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|  | **Teaching and Learning Environment & Parent and family engagement in education and child development services.** |
| **Category: Hatch Ignite Tablets** | Regulations: 1302.31 & 1302.34 |
| **Purpose:** | The Hatch Ignite platform will allow for our children and families to engage in curricular experiences that engage, instruct, and assess the children in 7 domains of development. The Hatch Ignite tablet will be an extension to children’s learning while the centers are in remote services, hybrid model services, or while in reduced hours. The Hatch tablets will also be utilized to help support family involvement and engagement when families and children are not able to physically participate in center events (classrooms, home visits, kid zones, family night, and policy council). The Hatch Ignite Tablet is developmentally appropriate for children who are 28 months and older. Recommendations of children engaging in the tablet are from 30- 45 minutes a week, the parents can choose more engagement time if they choose to. The Hatch Ignite tablet is recommended for an adult and child to engage together. Only the child who is assigned to the tablet should engage and complete the learning games for the tablet to accurately assess the child’s skill level. |
| **Activity / Steps:** |
| **Hatch Tablet Includes:****Hatch Requirements:** | Hatch tablets include the following accessories:* 1 Hatch Ignite tablet (with the program already installed)
* 1 protective cover
* 1 Headset with a carrying strap
* 1 charger

Requirements: For the Hatch Ignite Tablet to work properly and capture the current skill levels of children the tablet must:* Be connected to the internet (since the new system update, the learning games will only operate with internet connection).
* For the family to use the Hath Ignite tablet for zoom meetings or emails or other applications the tablet must be connected to the internet.
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| **Process of distributing out a tablet:** | **Tracking:** Each Hatch Ignite Tablet must be tracked and inventoried before disbursing to a family.Each of the Hatch Ignite tablets has an inventory number located on the back of the tablet. The protective cover must be removed to view the number. The tablet ID number must be scanned using our Asset Panda system before the tablet is handed out to the child and family. When a tablet is returned to the center, it must be scanned and checked in on the Asset Panda system. |
|  | **Set-Up:** Before a HATCH Ignite tablet being disturbed to a child and family, parent and child information must be collected. The family advocate and or the teacher can collect the data needed to submit.*Information to collect:** Child's name
* Child’s Birthday
* Parent's name
* Parent phone number
* Parent active email address
* If the child is on IFSP/IEP
* What language child speaks
* An individual file of the child's photo that is 2 mb or less in size.
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|  | **Distribution of the tablets:** At the beginning of the program *(within the first few weeks)*, the center managers can select several days to have parents come in and pick up a tablet for their child. If the centers are still in a pandemic, then a drive-through event can be planned. If the program is already operating and the child has just enrolled then the center manager and the classroom staff (TL, FA, or CA) will make arrangements on how to provide the tablet to the family.*Before the tablets are handed out, these steps must occur:** The Hatch Tablet has been checked out on our Asset Panda system (done as the tablet is being handed out, parent signature will be required).
* The family and child data and photo of the child is submitted to the Data Manager or School Readiness Coach.
* The School Readiness Coach has checked the tablet to ensure the tablet is set-up, has all accessories, and is working.
* The parent agreement form ready for the parent to read and sign.
* The Resource folder must be provided to the family for additional activities they can do with their child, this can occur when the tablet is provided to the family.
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|  | **Support with the tablet:** If or when a parent requests support for a tablet having technical issues, the parent can: * Connect with the family advocate or the teacher and then the family advocate or the teacher can connect with the School Readiness Coach.
* The School Readiness Coach can then contact the family and support them.
* If the School Readiness Coach needs more support the School Readiness Coach will contact the Data Manager, the Early Learning Program Manager or Hatch Teach support.
* Comfortable parents can also call the help number and ask questions to the Hatch Teach support.
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| **Collecting the Hatch Ignite Tablet:** | **Collection of the tablet:** When a child is going to exit the program or when the program is coming to an end the staff must:*For a child who will be exiting the program, the family must be informed that they need to turn in the tablet.* * The staff (TL/FA/CA or CM) must attempt to make contact with the family to collect the tablet, even after withdrawing from the program.
* Staff will communicate through the phone, through a letter, and visit the home if needed (follow safety protocols).
* The team or the center manager will contact the School Readiness Coach or the Early Learning Program Manager about trying to collect a tablet from a withdrawn family.
* Both the EPIC staff and the ESD team will evaluate all attempts made to collect the tablet and see if there will be next steps.

