



## First 5 California CARES Plus Program

### Description of CARES Plus Notification Documents

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.

#### **I. 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.

#### **II. MyTeachingPartner™ (MTP™) Notifications**

##### **Notification N.MTP.1/N.MTP.1.S – Letter to Welcome MyTeachingPartner™ (MTP™) Participant**

CDTC will send this letter to all MyTeachingPartner (MTP) participants once they have been selected for participation.

##### **Notification N.MTP.2/N.MTP.2.S – Director/Owner Notification of MyTeaching 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 Classroom Assessment and Scoring System® (CLASS®) Observation.

##### **Notification N.MTP.3/N.MTP.3.S – Parent Notification of MyTeachingPartner™ (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 MyTeachingPartner™ (MTP™) Two-Hour Observation Videotaping**

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

### **Notification N.MTP.5/N.MTP.5.S – Frequently Asked Questions (FAQs) About MyTeachingPartner™ (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 MyTeachingPartner™ (MTP™) Process**

This Notification provides Lead Agencies with an overview and key dates for MTP implementation, their role in the process, and what to do when participants become non-responsive. This information is intended for Lead Agencies and is not distributed to participants.

### **III. In-Person CLASS® Observation Notifications – Notification N.OBS.1/N.OBS.1.S, Notification N.OBS.2/N.OBS.2.S, and Notification N.OBS.4 are no longer used.**

### **IV. 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 online 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.