

Accessibility requirements (ADA):

Definition: *Definition -- (1) An accessible entrance; (2) an accessible route to classrooms; (3) at least one accessible restroom; (4) accessible telephones; (5) accessible drinking fountains; and (6) when possible, additional accessible elements such as parking, storage, and alarms.*

External Resources: http://www.ada.gov/regs2010/2010ADASTandards/2010ADASTandards_prt.pdf

Accident and liability insurance coverage:

Definition: *Insurance coverage that protects children and program staff from the medical expenses that can arise from an accidental injury and includes general liability coverage and accident insurance coverage for children and adults. Worker's compensation coverage is considered a form of accident insurance for adults.*

Adult-to-child ratio:

Definition: *The number of children compared to the number of adults (staff, family members or program volunteers).*

Air fresheners:

Examples: *Potpourri, plug-ins, essential oils, incense, sprays, diffusers, mists.*

Anecdotal notes:

Definition: *Written narrative descriptions recorded after the observed behavior(s) occurs.*

Artists and performers:

Examples: *Musical performers, coordinators of traveling museum exhibits, local artists, puppeteers, and community residents.*

Assessment methods:

Examples: *Classroom-based assessments, standardized tests, developmental screenings, diagnostic evaluations*

Assistant teachers/teacher aides:

Definition: *Staff who implement program activities under the direct supervision of a teacher.*

Audit:

Definition: An examination of a company's financial accounting procedures and records by an independent accountant. The accountant provides a written opinion about the apparent accuracy and completeness of the company's financial record.

External Resources: <http://www.businessdictionary.com/definition/financial-audit.html>

Baby walker:

Definition: A mobile unit that enables a child to move on a horizontal surface when propelled by the child sitting or standing within the walker.

External Resources: <http://www.cpsc.gov/en/Business--Manufacturing/Business-Education/Business-Guidance/Infant-Walkers/ accessed 4/27/2016>

Balance sheet:

Definition: "A financial statement that summarizes a company's assets, liabilities and shareholders' equity at a specific point in time. These three balance sheet segments give investors an idea as to what the company owns and owes, as well as the amount invested by the shareholders."

External Resources: <http://www.investopedia.com/terms/b/balancesheet.asp>

Basic concepts of geometry:

Examples: Naming and recognizing two- and three-dimensional shapes, recognizing how figures are composed of different shapes.

Basic general information (about other programs):

Examples: Contact information for area schools, general enrollment procedures, visiting opportunities (such as a list of dates for school information meetings).

Bisphenol A (BPA):

Definition: A hormone-disrupting chemical used to make polycarbonate plastic (hard clear plastic). BPA and sister chemicals such as: BPS and BPF can be found in baby bottles, water bottles, canned food liners, and sippy cups. Human exposure occurs primarily through ingestion: diet, sucking/mouthing plastics, and dermal contact. Adverse health effects include prostate cancer, breast cancer, miscarriages, birth defects, early puberty, low sperm count, hyperactivity and aggressiveness.

Bodies of water:

Examples: Swimming pool, built-in wading pool, pond, storm-water pond, irrigation ditch.

Body secretion or excretion:

Examples: Blood, saliva, urine, feces, vomit, or mucus.

Broad-spectrum sunscreen:

Definition: Sunscreen that protects against both UVA and UVB radiation and is SPF 15 or higher.

External Resources: <http://www.fda.gov/downloads/ForConsumers/ConsumerUpdates/UCM258910.pdf>

Brush teeth:

External Resources: <http://www.mouthhealthy.org/en/az-topics/b/baby-bottle-tooth-decay>

Caregiver routines:

Examples: Diaper changing, changing clothes, cleaning the infant.

Categories of individuals (access to assessment records):

Examples: Child's classroom teaching staff, program administrative staff, state licensing staff and other program quality assurance professionals (Head Start validators, NAEYC assessors, QRIS TAs).

CDA credential:

External Resources: <http://www.cdacouncil.org/the-cda-credential/about-the-cda>

CEU:

Definition: CEU stands for Continuing Education Unit. A CEU is equal to ten hours of participation in an accredited training program designed for professionals (such as teachers, lawyers, real estate agents) who are required to show evidence of annual training in order to remain certified or licensed in their profession.

Challenging behavior:

Definition: "Any behavior that (1) interferes with children's learning, development and success at play, (2) is harmful to the child, other children, or adults, [or] (3) puts a child at high risk for later social problems or school failure." (Kaiser & Rasminsky, *Challenging Behavior in Young Children* (4th Ed.), Pearson Education Inc., 2017).

Examples: Physical aggression (hitting, biting, shoving, whacking with toys), relational aggression ["You can't play with us"], verbal bullying, tantrums, whining, testing limits, refusal to follow directions or observe classroom rules.

External Resources: <https://store.naeyc.org/store/challenging-behavior-young-children-understanding-preventing-and-responding-effectively-3rd-ed>

Child portfolio:

Definition: A collection of information, samples, and artifacts of a child's developmental progress. These portfolios are used to document the child's work, serve as a method to share the child's progress with others, and inform plans for further learning. Child portfolios may be physical (binder, folders) or digital (computer software, online).

Children have chances:

Definition: When an item says “children have chances”, “chances” means conversations, materials, equipment, or activities that allow for children to engage in a particular concept or area of development. Look for at least 2 examples of “chances”.

Chromated copper arsenate:

Definition: A wood preservative and insecticide comprised of arsenic, chromium, and copper used commonly in outdoor wooden structures constructed prior to 2004.

External Resources: [EHCC's Arsenic Fact Sheet](#) [EHCC's FAQ resource](#).

Class:

Definition: For the purposes of NAEYC Accreditation, a class of children is defined as those children who are assigned for most of the day to a specific teacher or a team of teaching staff members and who occupy an individual classroom or well-defined space that prevents intermingling of children from different classes within a larger room or area. Each class must have at least one designated teacher.

Classroom furniture, equipment and materials:

Examples: Tables, chairs, pillows, changing table pads, nap mats, carpet padding, rugs, toys, gross motor equipment.

