

Professional Resource File (PRF):

To prepare your binder, you will need:

- a pack of at least twenty-five clear plastic page protectors
- a pack of at least eight dividers with tabs
- a pack of self-stick plain white labels (1 inch by 3 inch is a good size, at least 17)

- Create the title sheet to slide under the clear front cover of your binder.
 - o Type in a large, bold font, centered on the page. It should read as follows:
 - Your Name
 - Professional Resource File
 - Date (Leave blank. This is the date of your visit from the CDA Council Representative)
 - o Don't use clip art, drawings, or photos. This is a PRF, and needs to look neat, sharp & *professional*.
- Put the dividers in the binder first, making small labels to stick on the eight side tabs as follows:
 1. Autobiography
 2. Competency Goal Statements
 3. Resource Collection Items

Autobiography:

- Write 300 words about yourself. The statement must answer these questions: 1. Who are you? 2. Why did you decide to work with young children? 3. What are your future goals in the early childhood field?

Competency Goal Statements:

- For each Statement of Competence, you will need to write a 200-500 word paper (a total of six 200-500 word papers). Each paper will respond to one of the following statements.
 - #1- To establish and maintain a safe, healthy learning environment
 - #2- To advance physical and intellectual competence
 - #3- To support social and emotional development and to provide positive guidance
 - #4- To establish positive and productive relationships with families
 - #5- To ensure a well run, purposeful program responsive to participant needs
 - #6- To maintain a commitment to professionalism
- Each paper should be written in narrative style (ex. full, complete sentences)
Each statement should answer two questions.
 1. What does this goal mean to me?
 2. How do I implement this into my program?
 - these are examples of what you currently do in your program (therefore, use "I do" not, "I will do")

Use pg 37-68 in your CDA book (in your packet) to help you with this section.

Resource Collection Items:

- **Item #1:** Provide a summary of the legal requirements in your state regarding child abuse and neglect, include contact information for the appropriate agency, and provide a copy of your program's policy regarding your responsibility to report child abuse and neglect.
- **Item #2:** Include the current certificate of completion of a certified pediatric first aid training course (includes treatment for blocked airway and providing rescue breathing for infants/young children).
- **Item #3:** Use the Internet, the public library, or your program's professional library to obtain the name and contact information for an agency that supplies information on nutrition for children and/or nutrition education for families.
- **Item #4:** Provide a sample of your weekly plan. Make sure the plan includes goals for children's learning and development, brief description of planned learning experiences. Make sure the plan includes accommodations for children with special needs (whether for children you currently serve or may serve in the future).

- **Item #5:** Select a **total** of 4 songs, finger plays, word games, **OR** poems that you can use with children to promote phonological awareness. (Note: **NOT** 4 songs, 4 finger plays, 4 word games). Describe strategies to promote phonological awareness among children whose home language is other than English.
- **Item #6:** Describe 9 learning experiences for children. Each experience should promote physical, cognitive, and creative development. Describe the goals, materials, and teaching strategies used.
 - o *For infant/toddler endorsement—The learning experiences should be for young infants, mobile infants, and toddlers (3 activities for young infants, 3 for mobile infants, and 3 for toddlers)*
 - o *For preschool endorsement—The learning experiences should be for three, four, and five year old children (3 activities for three-year olds, 3 for four-year-olds, and 3 for five-year-olds)*
 - o *For family child care endorsement—The learning experiences should be for infants, toddlers, and preschoolers (3 activities for infants, 3 for toddlers, and 3 for preschoolers)*
- **Item #7:** Provide the titles, authors, publishers, copyright dates, and short summary of 10 age appropriate children’s books that you use to support development of children’s self-concept and self-esteem, and to deal with life’s challenges. Use the books you have in your program’s library
- **Item #8:** Use the Internet, a public library, or your program’s professional library to obtain 2 resources designed to assist teachers in constructively dealing with children’s challenging behaviors (such as hitting, biting, or shyness). Please note: This states “designed to assist teachers”, not “to assist parents.”
- **Item #9:** Provide the name and telephone number for an agency in the community where you work for making referrals for family counseling.
- **Item #10:** Provide the name and contact information for an agency in your community that provides resources, materials, and translation services for families whose home language is other than English.
- **Item #11:** Provide a copy of your program policies that specify parent’ responsibilities and what the program does for parents. You may find this information in the Parent Handbook/orientation materials or your contracts/policies.
- **Item #12:** Provide samples of the following record keeping forms used in early childhood programs.
 - o Accident report
 - o Emergency form (who to contact incase of emergency)
 - o A third form of your choice
- **Item #13:** Use the Internet, the public library, or your program’s professional library to obtain the name, address, and phone number of your state’s agency that regulates child care centers and homes.
 - o Go to <http://nrc.uchsc.edu/STATES/states.htm>. Print out the section describing qualifications and requirements for child care personnel labeled “Personnel” and highlight the parts that are related to your own particular job responsibilities as a teacher, assistant teachers, or director.
- **Item #14:** Review the websites of 2-3 national early childhood associations and obtain information about membership, their resources, and how to order products-- *One of the associations must have a local affiliate/chapter.*
- **Item #15:** Obtain 4 pamphlets/articles designed to help parents understand how young children develop and learn. Articles must help parents understand development and learning of the ages of children in your care. At least one article must be on guidance (discipline).
- **Item #16:** Locate an observation tool used in documenting/recording information about children’s behavior.
 - o One copy should be blank
 - o One copy should be filled out as an example (John or Jane Doe)
- **Item #17:** Obtain contact information for at least 2 agencies in the community that provide resources and services for children with disabilities.