



First 5 California CARES Plus Program

September 2013

Dear CARES Plus Participant:

Congratulations! You have been selected to receive two CARES Plus *Classroom Assessment Scoring System*[™] (*CLASS*[™]) in-person observations – one in the fall and another in the spring. Scheduling and completing this observation is a mandatory requirement for your continued participation in this program. If you **do not** complete these *CLASS*[™] observations, you may be ineligible to receive a stipend. If you need additional information regarding this requirement, please contact your local CARES Plus Administrator.

What is a *CLASS*[™] Observation?

CLASS[™] is an observational teacher-assessment tool that captures teacher behaviors linked to student gains. A *CLASS*[™] observation is conducted by a trained and reliable observer. During each observation, the observer watches the interpersonal and individual behaviors of the teacher(s) and children for 20 minutes, and then assigns ratings based on the degree to which certain behaviors characterize the observed interactions.

The *CLASS*[™] observation will take approximately two to three hours. It is important for the observation to take place in the morning and that a majority of children in your classroom are present that day.

Getting Started

You will be contacted by a state-trained *CLASS*[™] observer within the next two weeks. Together, you will schedule a mutually agreeable time for the fall observation to occur. The fall in-person observation must be completed by **November 15, 2013**. The spring observation must be completed by **May 15, 2014**. In early April, additional information will be sent to you regarding the spring observation.

- Provide your site Director/Owner with a copy of the *Director/Owner Notification of CLASS[™] In-Person Observation (N.OBS.2)* explaining you have been chosen to participate in the *CLASS*[™] in-person observation process. The site Director/Owner signed an authorization form at the time you applied for CARES Plus.
- When the *CLASS*[™] observer contacts you, schedule a date and time with the observer to come to your classroom/facility to conduct the in-person observation.



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Next Steps

- If you have not been contacted by your assigned observer within two weeks of receiving this letter, please immediately contact your local CARES Plus Administrator to assist you.
- Post the *Parent Notification of CLASS™ In-Person Observation (N.OBS.3)* at least five working days prior to your scheduled in-person observation. Post it where it is clearly visible to parents, and keep a copy for your records. This Notification is available in English and Spanish at <http://ccfc.ca.gov> under the CARES Plus link.
- If for any reason you need to reschedule the in-person observation, please contact the observer as soon as possible. In addition, please notify Maria Guzman at guzmanma@yosemite.edu. The observer may be traveling a long distance to perform this observation, so we ask that you consider the time and effort made to complete these observations.

If you have questions, please contact your local CARES Plus Administrator. First 5 California appreciates your participation in this professional development program. We value and understand the importance of your work as an early care and education provider.

Thank you for your participation in CARES Plus.

The CARES Plus Team
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