Classroom safety rules:

Examples: Use walking feet. Use gentle touch. Hold the handrail going down stairs. Wear helmets with bikes.

Classroom-based assessment methods:

Definition: The type of assessment used by teachers on a day-to-day basis to collect information/evidence about each child's development and learning to inform her/his practice.

Examples: observations, checklists, rating scales, work samples, audio or video recordings

Cleaning:

Definition: Physically removing all dirt and contamination, often using soap and water.

Coercion:

Examples: Rough handling (shoving, pulling, pushing, grasping any body part); forcing a child to sit down, lie down, or stay down, except when restraint is necessary to protect the child or others from harm; physically forcing a child to perform an action (such as eating or cleaning up).

Collaborative inquiry ("co-inquiry"):

Definition: A teaching method in which teachers and children together learn about something by asking questions, engaging in discussions, gathering and assessing data, and determining next steps for answering new questions.

Common sources of contamination in older buildings:

Examples: Lead paint in facilities built prior to 1978; asbestos tiles, insulation, siding, and caulking in facilities built prior to 1975; outdated and inefficient or hazardous heating systems; mold; outdated or hazardous electrical wiring.

Communication skills:

Examples: Using language to communicate needs, expressing emotions in non-harmful ways, taking turns in speaking with others, not interrupting others, moderating voice volume.

Community events:

Examples: Concerts, storytelling activities, other cultural or performance events designed for children and their families.

Community improvement (advocacy) projects:

Examples: Working with local officials to improve disability access on a public playground; requesting traffic calming measures near the child care program; increasing security in the community.

Community perspectives in language acquisition:

Examples: Local or regional terminology for geographic or architectural features, community specific industry terminology (mining, sea ports, manufacturing, technology), community specific ethnic or cultural terminology.

Community safety topics:

Examples: Traffic safety rules, stranger awareness, staying with family while in crowds, asking for help when lost, knowing who community helpers are.

Community support services:

Examples: Health, mental health, oral health, nutrition, child welfare, parenting programs, job training programs, early intervention-special education screening and assessment services, and basic needs such as housing and child care subsidies.

Community:

Definition: The specific locality of a group of people with shared governmental, cultural, historical, social, religious, or occupational heritage.

Examples: Military bases, workplaces, academic campuses, local business, towns, neighborhoods, residential, and recreational areas or landmarks.

Comprehensive curriculum:

Definition: Curriculum addressing physical, social-emotional, and language developmental areas, and cognitive development content in early literacy, early mathematics, science, technology, creative expression, health and safety, and social studies.

Comprehensive program evaluation:

Definition: A formal assessment of your program's progress toward meeting its stated goals. It should query all stakeholders and include all aspects of program functioning.

Comprehensive recycling program:

Definition: The appropriate recycling of materials that otherwise would have been thrown away, reducing the selection and use of disposable materials, and increasing the selection and use of reusable materials.

Concepts and vocabulary related to dance:

Examples: Movements, slide, jump, wiggle, ballet, tap, roll, float, Swan Lake.

Concepts and vocabulary related to drama:

Examples: Pretend, imagine, emotions, act, make believe.

Concepts and vocabulary related to music:

Examples: Tempo, musician, rhythm, jazz, classical, reggae, instruments, drum, flute, Bach, Raffi, Bob Marley.

Concepts and vocabulary related to visual arts:

Examples: Texture, smooth, bumpy, media, paint, sculpture, collage, brushes, watercolors, clay, Picasso, DaVinci.

Confidential personnel files:

Examples: Applications with record of experience; transcripts of education; health-assessment records; documentation of ongoing professional development; results of performance evaluations.

Consultants:

Definition: Individuals outside of the program who are invited into the program to support staff efforts to meet the needs of children and families.

Context of their lives, schedules or routines:

Examples: The timing of events such as morning/bedtime routines, the schedule of the day, or when a sibling will be born, or a special relative/friend will visit.

Continuity of services:

Definition: How staff of different organizations share information and link services to provide consistent and reliable care for children moving to different settings (e.g., preschool to kindergarten) or among different care providers at one time (e.g., child care, speech therapy, social services).

Conversation:

Definition: Mutual listening and talking, done in turn, between two or more people, about a common topic of interest.

Cosmetics:

Definition: Products intended to be applied to the human body for the purpose of cleaning, altering, or enhancing the appearance.

Examples: Skin moisturizers, toothpastes, deodorants, perfumes, fingernail polishes.

Counteracting stereotypical limitations:

Definition: The selection and use of materials that represent people in ways that depict a diversity of experiences, values, abilities, dress, and customs rather than singular representations of an entire group or selection of people.

Cultural event:

Examples: Program at a historical site, library reading event, visiting multicultural performers

Cultural identifiers:

Examples: Ethnic, religious, geographical (state or regional), based on the work the community does (military, government).

Cultural resources:

Examples: Gardens, zoos, museums, libraries, historic sites, fairgrounds, performance venues, public art installations; also, individuals in the community who provide cultural resources.

Current health assessment:

Definition: Not more than one year old.

Data:

Definition: Broadly defined as factual information and may relate to any of the curriculum content areas (not just science).

Database management systems (DBMS):

Definition: Computer software for creating and managing collections of information. A DBMS gives users an organized, efficient way to create, retrieve, update and manage program data.

Deficit:

Definition: More expenditures than income in a given time period.

Designated changing area:

Definition: An area or space prepared for the purpose of changing soiled diapers, training pants, or underwear and in which all changing-related materials are readily available.

Examples: Changing tables, bathrooms, curtained/semi-private nooks or corners.

Detergent:

Definition: A cleaning agent that helps dissolve and remove dirt and grease from fabrics and surfaces. Soap can be considered a type of detergent.

Developmental screening:

Definition: A brief standardized procedure designed to quickly appraise a large number of children to find out which children need further evaluation. Screening typically is a process that includes use of a norm-referenced instrument, information provided by a child's teacher, and information provided by a child's family.

Examples: Mullen Scales of Early Learning; Brigance; DIAL 3; DENVER II; Ages and Stages; ESP: Early Screening Profiles; ESI-R (Early Screening Inventory).

