



## QRIS COACHING/CONSULTATION PARTICIPANT AGREEMENT

---

The QRIS program provides the opportunity for classroom teaching teams and FCC providers to participate in general program coaching, CLASS coaching, and early childhood consultation to enhance program quality. Your site's Quality Improvement Plan (QIP) specifies that your classroom teaching team/FCC will participate in coaching/consultation to enhance program quality. Coaching/consultation includes the collaborative identification of classroom strengths and areas for improvement, development of an Action Plan, and support to achieve identified goals. The duration and frequency of meetings with the Coach/Consultant will vary depending on each classroom's/FCC's needs and goals, and will be determined in collaboration with your assigned Coach/Consultant.

In order for coaching/consultation to be effective, the following are general participant requirements:

- All staff who work at least 15 hours per week in the classroom agree to participate in coaching\*\*
- In order for a staff member to participate, he/she consistently works directly with the children in the designated classroom at least 15 hours per week\*\*
- All members of the classroom teaching team are present at every meeting. Should one member of the team be absent on the scheduled day, the QRIS coach/consultant must be contacted as soon as possible to cancel the meeting.
- The teaching team will remain intact for the duration of the coaching/consultation process.
- Teachers/Providers are prepared to start the meeting on time and participate for the entire meeting with minimal interruptions (without completing other responsibilities such as paperwork).

Please check the appropriate box(es) for the type of coaching/consultation your classroom team will participate in.

**GENERAL PROGRAM COACHING**

*Description:* The QRIS Coach meets with the classroom teaching team to support improvements in health and safety, the outdoor and indoor environments, learning activities for children, and program structure.

*Related Matrix Tier:* Program Environment Rating Scale (ECERS-R, ITERS-R)

\*\*Individual cases may be considered upon QRIS Coach discretion and Quality Improvement Manager's approval.

*Required participant activities:*

- Meet with QRIS Coach for up to 18 months
- Independent completion of Action Plan strategies
- Reflection and discussion of written and video resources
- Observation and feedback in specific program area such as science, art or language and literacy (Observe Coach demonstrate activity with the children; Prepare and implement an activity with the children for the Coach to observe)
- Making changes to the indoor/outdoor environment
- Guided observation visits to other child care programs

**CLASS COACHING**

*Description:* QRIS Early Childhood Consultant or Coach utilizes the CLASS™ assessment tool to support teachers' interactions with children. Coaching will focus on supporting children's social and emotional development, effective classroom management, and promoting children's higher-order thinking and language skills.

*Related Matrix Tier:* Effective Teacher-Child Interactions - CLASS Assessments

*Required participant activities:*

- Participate in a four hour informational meeting on CLASS
- Have parents sign a release for their child to be video taped
- Participate in a 12 week session that includes 2-week cycles of videotaping and independent completion of "homework" followed by a coaching meeting the next week
  - Coach video tapes classroom activities indoors for approximately 30-60 minutes
  - "Homework" consists of watching Teachstone CLASS exemplar videos (requires internet access), reading CLASS Dimension Guide descriptions, and implementing identified strategies and completing a reflection journal (about 10 minutes per week)
  - Meetings include discussing video clips in reference to the CLASS domains and dimensions, identifying strengths and areas for improvement, and teachers reporting on learned strategies and progress
  - QRIS CLASS coaching staff will conduct a post CLASS assessment after each coaching session

**EARLY CHILDHOOD CONSULTATION**

*Description:* An Early Childhood Consultant partners with the classroom teaching team and FCC providers to support and promote the social and emotional well-being of young children. Emphasis is placed on the importance of all relationships in the system and classroom setting. Much of the consultant's focus is on enhancing the

quality of relationships (teacher-child, staff-staff, and staff-parent) within the child care site.

*Related Matrix Tier:* Effective Teacher-Child Interactions: CLASS Assessments and Program Environment Rating Scale (ECERS-R, ITERS-R)

*Required participant activities:*

- Meet with Early Childhood Consultant on a regular basis for up to 18 months and implement identified strategies
- Independent completion of Action Plan strategies
- Introduce Consultant to parents in a strengths based, proactive way
- Encourage parents to utilize classroom consultant for child specific concerns
- Reflection and discussion of written and video resources
- Observation and feedback in specific areas such as staff and parent communication and teacher-child interactions
- Make changes to program policies as needed
- Support and attend trainings led by Early Childhood Consultant, as requested

**AGENCY:** \_\_\_\_\_  
**CLASSROOM NAME:** \_\_\_\_\_  
**AGE GROUP:** \_\_\_\_\_

**CLASSROOM TEAM PARTICIPANTS' AGREEMENT:**

- I have read and understand the above coaching/consultation description and will perform all requirements.

---

Participant Name	Position	Signature	Date
------------------	----------	-----------	------

---

Participant Name	Position	Signature	Date
------------------	----------	-----------	------

---

Participant Name	Position	Signature	Date
------------------	----------	-----------	------

---

Participant Name	Position	Signature	Date
------------------	----------	-----------	------

**SUPERVISOR AGREEMENT:**

- I have read and understand the above participant requirements.
- I will support the teaching team participants to fulfill the QRIS coaching/consultation requirements by scheduling paid time for them to meet with the QRIS coach/consultant, complete activities described on the QIP and classroom Action Plan, and by making all efforts to keep the teaching team intact for the duration of the coaching/consultation process.
- I understand that should staffing changes occur during the coaching/consultation process, QRIS staff may determine that it is necessary to end quality improvement support services.

---

Supervisor Name	Signature	Date
-----------------	-----------	------