

# Doña Ana County Head Start

## Classroom Visitor Procedures

1. The requirement for a Classroom Visitor is two (2) per semester.
2. When planning for a Classroom Visitor consider the following:
  - ❑ Children's interest
  - ❑ Children's needs
  - ❑ Extension of curriculum theme / project
  - ❑ Promoting literacy
  - ❑ Promoting Music / Culture
  - ❑ Awareness of the community and community workers
  - ❑ Introducing persons with different abilities
  - ❑ Introducing children to something new, etc.
3. When scheduling a Classroom Visitor share the following information:
  - ❑ Age of children
  - ❑ Number of children
  - ❑ Attention span for 3 & 4 year olds
  - ❑ Presentation must be appropriate for the developmental level of the children
4. State Licensing Regulations (Blue Notebook) must be followed if any **pets / animals** are brought into the classroom.

(A center will inform parents or guardians before pets are allowed in the center. A center will inoculate any pets as prescribed by a veterinarian and keep a record of proof of inoculation prior to the pet's presence in the center. A center will not allow on the premises pets or other animals that are undomesticated, dangerous, contagious or vicious). **See Licensing Regulations pages 20-21.**
5. State Licensing Regulations must be followed if **swimming, wading and water** activities are planned.

(Each child will have written permission from a parent or guardian before the child enters the pool. A center will drain and fill the wading pool with fresh water daily and disinfect after each use. A center will empty a wading pool when it is not in use and remove it from areas accessible to children. A center will not use a portable wading pool placed on concrete or asphalt). **See Licensing Regulations Page 17 & 18.**
6. **Use the Classroom Visitor Checklist to plan for appropriate classroom visitors and to extend the learning experiences of children.**