Developmentally appropriate:

Definition: Based on what we know about the development and learning of children in a given age range, while also considering each child's individual abilities and needs and his or her cultural background.

Diagnostic evaluation:

Definition: An in-depth appraisal of a child by a specialist to identify specific abilities and needs, frequently administered after a child has been noticed in a screening by a teacher or family member.

Diaper bins:

Definition: Receptacles designed and/or used for the purpose of containing soiled diapers.

Different types of books:

Examples: Wordless books, picture books, factual books, books with rhymes.

Dish wares:

Examples: Plates, bowls, infant bottles, sippy cups, and drinking cups.

Disinfecting:

Definition: Destroying or inactivating most germs, but not bacterial spores, on any inanimate object.

Disruptive behaviors:

Examples: Tantrums, defiance, being overly affectionate or impulsive, screaming, aggression.

Documentation of regulatory monitoring:

Examples: License certificate, inspection reports, correspondence, web link to state public licensing reports of program status.

Drama:

Definition: Drama is the acting-out of a story through dialogue or pantomime. Defined broadly, drama includes dramatic or pretend play.

Dramatic arts:

Definition: Arts created for the purpose of public performance.

Examples: Acting (including dress-up), puppetry, musical recital, mime.

Dual language learner (DLL):

Definition: Refers to a child who is acquiring two or more languages simultaneously and learning a second language while continuing to develop their first language.

Early childhood education organizations:

Examples: NAEYC (and state/local affiliates), Zero to Three, Head Start Association, Montessori Teachers' Association, Parent Cooperative Preschools International, United Methodist Association of Preschools of Tennessee, Organization of Child Care Directors of Montgomery County.

Eco-healthy floor coverings:

Examples: hardwood, linoleum, and no- or low-VOC laminate flooring.

Eco-healthy practices:

Definition: Practices that reduce or eliminate environmental hazards for young children in early learning environments.

Examples: Using non-toxic chemicals and cleaners, washing fruits and vegetables before consumption, using non-VOC or low-VOC (Volatile Organic Compound) products and furnishings.

External Resources: <http://www.cehn.org/our-work/eco-healthy-child-care/>

Economic concepts:

Examples: Money, buying and selling, wants and needs, the value of things.

Education benefits:

Examples: Full or partial payment for specialized college-level coursework or professional development training; flexible scheduling to accommodate education schedules, coaching, and mentoring; recognition events and awards; and partial or full scholarships to join membership organizations, attend conferences, and/or earn specialized credentials.

Elevated levels of lead:

Definition: For schools and child care facilities, EPA's action level for lead in drinking water is 20 ppb. At this level (or higher), actions must be taken to reduce lead levels.

Emotional regulation skills:

Examples: Persisting when frustrated, gaining control of physical impulses, expressing emotions in nonharmful ways, learning about self and others.

Employee:

Definition: Any adult employed by the program including administrative, teaching, and support roles. Interchangeable with "staff".

Employees in contact with children:

Examples: In addition to teaching and administrative staff, bus drivers, bus monitors, custodians, cooks, clerical and other support staff.

Entrapment hazard:

Definition: "Generally, an opening presents an entrapment hazard if the distance between any interior opposing surfaces is greater than 3.5 inches and less than 9 inches." (source: "Handbook for Playground Safety", Consumer Product Safety Commission) Circular openings do not present this hazard.

External Resources: <http://www.cpsc.gov/PageFiles/122149/325.pdf>

Environmental hazards:

Examples: Harmful chemicals; mold and mildew; excessive noise, heat or cold; radon; radiation and friable materials such as asbestos, crystalline silica, fiberglass, lead hazards.

EPA regulations (lead-paint):

External Resources: <https://www.epa.gov/lead/lead-safe-certified-guide-renovate-right>

Equipment most likely to cause injuries in young children:

Examples: Climbers, slides, swings, see-saws, merry-go-rounds.

External Resources: <http://www.cpsc.gov/PageFiles/108601/playgrnd.pdf>

Equipment not specifically designed for infant sleep:

Examples: Car safety seat, swing, bouncer, stroller, infant seat, highchair.

Ethical conduct:

Definition: Ethical conduct is behavior reflecting the core values of one's profession.

External Resources: http://www.naeyc.org/positionstatements/ethical_conduct

Extended conversation:

Definition: Conversation that allows each participant to take more than one turn speaking and listening.

Family language preferences:

Examples: Preferred family terminology for body parts, bodily functions, or familial relationships.

Family roles:

Definition: The day-to-day obligations, responsibilities, privileges, or rights fulfilled by each member of a family.

Examples: Decision-maker, care-taker, provider, helper, house-hold manager.

Family structures:

Examples: Nuclear family, single-parent family, extended family, childless family, step-family, grandparent family, and families including adopted members, same-sex spouses, unwed partners, teen-aged parents.

Family style:

Definition: When food is served in containers holding multiple portions so that children may serve themselves. Food that is distributed in a cafeteria line or on plated trays is not considered family style.

Fine motor development:

Definition: Refers to the improvement of small muscle movements and control, usually in the fingers and hands.

Examples: Turning/twisting hands and wrists, pouring liquids without spilling, fastening clothing, writing, pounding nails with control.

Five senses:

Examples: Sight, touch, hearing, taste and smell.

Fluorescent lighting:

Definition: These products may contain mercury, which is a neurotoxicant. Mercury released from a broken fluorescent light bulb will not be visible, while drops from a broken thermometer will be visible. A program should have a minimum of one complete and labeled mercury spill kit accessible to staff at all times. It should be stored in a central location in the facility, but inaccessible to children. For any type of mercury spill, immediately contact the national poison center for clean-up instructions, support and resources; national toll free number: 1-800-222-1222.

External Resources: www.epa.gov/mercury/spills

Food safety:

External Resources: <http://www.health.ny.gov/prevention/nutrition/resources/safefood.htm>

Formal and informal communication methods:

Examples: Newsletters, e-mail communication, conversations, family conferences.

Fresh water:

Definition: Water that has recently obtained from its source.