*Collecting tablets at the end of the program:** The tablets can start to be collected *one month* before the program ends.
* All tablets must be collected, even if the child is a returning child.
* Center managers will need to develop a system in how they will collect the tablets from the families (parents drop off tablets at the center or one staff member pick-up the tablets from home. The tables must not be sent with a child on the bus).

**Once a tablet is collected:*** The staff member will check to see if all accessories of the tablet are in the box (headphone, tablet, protective cover, strap, and charger).
* The staff member may need to ask the parent about any missing pieces.
* The staff member or School Readiness Coach will then go into Asset Panda to mark that the tablet was returned.
* The School Readiness Coach will wipe the database and any additional applications added and the history that is on the tablet.
* The School Readiness Coach will double-check that the tablet has been checked-in on Asset Panda.
* The School Readiness Coach will connect with the Early Learning Program Manager, Data Manager, and the Head Start Support Specialist- Non-Federal Share/Inventory Specialist for placements of the collected tablets.
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| **Hatch Ignite Platform** | **Platform:** The platform will be utilized by the classroom staff and the ESD team to:* Review individualized data collected on each child.
* Share data and progress of each child to the family.
* To measure starting and exit points of children.
* To measure the number of observations collected for each child.
* To measure how much time a child spends on the HATCH tablet.
* To share data information/reports to the parents.
* The classroom staff must complete the Hatch Ignite Form 2x a month and submit the form to the School Readiness Coach.
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| **Hatch Tablets in the Classroom:** | **Classrooms will be able to have Hatch tablets in the classroom for children to utilize while children are in choice time.****Staff will need to follow the guidance listed:**1. The Hatch tablet will be in the classroom, if and when there are sufficient tablets in the program.
2. The number of tablets per room may vary depending on how many tablets are available and how many families are enrolled and have a tablet at home.
3. The tablet must be shared and offered to all the children in the classroom during choice time. The staff will need to develop a system in how they will keep track of the children and the usage of the tablet (management chart, timer, sign –in system, etc.)
4. In a day a child should not use the tablet more than **15 minutes**, even if there are no other children who want to use the tablet. We need to make sure children are exploring other areas and materials.
5. The tablet will not be provided to a child as a reward or as a way to calm a child. A child will not be punished by having their turn taken away for them to use the tablet.
6. The classroom staff will need to log in for each child in order for the tablet to sync to their individual TS Gold account. (pictures of each child will need to be sent to the SRC to upload and allow for each child to have an account).
7. Classroom staff are still accountable for Active Supervision.
8. Tablets will only be provided in Preschool classrooms (Older toddler classrooms might also be provided a tablet if available and if there are children in that classroom who are older than 28 months).
9. If special services need to be provided through zoom, the tablet may be set-up to provide those services through the classroom tablet.
10. Classroom staff will be trained on how to use the tablets in the classroom.
11. The classroom staff will need to introduce the tablet to the children before offering the children the tablet and children must be shown how to care for the tablet (introducing the tablet at large group, letting the children see the tablets, talk about taking turns with the tablet).
12. Sanitation of the tablets must occur after one child has played the tablet and before it is handed to another child.
13. Headphone usage while a child is engaged with the tablet will be optional and decided by the child.
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| **TS Gold Documentation App on the Hatch Tablet:** | The TS Gold Documentation application will be added to the Hatch tablet to allow the classroom staff to use the application to capture pictures of children’s learning that will link to objectives in TS Gold.* When there are sufficient tablets at a center then an additional tablet will be provided to the classroom staff to just use for the TS Gold picture observations.
* When there are no additional tablets at the center or program then the classroom staff will need to utilize one of the children’s tablets for TS Gold picture observations. The classroom staff will not take away a tablet from a child when it is their time to use them.
* When taking a photo of a child’s learning, the classroom staff must not include other children in the photo or in the observation notes as this is part of our confidentiality performance standard.
* The observation notes can be written in English or Spanish.
* The classroom staff are still expected to have an observation notebook to capture all other skills that are not captured through the pictures.
* The tablet will be used when it is convenient and accessible to the classroom staff.
* Active Supervision must still occur.
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| **Other uses of the Tablet:** | **The Hatch Ignite Tablet can be utilized for other supporting tasks for the parent and child:*** To engage in a zoom meeting for home visits & parent-teacher conferences.
* To have the child and family participate in kid zones, family nights, or policy council.
* To have resources or forms emailed to them.
* To send virtual learning experiences.
* To participate in live classroom activities (hybrid model classrooms).
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| **When a child transfers from a program:** | **The Hatch Ignite Tablets were purchased and labeled per program (EHS, MSHS, and HS).** *If a child is transferring from one program to another:*1. The tablet must be turned in to the original program that the child started, and the new program that the child is going into must provide a new tablet.
2. The child’s info and family info does not need to be resubmitted, the Data Manager or School Readiness Coach needs to be made aware of the change and the tablet must be checked in to the Asset Panda system.

