Head Start
center for
inclusion

Presenter Notes

Purpose:

These notes are designed to help trainers present **Activity Matrix for Infants and Toddlers** and conduct the associated learning activities. An Activity Matrix is a tool to help educators and caregivers plan, organize, and implement learning opportunities throughout the natural activities, routines, and transitions in an infant's or toddler's day.

Materials Needed:

- *Activity Matrix for Infants and Toddlers Presentation Slides* (16)
- Presenter Notes
- Projector and audio equipment
- Learning Activity
    - *Individualized Planning*
        - *Facilitator Notes*
        - *Child Vignettes*
- Tools for Educators
    - *Activity Matrix Form*
- Tips for Educators
    - *Using an Activity Matrix*
- *Helpful Resources*
- Flip chart, or similar, and markers for taking notes during small group discussions

Before You Begin

- The purpose of these training resources is to provide trainers and participants with information about using an Activity Matrix for infants and toddlers. The materials include examples of how an Activity Matrix can be used in home-based, family child care, and center-based early learning settings.
- This training module is one in a series of in-service modules about planning and providing individualized interventions for infants and toddlers who need extra support.
- The presentation slides are animated. Animations throughout the presentation highlight various aspects of the Activity Matrix. It is advised that trainers spend a few minutes prior to the presentation to run through the presentation and consider how they will match it to the presenter notes.
- The learning activities included in the training offer participants opportunities to begin thinking about, and practice planning, an Activity Matrix in their own setting.

Presenter Notes

### Slide 1: Activity Matrix for Infants and Toddlers

Introductions:
• Introduce yourself.
• As needed, have participants introduce themselves. Have them briefly share their experiences caring for infants and toddlers.

The purpose of these training materials is to provide participants with a tool for organizing learning opportunities for infants and toddlers. The tool can be used in a variety of early learning settings.
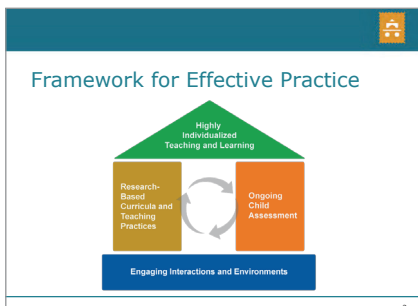
Note to Presenter:
These slides may be used as a stand-alone training session focused on infants and toddlers. Selected slides may also be used to supplement the in-service suite found on the ECLKC website (**Activity Matrix: Organizing Learning Throughout the Day**).
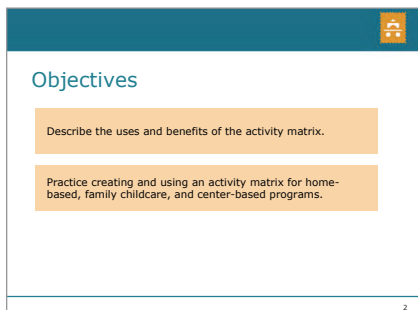
Slide 2: Objectives

Participants will be able to:
• Describe the uses and benefits of the activity matrix,
• Create and use an activity matrix in home-based, family child care, and center-based settings.

Slide 3: Framework of Effective Practice

Note to Presenter: This is an animated slide.

The Activity Matrix falls into the category of "highly individualized teaching and learning" in the roof of the House.

The House visual illustrates effective teaching and learning practices for all children.

The foundation represents effective and engaging interactions and environments.

The pillars represent research-based curricula and teaching practices, and ongoing child assessment.

The roof represents highly individualized teaching and learning.

The door opens to represent close collaboration with the family.

All components interact with each other and are essential for effective everyday practice for all children.

Activity matrices can be used with all young children and their educators or caregivers. They are especially useful for children who need extra support—for children who need highly individualized teaching and learning.

This may be a child with an Individualized Family Service Plan (IFSP), a child with health or behavioral concerns, or a child who is not making expected progress and needs additional support.