Friable materials:

Definition: Materials that are easily crumbled or reduced to powder, increasing the potential for inhalation.

Full-time (administrator position):

Definition: 75% or more of weekly work hours are scheduled for program administration. For example, if an administrator is scheduled to work 40 hours per week, then at least 30 hours should be spent on administrative work (not in a classroom).

Fully equipped first-aid kit

Definition: Includes gloves, materials to clean wounds (e.g., wet wipes or antiseptic wipes), and materials to stop bleeding.

Games involving sequences of gestures:

Examples: Where is Thumbkin, This Little Piggy.

Geographic characteristics:

Examples: Rivers, gardens, mountains, parks, buildings, community businesses, and neighborhood layout.

Good health habits:

Examples: Habits related to personal hygiene (hand washing, using tissues, tooth brushing), nourishment (nutrition, washing fruits and vegetables before consumption), exercise and sleep.

Good standing:

Definition: Within the previous 12 months the program has not experienced the suspension/revocation of its license or regulatory status and has not experienced any critical incidents involving failure to adhere to NAEYC Required Criteria.

External Resources: <http://www.naeyc.org/academy/goodstanding>

Government child nutrition guidelines:

Definition: Created by the US Department of Agriculture (USDA) Child and Adult Care Food Program (CACFP)

External Resources: http://www.fns.usda.gov/sites/default/files/Child_Meals.pdf

Gross motor equipment:

Definition: Movable or stationary equipment that supports activities such as pulling up; walking; climbing in, on, and over; moving through, around, and under; pushing; pulling; balancing; and riding.

Examples: Stationary climbers, swings, slides, and balance beams; balls, hoops, sports equipment, parachutes, wagons, bikes, mats, tunnels, sleds.

Gross motor experiences:

Examples: Pulling up; walking; climbing in, on, and over; moving through, around, and under; pushing; pulling; balancing; and riding.

Group projects:

Definition: Activities that require children to work collaboratively to achieve a goal or create a finished product.

Growing patterns:

Examples: 1, 2, 4, 8...; yellow, blue, yellow, blue, red, yellow, blue, red, green...

Hand Hygiene:

Definition: The use of appropriate hand washing techniques, or use of sanitizing products, to remove or destroy pathogens from the hands.

Harmful animals, insects, pests and poisonous plants:

Examples: Snakes, mice, rats, wasps, termites, ants, elderberry, jasmine, lily-of-the-valley, rhubarb.

Hazardous maintenance problems:

Examples: sharp edges, flaking or peeling paint, chipped floor tiles, peeling or deteriorating caulk, splinters, protruding or rusty nails, missing parts.

Hazards (outdoor learning environment):

Examples: Traffic, storm drains, ponds, wells

Health, safety and emergency procedures:

Examples: Emergency response and evacuation; playground supervision; first aid and CPR providers on staff; and food service, diaper changing and other sanitation practices.

Home safety topics:

Examples: Home emergency preparedness, knowing how to dial 911, staying away from stoves, irons, and home chemicals.

Illness requiring exclusion:

Examples: Active tuberculosis, chickenpox, head lice, impetigo, measles, pertussis, scabies, streptococcal infections.

In good repair:

Definition: Furniture, equipment and materials are no frayed, broken, chipped, or peeling. Foam containing products and furniture have no exposed foam or stuffing.

Income statement:

Definition: A financial statement that gives information about profit and expenses for a specific period of time. Also called an "earnings report", "operating statement" or "profit and loss report".

Individual needs:

Definition: Physical or mental health conditions that require special education services such as early intervention or individualized supports (special needs); special feeding needs; or needs that arise from adverse life conditions (such as poverty or family stress) that call for social services, supports, or monitoring.

Individual space:

Examples: Cubby; individual hook for each child's coat/backpack; a separate area to store extra clothing; a mailbox.

Individualized education plan (IEP)

Definition: A plan to ensure free and appropriate public education (FAPE) for children with developmental delays aged three to 21 years, in compliance with the Individuals with Disabilities Education Act (IDEA) Part B.

External Resources: <http://idea.ed.gov/explore/view/p/%2Croot%2Cdynamic%2CTopicalBrief%2C10%2C>

Individualized family service plan (IFSP)

Definition: A plan to ensure free and appropriate public education (FAPE) for children with developmental delays aged birth to three years, in compliance with the Individuals with Disabilities Education Act (IDEA) Part C.

External Resources: <http://idea.ed.gov/explore/view/p/root,statute,I,C,636>.

Individualized plans for children:

Examples: Behavior management plans, toilet training, plans to meet special feeding or sleeping needs, medication administration plans.

Infant sleep positioner:

Definition: Devices intended to keep an infant in a desired position while sleeping.

Examples: Sleeping bolsters, wedge-style positioners, rolled up blankets placed under the infant or crib mattress.

Infants' non-verbal cues:

Examples: Thrashing, pointing or reaching, making eye contact, avoiding eye contact, turning body away from caregiver, cuddling, failing to cuddle.

Infants' verbal cues:

Examples: Crying, whining, pre-word utterances.

Infectious diseases:

Examples: Chicken pox, influenza viruses, tuberculosis, E.coli, salmonella, whooping cough, ring worm.

Integrated pest management (IPM):

Definition: IPM is the application of an interconnected set of largely non-toxic methods for managing pests (insects, germs, weeds, rodents) in homes, schools, child care facilities, workplaces and public areas.

Interpersonal problems:

Definition: Conflicts, disagreements, or misunderstandings between children or between children and staff.

Known medical/developmental problems requiring special care:

Examples: Allergy, asthma, seizures, orthopedic or sensory problems, and other chronic conditions; conditions that require regular medication or technology support.

Large group:

Definition: Six or more children.

Large motor activities:

Definition: Activities that support muscle development and control of the body and limbs.

Large motor equipment:

Definition: Equipment which support muscle development and control of the body and limbs.

Large motor skill development:

Definition: The improvement or large muscle movements and control, usually in the body and limbs.

Large program:

Definition: Program enrollment is 60 or more full-time equivalent (FTE) children and/or employs 8 or more FTE staff.

