors.(examples: biting, shyness).
- ☐ Describe the goals, materials, and teaching strategies for three different learning experiences, one for each age group of children ages three, four, and five years. Include physical, cognitive, social, and creative development for each age group.
- ☐ Research and provide the titles to ten pre-school age appropriate books in each one of the following categories: Self-esteem, Gender Identity, Divorce, Special Needs or Children with Disabilities, Multicultural Families, Everyday Routines, The Cycle of Life, Physical Fitness, Nutrition and Everyday Activities.
- ☐ Research and provide contact information for field trip opportunities within your community. One field trip should be for preschool age children and one field trip for school age children.
- ☐ Research and provide the name and contact information for an agency in your community that provides family counseling. Give a brief description of the services available.
- ☐ Provide the name and contact information of an agency that provides resources, and translation services for families whose home language is other than English. Give a brief description of the services available.
- ☐ Provide an observation tool used to record children's development. One copy should be blank, and one copy should be filled out as a sample. The child's name should not be included.
- ☐ Research and provide the contact information for two (2) agencies in your community that offer resources and services for children with disabilities. Give a brief description of the services available.
- ☐ Provide the name and contact information for referrals to local medical specialists including, Pediatricians, Allergists, and Dentists.
- ☐ Provide your center program policies describing what the center does for parents and what the responsibilities of parents are.
- ☐ Provide samples of three record keeping forms that you would use in an early childhood program.
- ☐ Research and provide a short summary on two national early childhood associations including membership information.
- ☐ List the contact information for your state's agency that regulates child care centers and homes. Review the state regulations and provide the qualifications for Directors, teachers, and assistants including the number of training hours required annually.

Observer Signature

Date