

Congratulations on completing *Developing Your CDA Portfolio!*

When putting together your portfolio, you might find this packet helpful in organizing all the required materials. You might also find these tips helpful:

- Using a binder rather than a folder provides enough room for your materials and helps to protect them from damage.
- If your binder has a sleeve on the front cover, this is a great place for your “My CDA Professional Portfolio” checklist (find this in the back of your CDA Competency Standards book).
- The pockets on the inside of some binders are a great place for keeping your CDA Competency Standards book safe and never far from your portfolio materials.

If you have any questions about the packet, please feel free to contact us. Keep up the hard work!

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Summary of My CDA® Education

☐ Summary of My CDA® Education Summary Sheet

☐ Education Documentation

Family Questionnaires

☐ Family Questionnaires Summary Sheet

☐ Family Questionnaires

Reflective Dialogue Worksheet

☐ CDA Verification Visit ® Reflective Dialogue Worksheet

☐ Complete Box A and B

Competency Standard I

Resource Collection

RC I-1

Valid and current certificates of completion or cards from:

- ☐ a) Any first aid course
- ☐ b) An infant/child (pediatric) CPR course offered by a nationally-recognized training organization (such as American Red Cross or the American Heart Association).

RC I-2

- ☐ One family child care weekly menu

RC I-3

Weekly plan including:

- ☐ Goals for children's learning and development
- ☐ Brief descriptions of planned learning experiences
- ☐ Accommodations for children with special needs (whether for children you currently serve or may serve in the future)
- ☐ Age group(s) for which the plan is intended

Competency Standard I

Competency Statement

To establish and maintain a safe, healthy learning environment.

- ☐ Begin your Reflective Statement about this Competency Standard with a paragraph describing how your teaching practices meet this Standard (Note: alternatively, you may also choose to write one paragraph for each Functional Area, if this makes it easier to express your thoughts more clearly).

Prepare at least one paragraph on each of the following:

☐ **CS I a**

Reflect on the sample menu in the *Resource Collection* (RC I-2): If you designed the menu, how does it reflect your commitment to children's nutritional needs? If you did not design it, what are its strengths and/or what would you change?

☐ **CS I b**

Reflect on the room environment in which your Verification Visit Observation will occur: How does the room design reflect the way you believe young children learn best? If the room was not designed by you, what do you see as its strengths and/or what would you change?

☐ **CS I c**

Reflect on the weekly plan you included in your *Resource Collection* (RC I-3). How does this plan reflect your philosophy of what young children need on a weekly basis? If the plan was not designed by you, what do you see as its strengths and/or what would you change?

Competency Standard II

Resource Collection

RC II

Nine learning experiences (activities), written in your own words, including one from each of the following curricular areas:

- ☐ RC II-1 Science/Sensory
- ☐ RC II-2 Language and Literacy
- ☐ RC II-3 Creative Arts
- ☐ RC II-4 Fine Motor (please choose an indoor activity)
- ☐ RC II-5 Gross Motor (please choose an outdoor activity)
- ☐ RC II-6 Self Concept
- ☐ RC II-7 Emotional Skills/Regulation
- ☐ RC II-8 Social Skills
- ☐ RC II-9 Mathematics

For each activity:

- ☐ Indicate the age group (infants, toddlers, or preschoolers)
- ☐ List the intended goals, materials, and process/teaching strategies
- ☐ Specify how it is developmentally appropriate for the intended age group

Competency Standard II

Competency Statement

To advance physical and intellectual competence.

- ☐ Begin your Reflective Statement about this Competency Standard with a paragraph describing how your teaching practices meet this Standard (Note: alternatively, you may also choose to write one paragraph for each Functional Area, if this makes it easier to express your thoughts more clearly).

Prepare at least one paragraph on each of the following:

☐ **CS II a**

Pick one of the nine learning experiences you chose for your *Resource Collection* (RC II). How does this experience reflect your philosophy of how to support young children's *physical* development?

☐ **CS II b**

Pick another of the nine learning experiences you chose for your *Resource Collection* (RC II). How does this experience reflect your philosophy of how to support young children's *cognitive* development?

☐ **CS II c**

Pick a third learning experience you chose for your *Resource Collection* (RC II). How does this experience reflect your philosophy of how to support young children's *creative* development?

☐ **CS II d**

In an additional paragraph, describe ways to promote the communication/language development among all children, including dual language learners.

Competency Standard III

Resource Collection

RC III

Bibliography of 10 developmentally appropriate children's books *that you have used with young children* AND each support a different topic related to children's lives and challenges.