Learning centers:

Definition: Defined areas within a classroom that are prepared with a selection of materials that promote learning in a specific content area, such as art or science.

Examples: Blocks/construction, writing table, woodworking, library, creative arts, manipulatives, science and collections.

Learning experiences:

Examples: Experiments, music recitals or dramatic arts, performances, conversations, field trips.

Learning style:

Definition: Each person's preferred way of taking in and remembering new information.

Examples: Visual, auditory, kinesthetic, sequential, reflective.

Lesson plan:

Definition: Broadly defined as a guide for teaching staff to implement learning activities and opportunities. Lesson plans should include learning goal(s), methods/procedures for reaching the learning goals, and a method for evaluating how well the learning goal(s) were achieved. Lesson plans may be documented through written daily/weekly/monthly planning documents, curriculum webbing, reflection/evaluation documents.

Life cycles of various organisms:

Examples: Humans, plants, animals, insects, fungus, bacteria, cells.

Mathematical terms:

Examples: More, less, big, little, longer, round, square, add, plus, inch, measure, take away, equals, volume, mass, how many, five, first.

matter:

Definition: The substance of which a physical object is composed.

Examples: Wood, dirt, rock, cork, water, oil, flesh.

Medication:

Definition: A substance used for medical treatment, especially as a medicine or drug. Includes both prescription and over-the-counter drugs. Skin protectants and cosmetics are not considered medication.

Medications that must be readily available:

Examples: *Emergency medication such as an EpiPen; topical over-the-counter medications such as sunscreen, lotions, and diaper creams.*

Mission statement:

Definition: *A brief written statement of purpose, values, and focus that remains constant over time.*

Multiple sources (documented):

Examples: *Results of standardized tests and/or classroom-based assessments, family questionnaires, and children's work products.*

Multiple sources (observed):

Examples: *The use of standardized tests or classroom-based assessments, prompting questions, observation done by the teachers, scaffolding, and individualized learning.*

NAEYC-defined equivalent degrees:

External Resources: <http://www.naeyc.org/academy/degreeequivalents>

National standards (HVAC)

Examples: *American Society of Heating, Refrigerating and Air-Conditioning Engineers (ASHRAE), National Air Duct Cleaners Association (NADCA), American National Standards Institute (ANSI), Air Conditioning Contractors of America (ACCA).*

Negative directives:

Examples: *"Stop pushing!", "No running!"*

New and challenging large motor experiences:

Examples: *Traffic cone bike course, impromptu obstacle courses, sprinklers.*

Non-standard units of measurement:

Examples: *Unit blocks, foot lengths/arm span, lengths of rope.*

Non-toxic art supplies:

Definition: Art supplies certified by the Art and Creative Materials Institute (ACMI)

External Resources: [Non-Toxic Art Supplies:art supplies certified by the Art and Creative Materials Institute \(ACMI\)](#)

Non-Toxic Cleaning:

Definition: Routine cleaning with detergent and water is the most useful method for removing germs from surfaces in the child care setting. Safer cleaning products are not only less-toxic and environmentally safer, but they also often cost less or the same as conventional cleaners.

Examples: Green Seal, UL/EcoLogo, and EPA's Safer Choice research and certify cleaning products that are biodegradable and environmentally friendly.

External Resources: www.greenseal.org, www.ecologo.org, www.epa.gov/saferchoice

Number concepts:

Definition: The understanding of cardinal and ordinal number systems as related to objects and quantities and the static and dynamic nature of these relationships.

Examples: Teachers counting out-loud for toddlers and twos, children counting, books, games, use of manipulatives, sequencing.

Number words:

Definition: The language representations of quantity (e.g., one, two, three...) or position (first, second, third...)

Examples: Writing number words (one, two, three...), matching numerals/number words, and books with numerals/number words.

Numerals:

Definition: The symbolic representations of quantity (e.g., 1, 2, 3...) or position (1st, 2nd, 3rd...)

Examples: Writing numerals (1, 2, 3...), matching numerals/number words, and books with numerals/number words.

Numerical operators:

Examples: +, /, -, √, ≤

Numerical symbols:

Examples: 1, 2, 3, ¼

Object quantity:

Definition: The understanding of the measurable properties of objects. (e.g., how many of something, how much something weighs, or how much time has passed.)

Examples: Matching quantities to numerals and number words and use of measurement tools (rulers, scales, calendars, and stopwatches).

Operational administrator:

Definition: An administrator with the educational qualifications to serve as the program's operational leader. This administrator may have a title such as director, site manager, administrator, program manager, early childhood coordinator, or principal.

Organizational climate:

Definition: A set of properties of the work environment, perceived directly or indirectly by the employees, that is assumed to be a major force in influencing employee behavior.

External Resources: http://en.wikipedia.org/wiki/Organisation_climate, extracted 10/21/14

Other learning spaces:

Examples: Playgrounds, computer rooms, libraries, gyms or other gross motor space.

Other service providers:

Definition: Adults, either employed by or contracted with the program, with appropriate specialized knowledge that arrange or engage children in planned therapies, activities or experiences that take place for no more than one hour at a time, per group of children.

Examples: Special subject teachers, extra-curricular instructors, psychologist, social worker, nutritionist, nurse, speech, physical or occupational therapist.

Outdoor learning environment:

Examples: Playgrounds (public or private), parks, parking lots, open fields without equipment, gardens, woods.

Outdoor semiprivate areas:

Examples: Arbors, stump arrangements, mud pits, benches.

Outdoor wooden structures:

Examples: play structures, picnic tables, benches, decks.

Parasites:

Examples: Head lice, body lice, hook worms.

Partnerships (professional relationships):

Examples: Library; doctors, dentist, police, EMS or other community workers; food banks; recreation department.

Parts of a book:

Examples: Author, illustrator, cover, title page, spine, beginning and end.

Part-time (administrator position):

Definition: Less than 75% of the administrator's weekly work hours are devoted to program administration. For example, if the program is open only 20 hours per week and the administrator spends 8 hours each week in a classroom, this would be a part-time administrator since only 60% of her work hours (12 out of 20 hours) are administrative.

