

Melanie runs a family child care home which has children ages 1-10, with varied schedules. She uses the CDA format.

Individualized Professional Development Plan: STEP 1- SELF ASSESSMENT DATE: 3-1-11

	CORE AREA	CURRENT SKILL AND KNOWLEDGE LEVELS	AREAS FOR GROWTH
1	Safe and Healthy Learning Environments	<ul style="list-style-type: none"> • Perform safety checks of space-indoor/outdoor • Supervise children • Teach and model proper hygiene 	<ul style="list-style-type: none"> • Understanding more about children's allergies • Renew my CPR • Review cc licensing health policies
2	Physical and Intellectual Development	<ul style="list-style-type: none"> • Introduce new materials for play • Encourage children to participate in play • Ask open ended questions • Encourage problem solving 	<ul style="list-style-type: none"> • Plan activities for different ages • Consider where to put things so babies don't get into older children's things
3	Social and Emotional Development	<ul style="list-style-type: none"> • Teach and model respectful behavior • Demonstrate caring for others • Acknowledge and celebrate children's accomplishments 	<ul style="list-style-type: none"> • Develop more strategies to manage difficult behaviors • Understand and explore hidden stresses in children's lives
4	Relationships with Families	<ul style="list-style-type: none"> • Share information with families • Discuss what I know of family members with their children during the day 	<ul style="list-style-type: none"> • Strategize ways to document each child's day for family
5	Program Management	<ul style="list-style-type: none"> • Have a parent handbook and pay schedule; effective record keeping 	<ul style="list-style-type: none"> • Know more about STARS
6	Professionalism	<ul style="list-style-type: none"> • Learning to develop my IPDP • Working with a mentor • Exploring opportunities and attending workshops • Maintaining confidentiality 	<ul style="list-style-type: none"> • Map out my training for CDA • Explore local CDA classes • Order my CDA packet • Schedule ongoing meetings with mentor
7	Observing and Recording Behavior	<ul style="list-style-type: none"> • Mentally observe children during daily activities • Photograph children 	<ul style="list-style-type: none"> • Find the best way to keep track of observations for me! (clipboard, etc.)
8	Child Growth and Development	<ul style="list-style-type: none"> • Recognize phases, stages and play develop. • Celebrate children's milestones • Provide proper materials for age groups 	<ul style="list-style-type: none"> • Revisit expectations for ages and stages

Step 2. Melanie: IPDP Goals, Strategies/Resources and time line

	CORE AREA	GOALS: I will...	STRATEGIES	RESOURCES	TIMELINE	STAT US
1	Safe and Healthy Learning Environments	Become familiar with cc licensing health regulations and info on allergies, and keep my CPR current	Reading the cc regulations again and materials from DOH website Check CPR class schedule	Call Fletcher Allen hospital outreach department DOH website Licensing regs BFIS calendar	End of May 2011 CPR: April, 2011	
2	Physical and Intellectual Development	Organize inventory by age and Look for trainings on multi-age	Take inventory Create spreadsheet separated by ages Review RDS training calendar	Time: one naptime and Saturday RDS calendar	June 2011 By fall 2011 ID workshop	
3	Social and Emotional Development	ID signs of stress in kids, create a list of strategies to address stressful times/behaviors	Look up when CSEFEL training is being offered; books and other materials	Website Lending library BFIS calendar	Check in Fall 2011	
4	Relationships with Families	ID and use a system to document what I observe to share with families	Talk to starting pts group about this Read <i>The Power of Observation</i>	Lending library Starting points group mtg	Check in by summer 2011 and implement fall 2011	
5	Program Management	Learn more about STARS and decide if I will apply	Look on website, talk with administrators and Starting pts group	Naptime to make calls; computer time	Check in by fall 2011	
6	Professionalism	Implement this timeline Get CDA Credential	Put this timeline into my calendar Organize training documentation by CDA	RDS and mentor Time on weekends	submit Dec. '12	

			areas; Meet with my mentor to ID next steps			
7	Observing and Recording Behavior	<i>See #4 families above</i>				
8	Child Growth and Development	<i>See #2 and #3 above</i>				

SAMPLE