*If a child is transferring from one classroom to another in the same center:*1. The child may keep the same tablet.
2. The Data Manager and the Early Learning Program Manager need to be made aware of the change.

*If a child is transferring from center to center:*1. The tablet does not need to be changed as long as the transfer is under the same program.
2. The Data Manager and Early Learning Program Manager need to be made aware of the change.

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| **Information to share with the families on the Hatch Tablets:** | The families must be informed that the Hatch Ignite Tablet is an extended learning device for their child and a communications system for the parents. The Seedlings center asks that parents or adults supervise the tablet when their child is engaged.* To monitor how long their child engages.
* To only allow the assigned child to engage in the learning games.
* To monitor that their child does not navigate to other online sources.
* To utilize the Hatch Tablet to communicate with teachers for visits, classroom activities or for center events.
* To review the Hatch Resources on ideas and activities they do with their child when the child is not using the Hatch Tablet.

**If accessories were to become broken or lost:*** Then the parent needs to communicate with the center staff.
* The center staff will then communicate with the School Readiness Coach and the Early Learning Program Manager for options in replacing the lost items or the broken accessories.
* The Early Learning Program Manager will need to see if accessories can be replaced.
* If the tablet becomes lost or broken, then the family needs to inform the center staff and the center staff will inform the Early Learning Program Manager.
* If the tablet is broken, we will ask the parent to bring the tablet to the center.
* If the tablet is lost or stolen, then other measures will occur between the ESD team and the family will be issued a new tablet (if available).
* At no time will the family be expected to pay for the tablet or the accessories if they were to become lost or broken.
* If a pattern of lost accessories or broken items occurs with the same family, then other measures of tablet usage may need to be discussed.
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| **Portable Hotspots:** | Portable hotspots may be available to families who currently do not have the internet at home and want to utilize the table to participate in:* Kid zones
* Family nights
* Home visits or parent-teacher conferences
* Policy council
* Have resources and email sent to the tablet
* Virtual experiences

Hotspots will be limited and may not be available to all the families in need in the program.Each center will have a limited amount at the center for availability.A checkout system and tracking system must be put in place before a hotspot will be provided.The hotspot will be filtered and restricted to not allow full internet surfing.Center managers must connect with the Early Learning Program Manager and the Head Start Support Specialist for In-kind / Inventory for hotspot availability and distribution of a hot spot. |
| **In-Kind Collection:** | **To Be Determined at a later time.** |
| **Training:** | **For Staff:** The center staff will receive training on the Hatch Ignite Platform to learn how to navigate the data and view reports on their classroom and individual children. Training will be offered:* Pre-service
* Available on Talent LMS
* One-on-one training through School Readiness Coach

**For Parents:*** Orientation packet
* Newsletters
* Family Nights
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