Passive media:

Examples: TV, DVDs, digital viewing content, digital audio files.

Patterns:

Examples: Polka dots, stripes, zigzags, checkerboard, hounds tooth, paisley.

Pedagogical administrator:

Definition: An administrator with the educational qualifications required to serve as the program's pedagogical leader. This administrator may have a title such as director, assistant director, administrator, curriculum coordinator, or master teacher.

Phenomena:

Definition: Facts or occurrences directly observable by the senses.

Phonemes:

Definition: An individual sound within a spoken word.

Examples: The word "cat" is made up of 3 phonemes -- /k/, /æ/, and /t/ sounds.

Physical games with rules and structure:

Examples: Hokey Pokey, Simon Says, Red Light/Green Light, hopscotch, tag.

Physical punishment:

Examples: Shaking, hitting, spanking, slapping, jerking, squeezing, kicking, biting, pinching, excessive tickling, and pulling of arms, hair, or ears; requiring a child to remain inactive for a long period of time.

Play:

Definition: Children's active engagement and enjoyment of an activity and their ability to determine how the activity is carried out.

Polyvinyl chloride (PVC):

Definition: A type of soft plastic vinyl. Not all vinyl is a PVC. Vinyl products made from ethylene vinyl acetate (EVA) or polyethylene vinyl acetate (PEVA) are safer choices than those with PVC.

Examples: Soft vinyl dolls, beach balls, bath books, "rubber duckies", and chew toys.

Positive behavior support strategies:

Examples: Removing materials or modifying aspects of the classroom environment that triggers challenging behaviors; creating a predictable daily schedule so children know what to do and when to do it.

Positive peer interactions:

Definition: Interactions between children that result in reciprocal feelings of success and are affirming in nature

Examples: Sharing materials, exchanging thoughts or ideas, saying nice things to others, helping others.

External Resources: <http://csefel.vanderbilt.edu/briefs/wwb8.pdf>

Positive self-identity:

Definition: A sense that one is a good and valued person based on some salient attributes that are maintained over time.

Examples: "I am the fastest girl in my class", "I am a good big brother", "I am good at doing puzzles".

Potable water:

Definition: Water of sufficient quality to serve as drinking water.

Potentially unsafe situations:

Examples: Children inappropriately using equipment or materials, crowding in learning centers or areas, child's lack of awareness of surroundings (e.g., sitting in the trike path, running near active swings).

Present:

Definition: A class of children can be left in the care of a staff member who does not have appropriate first aid and CPR training for <u>no more than five minutes</u>. For example, if the staff member with appropriate first aid and CPR training needs to step into the hallway to speak privately to a parent or leave the group to use the restroom, the staff member must return within five minutes or another staff member with appropriate first aid and CPR training must join the class within five minutes.

Print:

Examples: Labels, classroom rules/routines, signs, posted letters, words, or sentences.

Problematic behavior:

Examples: Temper tantrums, not following directions, persistent whining, conflicts with other children and adults.

Problems related to the physical world

Examples: How to retrieve a ball that has gone over a fence, using ramps to make cars go faster or further, putting puzzle pieces together.

Professional staff:

Definition: Program staff working in roles within the early childhood education profession.

Progress (teaching qualifications):

Definition: In the past year you can show that you have completed or will complete at least one course.

Psychological abuse:

Examples: Shaming, name calling, ridiculing, humiliation, sarcasm, cursing at, making threats, or frightening a child; ostracism, withholding affection.

Rearranging the classroom:

Examples: Staff expand learning centers or move furniture.

Recommended screening tests and immunizations:

External Resources: <http://www2.aap.org/immunization/izschedule.html>

Regulated:

Definition: Programs that are not licensed by a state government but are under the regulation of a public agency, such as Department of Defense or a board of education.

Regulatory requirements:

Examples: State licensing laws, school board regulations, military SOPs.

Repeating patterns:

Definition: Sequences of colors, shapes, sounds, or other attributes that occur again and again.

Examples: Circle, circle, square, circle, circle, square...; yellow, blue, red, yellow, blue, red...

Retirement plan:

Definition: A financial arrangement designed to replace employment income upon retirement. These plans may be set up by employers, insurance companies, trade unions, the government, or other institutions.
(https://en.wikipedia.org/wiki/Retirement_plans_in_the_United_States; retrieved 11/29/16.)

Examples: Individual retirement account (IRA), 401(k), profit-sharing plan, pension plan.

Routine care:

Examples: Includes diapering, hand washing, feeding, taking to the restroom, tooth brushing, nap time, etc.

Routine games:

Examples: Patty-Cake, peek-a-boo, and Itsy-bitsy Spider.

Safe environment:

Definition: A fully enclosed area, free of safety and environmental hazards, occupied by at least one supervising adult.

Safety precautions (field trips):

Examples: Carrying emergency contact information; bringing along first aid supplies; planning for alternate transportation arrangements if there is a problem with vehicles during the trip.

Safety procedures:

Examples: Drills/responses to earthquakes, tornados, tsunamis, dust storms, terror threats.

Sanitizing:

Definition: Reducing germs on inanimate surfaces to levels considered safe by public health codes or regulations.

Scaffolding:

*Definition: Teachers “provide assistance and/or add support to enable each child to master a challenge just beyond his current level. The teacher gradually reduces the support as the child is able to proceed independently.”
Developmentally Appropriate Practice, 3rd Edition Page 154.*

External Resources: <https://store.naeyc.org/store/developmentally-appropriate-practice-early-childhood-programs-serving-children-birth-through>

Science-related vocabulary:

Examples: Melt, freeze, hot, cold, sink, float, earth, insect, life, seed, and weather.

Scientific concepts:

Examples: Life cycles of organisms; structure and property of matter; speed; weather, seasons, time; light and shadow.

Secure storage:

Definition: Belongings are locked in a closet, locker, or drawer under their personal control.

Semiprivate:

Definition: A place designed to invite children to play or work alone or with a friend.

Examples: Easel, loft, playhouse, book nook, cozy corner, tent.

Sensory materials:

Examples: Sand, water, play dough, paint, blocks.

