



First 5 California CARES Plus Program

Description of CARES Plus Notifications

The following Notifications (N documents) are provided to CARES Plus participants and Lead Agencies. Notifications may be sent directly to participants by the Child Development Training Consortium (CDTC) or they may be sent to the Lead Agency as information or to distribute. Notifications distributed to participants are available in both English and Spanish, and the Spanish version is identified by the “S” following the number. Copies of Notifications will be available on First 5 California and CDTC’s websites.

General Notification

Notification N.GEN.1/N.GEN.1.S – Letter to Welcome CARES Plus Participant

This letter may be used by Lead Agencies to notify participants about how to access required online programs, get technical assistance if needed, and meet critical dates and deadlines for completing the requirements. Lead Agencies should send this letter or use a modified version that also includes county-specific CARES Plus information.

My Teaching Partner™ (MTP™) Notifications

Notification N.MTP.1/N.MTP.1.S – Letter to Welcome *My Teaching Partner™ (MTP™)* Participant

CDTC will send this letter to all *My Teaching Partner (MTP™)* participants once they have been selected for participation.

Notification N.MTP.2/N.MTP.2.S – Director/Owner Notification of *My Teaching Partner™ (MTP™)* Videotaping

CDTC will send this Notification to all *MTP™* participants with their information packet. Participants are asked to give this Notification to their site director or family child care owner regarding their participation in the *CLASS™* Observation.

Notification N.MTP.3/N.MTP.3.S – Parent Notification of *My Teaching Partner™ (MTP™)* Videotaping

CDTC will send this Notification to all *MTP™* participants with other information about videotaping. The participant must post this Notification at least five days prior to the first videotaping and keep the Notification posted all year. It is used to notify parents about both bi-weekly videotaping and *CLASS™* observation videotaping.



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Notification N.MTP.4/N.MTP.4.S – Protocol for *My Teaching Partner™* (MTP™) Two-Hour Observation Videotaping

CDTC will send this Notification to all MTP™ participants. It contains tips for completing the required 2-hour videotaped observation during the fall and spring observation periods.

Notification N.MTP.5/N.MTP.5.S – Frequently Asked Questions (FAQs) About *My Teaching Partner™* (MTP™) Videotaping

These FAQs provide responses to a series of questions from MTP™ participants about videotaping and troubleshooting problems that sometimes arise. This information may be distributed by Lead Agencies at their discretion.

Notification N.MTP.6 – Lead Agency Overview of the *My Teaching Partner™* (MTP™) Process

This Notification provides an overview and key dates for MTP implementation, the Lead Agency role, and the process for dropping non-responsive participants. This information is intended for Lead Agencies and is not distributed to participants.

In-Person CLASS™ Observation Notifications

Notification N.OBS.1/N.OBS.1.S – CARES Plus Participant Selected for CLASS™ Observation

CDTC will send this letter to all CARES Plus participants who have been selected to participate in the fall and spring CLASS™ in-person observations.

Notification N.OBS.2/N.OBS.2.S – Director/Owner Notification of CLASS™ In-Person Observation

CDTC will send this letter to all CARES Plus participants who have been selected to participate in the fall and spring CLASS™ in-person observations. Participants will give this Notification to their site director or family child care owner regarding their selection to participate in the fall and spring CLASS™ in-person observations.

Notification N.OBS.3/N.OBS.3.S – Parent Notification of CLASS™ In-Person Observation

CDTC will send this letter to all CARES Plus participants who have been selected to participate in the fall and spring CLASS™ in-person observations. Participants must post this Notification in the classroom five days prior to the scheduled observation. Participants may make copies of the Notification for parents in their program.



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Notification N.OBS.4 – Lead Agency Responsibility In-Person Observation

CDTC will send this letter to all Lead Agencies with participants who have been selected to participate in the fall and spring *CLASS™* in-person observations. This Notification explains the process for completing *CLASS™* in-person observations and the Lead Agency's role in that process.

***Kids and Smoke Don't Mix* Notifications**

Notification N.KS.1 – Lead Agency Instructions for *Kids and Smoke Don't Mix* Online Training

CDTC will send these instructions to CARES Plus Lead Agencies with information about the online program, *Kids and Smoke Don't Mix*. These instructions describe how participants can log onto the on-line program and how the Lead Agency can create participant reports.

Notification N.KS.2/N.KS.2.S – *Kids and Smoke Don't Mix* Training Information

Lead Agencies will provide participants with this letter informing them how to access the online course *Kids and Smoke Don't Mix*. Lead Agencies may modify this information to include local CARES Plus information, if needed.