

Item	Tips
<p>1. Support Visit</p>	<ul style="list-style-type: none"> • QCCN Master Binder, Previous Visit Form and Tracking Sheets easily accessible during visit. • Please have ready for viewing your most recently completed: <ul style="list-style-type: none"> -DPS for each age group and any sent for referrals -ITERS-3/ECERS-3/SACERS-R for each room along with Environment Feedback Forms and Resource and Inventory Lists -Annual 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 Annual Support Visit Form and Photo Release Forms • Consultants will be bringing with them their Attestation Letter for copying for centre records.
<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 on an annual basis; parent signature is also obtained to verify that results have been discussed with them after the screen has been completed. • Use of newest consent form (May 2018), double check age calculations – refer to sample calculation sheet and complete back page of DPS form (consultants have a sample copy) • 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 DPS Tracking Sheet to track information, ensuring no children are missed • A list for your kit (page 16 of DPS Manual) to ensure all items are in working order • Consultants will support you in accessing the 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. • If a child is already on a Resource Consultant Caseload you do not need to complete a DPS.

<p>3. Early Childhood Environment Rating Scale (ITERS-3, ECERS-3, SACERS-Updated)</p>	<ul style="list-style-type: none"> • 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 • Finish each item to the end including comments to substantiate scores even if score is lower than 7 • Refer to Rethinking ITERS-3, ECERS-3, and SACERS-Updated in alignment with <i>How Does Learning Happen?</i> • Complete the Environmental Rating Scale Feedback Summary Form and post for viewing • Resource and Inventory Lists (Infant/Toddler, Preschool, School-Age) – completed annually by centre for annual visit and a copy sent to QCCN Consultant.
<p>4. Statistical Data</p>	<ul style="list-style-type: none"> • To be submitted by the 15th of the month for the month prior through link sent by Niagara Region. • Contact Special Projects Coordinator at Niagara Region for further details or if any issues arise at sharon.milne@niagararegion.ca
<p>5. Parent Survey</p>	<ul style="list-style-type: none"> • Each site to complete annually. • Consultants can provide an electronic copy of QCCN template.
<p>6. Refreshers</p>	<ul style="list-style-type: none"> • Consultants are available for training refreshers available for staff meetings. • Regarding Speech and Language support, contact Debbie Hamilton, Speech Language Pathologist (Speech Services Niagara) at 905.688.1890 ext. 161 or deb.hamilton@niagarachildrenscentre.com • Regarding Emergent Literacy support, contact April Shaw, Emergent Literacy Consultant (Speech Services Niagara) at 905.688.1890 ext. 167 or april.shaw@niagarachildrenscentre.com • Regarding Behaviour support, contact Brenda-Lynn Haley (Pathstone Mental Health) at 905.688.6850 ext. 149 or bhaley@pathstone.ca
<p>7. Support for curriculum, pedagogy, environment, Coaching and Mentoring Services and Library Services</p>	<ul style="list-style-type: none"> • QCCN Support Consultants will email Patricia Couroux and/or Hayley Tonner regarding specific requests and a business card will be left at the centre. • If after a centre has further questions or requests a visit an email can be sent to pcouroux@eccdc.org or 905.646.7311 ext. 300 and htonner@eccdc.org or 905.646.7311 ext. 304