Sensory-motor integration skills:

Definition: Relates to the manner by which a child takes in sensory information, processes and interprets the information, and then responds automatically to it.

Examples: Stacking blocks or rings, crawling through tunnels, copying visual cues, completing puzzles.

Sharing information:

Examples: At parent orientation, on the school website, referenced in parent handbook, displayed in lobby or classrooms.

Show or describe:

Definition: When an item says "show or describe", this means that you may document the stated practice with a sample (captioned photo, child work sample, form, lesson plan) OR provide a brief narrative description (e.g. paragraph) that specifically addresses how you meet the stated practice. It is acceptable to both show AND describe, if both are needed to adequately address the stated practice.

Simple tools:

Examples: Bug boxes, binoculars, magnifying glasses, gears, levers, scales.

Skills:

Examples: Tooth brushing, assembling a puzzle, putting on a coat, holding a pencil, or any other skill that the children are learning.

Skin protectants:

Definition: Products that temporarily protect injured or exposed skin from harmful or annoying effects and may also provide relief to such surfaces.

Examples: Sunburn relief gels, insect repellants, sunscreens, diaper creams, lip balms.

Sleep equipment:

Examples: Cribs, play yards, cots, mats, sleeping bags or pads, Montessori floor beds.

Small group:

Definition: Two to six children.

Small program:

Definition: Program enrollment is fewer than 60 full-time equivalent (FTE) children and/or employs fewer than 8 FTE staff.

Social skills:

Examples: Plating cooperatively with other children, turn taking, expressing emotions in non-harmful ways, learning about self and others.

Social studies:

Examples: Family, friends, community, social roles, social rules, geography, money, businesses, governments.

Special circumstances (end of day pick-up):

Examples: Shared custody agreements; someone other than a parent or legal guardian picking up; a possibly drunk (or otherwise impaired) adult arriving to pick up a child.

Special circumstances (pick-up time):

Examples: Release of children to someone other than a parent or guardian (e.g., grandmother, aunt, neighbor), court ordered custody arrangements, not releasing children to adults appearing to be under the influence of alcohol or other substances.

Special feeding needs:

Definition: Food intolerance, allergy, health concerns (e.g., diabetes, overweight/underweight), or medical conditions that require the use of specialized feeding equipment (e.g., feeding tubes).

Special health care needs:

Definition: "...Those who have or are at increased risk for a chronic physical, developmental, behavioral, or emotional condition and who also require health and related services of a type or amount beyond that required by children generally."(1)Reference: McPherson, M., P. Arango, H. Fox, C. Lauver, M. McManus, P. Newacheck, J. Perrin, J. Shonkoff, and B. Strickland. 1998. A new definition of children with special health care needs. Pediatrics 102:137—40.

External Resources: <http://pediatrics.aappublications.org/content/102/1/117>

Special medical management procedures:

Examples: Asthma action plan (use of a nebulizer), allergy action plan (use of an Epi-Pen), diabetes management plan (insulin monitoring and injections).

Special needs:

Definition: Physical or mental health conditions that require special education services such, as early intervention or individualized supports.

Staff injuries:

Examples: Back strain, trips/falls, cuts, burns.

Staff:

Definition: Any adult employed by the program including administrative, teaching, and support roles. Interchangeable with "employee".

Staff-to-child ratio:

Definition: The number of staff compared with the number of children.

Stakeholders:

Definition: Anyone with a vested interest in the program.

Examples: Program staff, parents of children enrolled in the program, parents of children in the community, landlords, boards of directors, neighboring households and businesses, sponsoring agencies, school system, or licensing and health authorities.

Standard accounting practices:

Definition: A common and widely accepted system of setting up, maintaining, and verifying the financial records of a business. It includes analyzing the financial health of the business through study of its sales, purchases, and general cost of running the business. These analyses are done repeatedly, at regular intervals (such as monthly, quarterly, or annually).

Standard precautions:

Definition: Work practices recommended by the Centers for Disease Control and Prevention that are required for a basic level of infection control. They are standard because these practices are used all the time, not just for children who might be sick. Standard precautions apply to (1) blood; (2) all body fluids, secretions, and excretions except sweat; (3) broken skin; and (4) mucous membranes (eyes, nose, mouth). Standard precautions include good hygiene practices (particularly washing and drying hands before and after contact), the use of protective barriers (such as gloves, masks, or eye shields), and appropriate handling and disposal of infectious waste.

Standard units of measurement:

Examples: Imperial units and US customary units of length, weight, area and/or volume in addition to time.

Standardized tests:

Definition: A test with specific characteristics: (1) developed according to American Psychological Association/American Educational Research Association guidelines, with high levels of reliability and validity; (2) prescribed methods for administration and security; and (3) scoring systems based on comparisons either with other test takers (norm-referencing) or with a specified level of performance (criterion-referencing).

Standing order (medication):

Definition: A written instruction issued by a medical practitioner or dentist, authorizing program staff to administer medication to a child if specific symptoms or circumstances occur.

Stereotype:

Examples: Cartoon caricatures of racial or ethnic groups, images that only depict male Caucasian executives and non-Caucasian workers, older people shown only in the role of grandparents.

Strategic planning:

Definition: An organization's process of defining its future direction and making decisions about allocating its resources to pursue this strategy. A written strategic plan states goals, lists actions to be taken to achieve the goals, and identifies how resources will be generated and/or allocated to execute the actions.

External Resources: http://en.wikipedia.org/wiki/Strategic_planning, accessed 10/21/14

Structure and properties of matter:

Examples: Concepts such as hard, soft, float, sink, liquid, heavy.

Substitute:

Definition: Adult who replaces a specific teacher or assistant teacher–teacher aide on a temporary basis. A substitute who replaces a specific teacher or assistant teacher–teacher aide for 20 or more consecutive business days must be considered a member of the teaching staff. NAEYC recognizes that programs may use substitutes to supplement the teaching staff.

Suitable seating:

Definition: A stool, chair, bench, or other seat that is capable of supporting an adult person.

Sun-protective clothing:

Definition: Clothing made with fabrics rated for ultraviolet protection, or clothing that protects skin areas most prone to sun damage.