The activity matrix is a valuable tool for implementing Division for Early Childhood (DEC) Recommended Practices, especially those in the instruction and interaction domains.
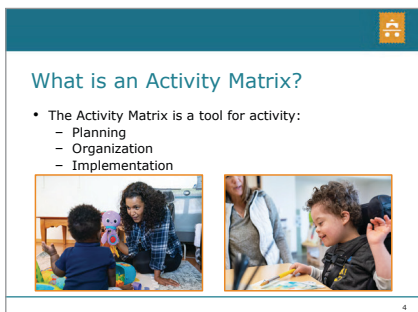
Slide 4: What is an Activity Matrix?

An Activity Matrix is a tool that helps educators and child support teams plan, organize, and implement responsive care-giving and meaningful instruction within the child's early learning environment.

This presentation shares examples for use in home-based, family child care, and group settings such as home-based, family child care, and center-based programs. The Activity Matrix maximizes teaching and learning in typical, everyday situations and interactions.
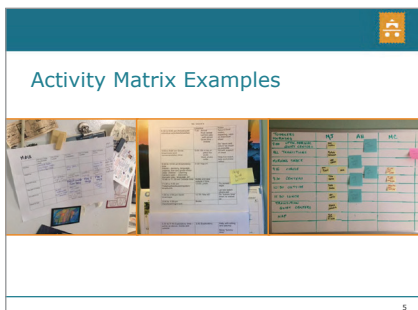
Slide 5: Activity Matrix Examples

These are Activity Matrix examples.

1. The first photo is an Activity Matrix in a home-based setting.

2. The second photo is an Activity Matrix in a mixed-age family childcare setting.

3. The third photo is an Activity Matrix for multiple children in a center-based group program.

Notice that matrices can vary in level of detail.

Slide 6: What are the Benefits?

There are several benefits to creating and using an Activity Matrix:

- It is an effective way to organize teaching and learning; the visual format serves as a reminder for all educators and caregivers.
- It maximizes learning time by planning for teaching to occur throughout naturally occurring activities, routines, and transitions.
- It helps all caregivers be aware of individual child learning objectives and learning opportunities.
- It matches a child's learning objective with activities.

For infants and toddlers, an Activity Matrix can take full advantage of their many care-giving needs and routines throughout every day, such as mealtimes, diapering, and dressing.

Slide 7: Steps to Create an Activity Matrix

Creating an activity matrix involves the following steps:

1. Gather or organize the child's individual learning objectives.
2. Identify the general schedule of the day including typical routines.
3. Select preferred daily activities, routines, and transitions individualized for the child and the family.
4. Incorporate individual learning objectives within daily activities, routines, and transitions.
5. Build upon the natural strategies used by caregivers.
6. Use the matrix, monitor the child's progress, and adjust as needed.

Slide 8: Home-Based Setting Example

Note to Presenter: The next few slides show examples of activity matrices for three young children in three different learning environments. Have participants read the short vignette about Maya.

Maya's mother, her Early Head Start home visitor, and intervention specialists developed an activity matrix that highlights feeding and diapering, two routines that happen several times a day. To the matrix, they added getting ready for bed and a play time activity for mother, grandmother, and uncle.

Things to Notice:

1. Preferred routines are listed in the left column
2. Maya's individual objectives are written in the top row
3. Suggestions from the physical therapist are listed in one column
4. Each caregiver identified a time and play activity. Other learning opportunities will occur, but some are highlighted to make sure they happen.

Note to Presenter: At this time, refer to Part 1 of the *Individualized Planning: Facilitator Notes* to conduct a learning activity for participants.

Slide 9: Family Child Care Example

Ask participants to read the short vignette about Damian.

Ms. Gracie, who runs the family child care home, Damian's early interventionist, and Damian's mother created this Activity Matrix.

Things to Notice:

1. They started with Ms. Gracie's schedule for the family child care.
2. They put Damian's individual schedule in the middle column.
3. They put notes about how to help Damian in the third column.

Note to Presenter: At this time, refer to Part 2 of the *Individualized Planning: Facilitator Notes* to conduct a learning activity for participants.

Slide 10: Center-Based Setting Example

Have participants read the short vignette about Marcus.

