

RESOURCE GUIDE DEFINITIONS

Accountability	A demonstration that the program is fulfilling the terms of its grant and achieving its stated outcomes.
Anticipatory guidance	A strategy of planning ahead to prevent inappropriate issues or concerns from developing.
Criterion	A standard for comparison or judgment.
Cultural competency	Having requisite or adequate knowledge and abilities to understand and interact appropriately concerning the customary beliefs, shared attitudes, values, goals and practices that characterize a racial, religious or social group.
Curriculum	The experiences within the program designed to promote the child and family's development, which can include planned and/or spontaneous activities and appropriate interactions in a carefully arranged environment.
Desk audit	A systematic study conducted of an individual employee-held position to provide written or documented verification of the activity, role, and responsibility of the position.
Developmental monitoring	The observation, recording, and analysis of children's development over time using on-going formal and informal measures.
Developmentally appropriate	Refers to offering content, materials,

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Practice	and methodologies that are commensurate with the child's level of development and for which the child is ready. (From National Association of Elementary School Principals: <i>Early Childhood Education & The Elementary Principal, First Edition; p. 59</i>) For infants and toddlers that means stable, loving relationships with adults, especially their parents, who introduce the child to developmental tasks through communication appropriate for his/her level of understanding and development.
Dyad	The word "dyad" means two people. The most important dyad in the Birth To Three Program is the parent and child.
Emerging literacy	The view that literacy learning begins at birth and is encouraged through participation with adults in meaningful activities; these literacy behaviors change and eventually become conventional over time. (From Neuman, Susan; Copple, Carol; Bredekamp, Sue: <i>Learning to Read and Write: Developmentally Appropriate Practices for Young Children</i> . NAEYC 2000)
Family	The basic unit in a society having as its nucleus one or more adults cooperating in the care and raising of children.

(Resource Guide Definitions cont.)

Formal training	A training in child development theory and practice that has a stated professional goal and a prescribed curriculum.
Formative supervision	The collaborative, on-going review of the services provided by each staff member, with the goal of continuously improving the quality of the services provided by the staff member and program as a whole. This process is built upon the strengths of the staff member and includes plans for formal training, mentorship, and other professional development strategies.
Infant	A child between the ages of birth and 18 months.
Kith and kin	"Kith" is used to mean individuals who play the role of surrogate family and "kin" means extended family for the population of caregivers, because of the nature of their relationships to the parents of the children for whom they provide care. They are also variously described as informal caregivers, unregulated providers, or license-exempt providers.
Linguistic competency	The knowledge that enables staff to communicate effectively with children and families.

(Resource Guide Definitions cont.)

Mission statement	A brief summary of the philosophy and goals of the program.
Parent	In this document the term parent is used broadly to mean not only the child's biological parents, but also adult members of the child's family who have significant caregiving responsibilities for the child.
Parent-child interaction	Mutual or reciprocal action or influence between a child and a parent.
Participatory management	A management style that incorporates meaningful involvement of all staff members in the decision making process.
Professional development plan	A written course of action to improve and strengthen a staff member's ability to function effectively in their professional role and meet their responsibility to children and families.
Program leadership	Refers to the many roles of leadership in birth to three programs including administrator, supervisor, coordinator, director, manager and others.
Screening	A short, easily administrated tool or checklist that identifies children needing further assessment/evaluation or participants for a given program.
Toddler	A child between the ages of 18 and 36 months.

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