Label Guidance Form

To help build and maintain consistency in classrooms and in centers, classroom staff will follow the guidance when labeling items in the classroom, making classroom charts, and identifying centers. Follow “Setting-Up a Classroom Policy” or seek guidance from School Readiness Coach or Content Specialist.

1. Font Style to be used: Comic Sans MS.
2. English will be written in black, Spanish written in red.
3. Utilize real pictures of children, toys, materials, interest areas, and or families.
4. Laminate when final product is completed.

<table>
<thead>
<tr>
<th>Region Head Start</th>
<th>Migrant Head Start</th>
<th>Early Head Start</th>
</tr>
</thead>
</table>
| **Attendance Chart**  
Title: Who is here today  
Font: 72 (Bold)  
Photo size: Wallet (2.5 x 3.5)  
Use a sentence strip to paste child’s picture and name. | **Attendance Chart**  
Title: Who is here today  
Font: 72 (Bold)  
Photo size: Wallet (2.5 x 3.5)  
Use a sentence strip to paste child’s picture and name. | **Attendance Chart**  
Title: Who is here today  
Font: 72 (Bold)  
Photo size: Wallet (2.5 x 3.5)  
Use a sentence strip to paste child’s picture and name. |
| **In and out board**  
Font: 28 (Bold)  
Photo size: 1.5 x 1 (Contact sheet size)  
Create your own die cut to paste child’s picture and name. | **In and out board**  
Font: 28 (Bold)  
Photo size: 1.5 x 1 (Contact sheet size)  
Create your own die cut to paste child’s picture and name. | **In and out board**  
Font: 28 (Bold)  
Photo size: 1.5 x 1 (Contact sheet size)  
Create your own die cut to paste family picture and family’s last name and the total number of family members attending. |
| **Helper chart**  
Font: 28 (Bold)  
Photo size: 3.5 x 5  
Title font: 72 “Helper chart” | **Helper chart**  
Font: 28 (Bold)  
Photo size: 3.5 x 5  
Title font: 72 “Helper chart” | **Personal belonging label**  
Font: 28 (Bold)  
Photo size: Wallet (2.5 x 3.5)  
Create your own die cut or design to paste child’s picture and name. |
| **Personal belonging label**  
Font: 28 (Bold)  
Photo size: Wallet (2.5 x 3.5)  
Create your own die cut or design to paste child’s picture and name. | **Daily schedule**  
Font: 28 (Bold)  
Photo size: 3.5 x 5  
Use a white 4.5 x 7.5 card to paste time and routine | **Daily schedule**  
Font: 28 (Bold)  
Photo size: 3.5 x 5  
Use a white 4.5 x 7.5 card to paste time and routine |
| **Cubby label (toy’s and materials)**  
Font: 28 (Bold)  
Photo size: 4x6 | **Cubby label (toy’s and materials)**  
Font: 28 (Bold)  
Photo size: 4x6 | **Cubby label (toy’s and materials)**  
Font: 28 (Bold)  
Photo size: 4x6 |
<table>
<thead>
<tr>
<th>Place the picture on construction paper that is 5.5 x 8.5</th>
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<th>Place the picture on construction paper that is 5.5 x 8.5</th>
</tr>
</thead>
</table>
| **Management Chart (preschool)**  
Font: 48 (Bold)  
Photo size: 4x6  
Paper size : 8.5 x 14 | **Management Chart (Preschool)**  
Font: 48 (Bold)  
Photo size: 4x6  
Paper size : 8.5 x 14 | **Interest areas for Infant & Toddlers**  
Font: 48 (Bold)  
Photo size: 4x6  
Paper size : 8.5 x 11  
Paper layout: Landscape |
| **Morning Message**  
Font: 72  
Paper size: 8.5 x 14  
Posted on yellow background paper (landscape) | **Morning Message**  
Font: 72  
Paper size: 8.5 x 14  
Posted on yellow background paper (landscape) | **Morning Message**  
Font: 72  
Paper size: 8.5 x 14  
Posted on yellow background paper (landscape) |
| **Crib Label: N/A** | **Crib Label:**  
Utilize crib label that is already made from the drive- laminate label and place on the outside of the crib | **Crib Label:**  
Utilize crib label that is already made from the drive- laminate label and place on the outside of the crib |
| **Labeling Children’s Artwork:**  
Artwork that is posted for display will need to have the child’s name typed in Comic Sans MS – if a child can write some letters or figures to their name then a typed name does not need to be attached to artwork | **Labeling Children’s Artwork:**  
Artwork that is posted for display will need to have the child’s name typed in Comic Sans MS – if a child can write some letters or figures to their name then a typed name does not need to be attached to artwork | **Labeling Children’s Artwork:**  
Artwork that is posted for display will need to have the child’s name typed in Comic Sans MS – if a child can write some letters or figures to their name then a typed name does not need to be attached to artwork |
| **Alphabet letters-** if alphabet letters are going to be posted in the classroom then they need to be in D’Nealian handwriting, alphabet letters can be found in the drive  
Size can be adjusted | **Alphabet letters-** if alphabet letters are going to be posted in the classroom then they need to be in D’Nealian handwriting, alphabet letters can be found in the drive  
Size can be adjusted | **Alphabet letters-** if alphabet letters are going to be posted in the classroom then they need to be in D’Nealian handwriting, alphabet letters can be found in the drive  
Size can be adjusted |
| **Handwritten materials-** Staff will use Comic Sans MS to label all items that are posted in the classroom ( labels, charts, artwork, cubbies, ) handwritten will only be displayed for:  
White board  
Documenting children’s actual words during a story telling activity  
Labeling a web or chart  
Capturing parent input or words | **Handwritten materials-** Staff will use Comic Sans MS to label all items that are posted in the classroom ( labels, charts, artwork, cubbies, ) handwritten will only be displayed for:  
White board  
Documenting children’s actual words during a story telling activity  
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White board  
Documenting children’s actual words during a story telling activity  
Labeling a web or chart  
Capturing parent input or words  
Writing in the message of the day |

Updated: 01/02/18