Marcus' teacher and team created this activity matrix. It incorporates his individual needs as well as those of others in the group who have high priority learning needs. Marcus' foster family, speech language pathologist, and mental health specialist also contributed.

Things to Notice:

1. They started with the daily schedule for all children (left column).
2. They gave children with individual learning needs a column each. (See names in top row.)
3. They included transitions.
4. The team included individualized modifications as well as embedded teaching.

Note that not every cell is filled out for every child, but the children are expected to participate and learn in the planned classroom activities.

Note to Presenter: At this time, refer to Part 3 of the *Individualized Planning: Facilitator Notes* to conduct a learning activity for participants.

Slide 11: Make Your Own Matrix

The Activity Matrix is a flexible tool that can be adapted to meet the needs of individual children, diverse learning needs, and preferences of educators and caregivers.

The Activity Matrix can be nicely typed on the computer, created from paper and post-it notes, or written on a white board or large poster paper.

The Activity Matrix should serve as a planning tool and as a reminder throughout the day. Some educators and caregivers find it helpful to make multiple copies and post them around the room.
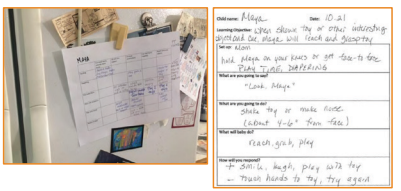

Slide 12: Getting Started

It takes time to become comfortable creating and using an Activity Matrix.
- Start small.
- Some teams start with one activity or routine.
- Some teams start with one developmental domain such as language or communication.
- In group settings, some teams start with one child and gradually add more children to the Activity Matrix.

Slide 13: More Tips

The Activity Matrix is primarily an organizer and not a lesson plan.

While the Activity Matrix includes reminders and suggestions, a more detailed lesson or activity plan will describe what the adult will say and do and what materials they will need to support the child's learning.
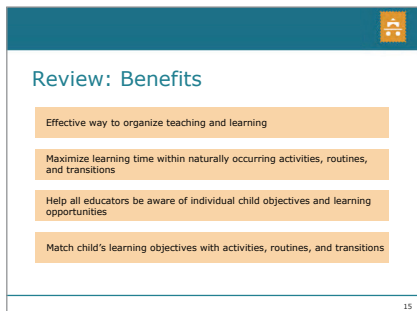

Slide 14: Review

Throughout this presentation, we learned about the uses and benefits of the Activity Matrix and demonstrated how it can be used in various early learning settings for infants and toddlers.
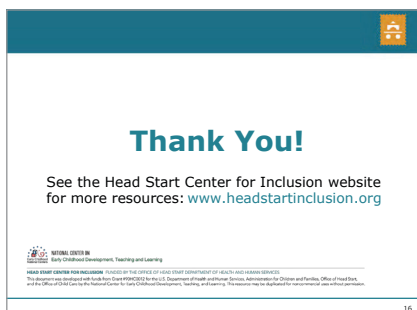
Slide 15: Review: Benefits

Review: Benefits

Effective way to organize teaching and learning

Maximize learning time within naturally occurring activities, routines, and transitions

Help all educators be aware of individual child objectives and learning opportunities

Match child's learning objectives with activities, routines, and transitions

15

Note to Presenter: Ask participants to share some of the benefits of using an Activity Matrix. Then, reveal the main benefits in the animated list.

Slide 16: Thank You!

Thank You!

See the Head Start Center for Inclusion website for more resources: www.headstartinclusion.org

NATIONAL CENTER ON
Early Childhood Development, Teaching and Learning

HEAD START CENTER FOR INCLUSION   FUNDED BY THE OFFICE OF HEAD START DEPARTMENT OF HEALTH AND HUMAN SERVICES
This document was developed with funds from Grant #90HC0012 for the U.S. Department of Health and Human Services, Administrator for Children and Families, Office of Head Start, and the Office of Child Care by the National Center for Early Childhood Development, Teaching, and Learning. This resource may be duplicated for noncommercial uses without permission.

16

Thank audience members for their time and participation before ending the session. Recommend that they visit the Head Start Center for Inclusion website for more helpful resources: **www.headstartinclusion.org**