Examples: Broad-brim hats, long sleeve shirts, full-length pants/skirts.

Support Staff:

Definition: Adult employed by the program in a role other than administrative leadership or teaching.

Examples: Cook, bus driver, janitor, lunchroom aide, office assistant.

Sweetened beverages:

Examples: 'Juice beverages', 'juice drinks', or 'juice cocktails' of less than 100% juice; sweetened iced-tea; carbonated soft drinks; powdered drink mixes.

Teacher:

Definition: Adult with primary responsibility for a class of children. Each class must have at least one designated teacher. The teacher must spend the vast majority of time with one class of children who attend at the same time rather than divide their time between classrooms or float between classes.

Teaching staff:

Definition: The teachers and assistant teachers/teacher aides that work directly with children in the implementation of curriculum, program routines, and activities.

Teaching strategies:

Examples: Small and large group activities, teacher-or child-directed activities, "expanding upon" activities, modeling behavior, asking children open-ended questions, and encouraging children to maintain being engaged in activities.

Teaching supports related to scaffolding:

Examples: Teaching staff assist in making a plan to attempt new tasks, divide tasks into simpler tasks, or ask prompting questions to promote thinking about the task and problem solving.

Technology:

Definition: Equipment and machinery developed from scientific knowledge.

Examples: Hand tools, microscopes, computers, clocks, keys, plumbing, wagons.

Test development information:

Examples: Standardization sample, standardization procedures, scoring, reliability, and validity.

Themes or topics (curriculum):

Examples: Seasons, farm animals, transportation, insects.

Third-party certified:

Definition: An independent organization has reviewed the manufacturing process of a product and has independently determined that the final product complies with specific standards for safety, quality or performance. (Source of definition: <http://www.nsf.org/about-nsf/what-is-third-party-certification>)

External Resources: <http://www.nsf.org/about-nsf/what-is-third-party-certification>

Topics related to the Earth and sky:

Examples: Seasons; weather; geologic features; light, shadow; sun, moon, stars.

Toxic substances:

Definition: Any substance that is potentially harmful if ingested, inhaled, or absorbed through the skin.

Examples: Cleaners, detergents, bleach, hand sanitizer, paint, pesticides, herbicides, floor and furniture polish.

Training in special needs:

Definition: Specialized college-level coursework and/or professional development training. Specialized college-level course work may include core courses that cover these topics or courses addressing these topics specifically. The course work and training includes

- a. family-centered practice;
- b. atypical development and common health problems;
- c. IDEA and other applicable laws;
- d. children's and families' rights under these laws;
- e. roles and responsibilities related to the IEP and IFSP;
- f. strategies for supporting inclusion;
- g. strategies for modifying and adapting curriculum, schedules, materials, and instruction to meet individual needs;
- h. the referral and assessment process; and
- i. community supports and resources.

Training:

Definition: Specialized college-level coursework or professional development training. Specialized college-level course work may include core courses that cover these topics or courses addressing these topics specifically.

Tripping hazard:

Examples: Exposed concrete footings, abrupt changes in surface elevations, other man-made elements that can trip children.

Underimmunized:

Definition: A person who has not received the recommended number or types of vaccines for his or her age, according to the current national and local immunization schedules (AAP).

External Resources: <http://www.cdc.gov/vaccines/>

Unsafe environment:

Definition: Areas without a supervising adult; unenclosed areas allowing access to exterior of facility; any area with safety or environmental hazards that pose imminent or immediate risk to children.

Examples: Facility parking lot, unoccupied bathroom, corridor, kitchen, storage room, field with access to bodies of water.

Usable space:

Definition: The primary indoor activity areas not otherwise occupied by large structures, cribs, changing tables, storage, or areas not intended for extended use by children or groups of children (e.g., staff lounges, hallways, stairwells, closets).

Visual arts:

Definition: Creations that can be observed and appreciated.

Examples: Painting, drawing, sculpture, photos, mask-making, batik, quilts, basketry, architecture.

Volatile organic compound (VOC):

Definition: Organic compounds that easily evaporate at room temperature and are known to cause negative health effects given prolonged and/or concentrated exposure.

Examples: Gasoline, benzene, formaldehyde, styrene; commonly used in paint thinners, air fresheners, aerosol sprays, degreasers, and wood preservatives.

Volunteers:

Definition: Adults, neither employed by or contracted with the program, who are regularly scheduled to provide support services to the program in administrative capacities (e.g., clerical work, creating bulletin boards or displays), classroom management, or other support tasks (e.g., cleaning, landscaping/gardening) without monetary compensation.

Examples: Parents participating in a parent cooperative program, foster grandparents, reading buddies.

Washable soft elements:

Examples: Pillows, mats, cushions, plush toys, pillow cases and covers, couch covers

Ways writing is used in daily life:

Examples: Shopping lists, letters, cards, journals/diaries, e-mail, online-posts.

Weather conditions:

Examples: Winds, temperature extremes, precipitation, pollution, pollen, high UV Index.

External Resources: [Check Air Quality Index \(AQI\) daily. During unhealthy AQI days strenuous outdoor activities are avoided, or children stay indoors.](#)

Welcoming and accessible classroom environment:

External Resources: <http://corescholar.libraries.wright.edu/cgi/viewcontent.cgi?article=1102&context=ejie>

Wordless books:

Definition: Books with no words or few words, in which information or narrative is conveyed primarily through imagery.

Working on (assistant teacher qualifications):

Definition: Enrolled in a program, actively participating in the program, and demonstrating progress in the program.

Writing:

Definition: The act of communicating thoughts, ideas, and information to others through use of print.

Examples: Lists, charts and graphs, letters, reflections on and responses to experiences, notes, instructions, signs, rules, procedures.

Written curriculum/Curriculum framework:

Definition: Includes the goals for the knowledge and skills to be acquired by children and the plans for learning experiences through which such knowledge and skills will be achieved.

Written procedures that address how to maintain staff-to-child ratios and class size:

Examples: Child supervision records, transition logs, head counts, attendance records, sign-in and sign-out sheets.