



First 5 California CARES Plus Program

Dear CARES Plus MyTeachingPartner™ (MTP™) Participant:

This letter is intended to assist you as you prepare for your fall and spring CLASSroom Assessment and Scoring System® (CLASS®) observation videotaping in your classroom or family child care home.

Please complete your classroom taping as soon as you can, but tape on a day that is typical of your classroom. If there are special activities planned during the day of the scheduled videotaping, wait until another day to videotape. After videotaping, return the SD card for the fall observation using the pre-addressed, postage-paid envelope **postmarked no later than October 15, 2015**. Mail to:

Child Development Training Consortium
CARES Plus Project
1620 N Carpenter Rd., Ste. C-16
Modesto, CA 95351

Two Weeks Prior to Completing the Two-Hour Observation Videotaping

1. Plan a **two-hour** block of time, at the beginning of your class session, when the majority of children are present to videotape. It is imperative that you tape two hours of **continuous**, uninterrupted classroom instruction time, includin™ transitions. Taping segments over several days is not permitted.
2. Inform your site Director/Owner that you have been selected to participate in CLASS observation videotaping using the **Director/Owner Notification of MTP Videotaping (N.MTP.2)**.
3. Post the **Parent Notification of MTP Videotaping (N.MTP™.3 and N.MTP™.3.S)** in your classroom at least five working days before the date scheduled for videotaping. Keep this form posted all year. If needed, reassure parents by telling them all videotapes will be reviewed only by CARES Plus trained observers, and will be destroyed once the review has been completed.
4. Complete a test videotape to ensure the camera and SD card are working well. Make sure the camera is set to the **correct date and time** and the option to

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display the date has been chosen. *Note: An additional SD card is enclosed in the event the first card malfunctions.*

Videotaping

1. Check the camera and SD card, and make sure the battery is fully charged. Recheck the date and time setting.
2. If possible, turn off fans, heaters, or any other noise-producing objects and appliances during recording.
3. Write your initials on the SD card using a permanent pen.
4. Check video angles. You and the children must be visible at all times. You may need to reposition the camera throughout the videotaping to ensure you and the children are visible. It is acceptable to ask a co-teacher or parent for help.
5. At the beginning of the videotape, please make sure you are visible while stating your **CARES Plus ID#** (found on the yellow return envelope) and the date and time. For confidentiality, please do not state your name. For example, *"Today is September 24, 2015. It is 8:30 a.m. and my participant ID is 202918."*
6. Continue to videotape during transition time.
7. Continue to videotape during outdoor time if the outdoor environment and activities are an extension of the indoor learning environment. Do not continue videotaping outdoors if the children are in supervised free play.

Note: If you forget to state your participant ID number, the dates, and/or time at the beginning of the videotape, please record these items at the end of the videotape. Be sure that you are visible while stating this information. Place a note on the envelope that your identifying information is at end of tape.

After Completing the Two-Hour Videotaping

1. Before removing the SD card from the camera, review the video to verify the following:
 - You stated your ID number, date, and time at the beginning or the end of the video.
 - You and the children are visible at all times.

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- The tape contains two-hours of continuous footage videotaped on one day.
 - If any of the preceding three conditions are not met, redo the tape on another day.
2. Complete the videotape label found on the envelope as follows:
- Date of the videotape.
 - Language spoken in the classroom the majority of the time.
 - Ages of the children served: circle either Pre-K or Toddler (or the age of the largest group of children in the classroom).
3. Notify your MTP coach when you have completed and mailed your two-hour videotape.

Mail the SD card, postmarked no later than **October 15, 2015**, to:

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Mail SD card only. Do not return the camera. You will return the camera at the end of the MTP program year. Your MTP coach will provide further instructions.

If at any time you need further assistance, contact your MTP coach directly.