Include:

- ☐ Titles
- ☐ Authors
- ☐ Publishers
- ☐ Copyright dates
- ☐ Short summaries

Competency Standard III

Competency Statement

To support social and emotional development and to provide positive guidance.

- ☐ Begin your Reflective Statement about this Competency Standard with a paragraph describing how your teaching practices meet this Standard (Note: alternatively, you may also choose to write one paragraph for each Functional Area, if this makes it easier to express your thoughts more clearly).

Prepare at least one paragraph on each of the following:

☐ **CS III a**

Describe some of the ways you support the development of children's positive self-concepts and growing social/emotional skills.

☐ **CS III b**

Reflect on your philosophy of guiding young children's *positive* behaviors. How is your professional philosophy similar or different from how you were guided as a child? How do you constructively deal with young children's *challenging* behaviors?

Competency Standard IV

Resource Collection Items

Family Resources Guide including at a minimum the following required items:

RC IV-1

- ☐ The name and contact information (phone number, web site, etc.) of a local agency that provides family counseling.

RC IV-2

- ☐ The name and contact information (phone number, web site, etc.) of a translation service for families whose home language is other than English as well as a service that provides American Sign Language translation.

RC IV-3

- ☐ The name, contact information and brief descriptions of at least two agencies in the community that provide resources and services for children with disabilities (in most communities, the local school district provides these services).

RC IV-4

- ☐ A list of three or more websites, and brief descriptions of each, that provide current information to help families understand how young children develop and learn.
- ☐ Include one current article for each website. Websites must contain articles that help families understand the development and learning of children birth to age 5.
- ☐ At least one article must relate to child guidance.

Competency Standard IV

Competency Statement

To establish positive and productive relationships with families.

- ☐ Begin your Reflective Statement about this Competency Standard with a paragraph describing how your teaching practices meet this Standard.

Prepare at least one paragraph on each of the following:

- ☐ **CS IV a**

How do you ensure that families are kept aware of what's happening in their child's daily/weekly life in your program?

- ☐ **CS IV b**

How do you ensure that you are aware of what's happening in each child's home life? How does that awareness direct your teaching practices?

- ☐ **CS IV c**

Reflect on the feedback you received in the *Family Questionnaires* you collected. Explain how the responses surprised you, confirmed your own reflections about yourself and/or gave you a new goal for professional growth.

Competency Standard V

Resource Collection Items

RC V

Record Keeping Forms:

- ☐ Accident report form
- ☐ Emergency form
- ☐ Completed tool/form used to observe for and document a child's developmtal/learning progress (*Do not include the child's name*).

Competency Standard V

Competency Statement

To ensure a well-run, purposeful program that is responsive to participant needs.

- ☐ Begin your Reflective Statement about this Competency Standard with a paragraph describing how your teaching practices meet this Standard.

Prepare at least one paragraph for the following:

- ☐ CS V a

Describe how you used the observation tool/form you included in the *Resource Collection* (RC V). Why are observation and documentation important parts of program management? How do you ensure that you are accurately/objectively observing and tracking each child's developmental and learning progress?

Competency Standard VI

Resource Collection Items

RC VI-1

- ☐ Name and contact information of your state's agency that is responsible for the regulation of child care centers and family child care homes.
- ☐ Copy of section describing qualification requirements for personnel (teachers, directors, and assistants)
- ☐ Copy of section describing requirements for group size
- ☐ Copy of section describing requirements for adult-child ratio

RC VI-2

A list of two or three early childhood associations (national, regional, state or local), including for each:

- ☐ Website addresses
- ☐ Description of the professional resources and membership opportunities offered

RC VI-3

- ☐ Summaries of the legal requirements in your state regarding child abuse and neglect (including contact information for the appropriate agency in your state) and Mandatory Reporting Guidelines

Competency Standard VI

Competency Statement

To maintain a commitment to professionalism.

☐ Begin your Reflective Statement about this Competency Standard with a paragraph describing how your professional practices meet this Standard.

☐ **CS VI a**

Reflect on why you chose to become an early childhood professional.

☐ **CS VI b**

Reflect on what you believe are the most important indicators of professionalism that you possess.

Professional Philosophy Statement

The *Professional Philosophy Statement* should be no more than two pages in length and address the following:

- ☐ Identify your personal values and beliefs around teaching and learning: How do you believe young children learn? Based on this, what do you believe your role is?

- ☐ Beyond teaching and learning, reflect and write about what you believe are the other important aspects of your role in the lives of children and families.