

Line Edits

Some of the line edits I suggested included

- changing passive voice to active voice.

This screenshot shows a document with several line edits. The first edit is on the sentence: "At drop-off and pick-up, an authorized adult (18 years old or older) must accompany the child. This adult must sign the child in or out with a full signature on the sign-in sheet. All individuals who are not known by center staff must provide photo identification. Parents and guardians must provide any certified custody orders to the Center Director prior to enrollment and must notify the Child Development Center of any changes in these custody orders immediately." The edit "must be accompanied by" is highlighted in blue. A comment from Hoppestad, Lauren says: "Revised to change passive voice to active voice—Okay as edited? 11/10/24 7:35 AM". Another edit "Photo identification is" is highlighted in blue, and a comment from Hoppestad, Lauren says: "Could it be helpful to parents".

- moving examples near the term they illustrate

This screenshot shows a document with several line edits. The first edit is on the sentence: "DAILY SCHEDULE The center includes all curricular areas—arts and creative expression, music and movement, math and science, physical and outdoor activities, language and literature—in the daily weekly plan. All classroom sessions include a healthy snack. Each classroom posts a copy of their Daily Schedule and the Snack Schedule for families and visitors to review." The edit "is served in all classroom" is highlighted in blue. A comment from Hoppestad, Lauren says: "Changed passive voice to active voice and moved the provided curricular areas next to the term 'curricular areas' for closer proximity since they illustrate this term—Okay as edited?". Another edit "where...children engage in" is highlighted in blue, and a comment from Hoppestad, Lauren says: "Deleted: where...children engage in".

- suggesting breaks in long sentences for readability

This screenshot shows a document with several line edits. The first edit is on the sentence: "Each class session includes child-selected time and teacher-directed time. During child-selected time, children engage in play and structure their own activity around their interests. Teacher-directed time involves teacher-led large and small groups." The edit "where...children engage in" is highlighted in blue. A comment from Hoppestad, Lauren says: "Deleted: where...children engage in". Another edit "and" is highlighted in blue, and a comment from Hoppestad, Lauren says: "Deleted: and". A third edit "am...m. to 11:30" is highlighted in blue, and a comment from Hoppestad, Lauren says: "Deleted: am...m. to 11:30".

- suggesting parallel structure and alignment with style guides (in this case, including hyphens in compound adjective)

This screenshot shows a document with several line edits. The first edit is on the sentence: "CLASSROOM RATIO Room 1: Enrolls no more than 12 children each day and maintains a teacher-to-child ratio no higher than 1:4." The edit "no higher than 1:4" is highlighted in blue. A comment from Paciorek, Laura says: "Deleted: coaching". Another edit "no higher than 1:5" is highlighted in blue, and a comment from Hoppestad, Lauren says: "Deleted: s...2: Enrolls no more". A third edit "no higher than 1:6" is highlighted in blue, and a comment from Hoppestad, Lauren says: "Deleted: s...3: Enrolls no more". A fourth edit "each day and maintains a teacher-to-child ratio no higher than 1:8" is highlighted in blue, and a comment from Hoppestad, Lauren says: "Deleted: daily...andwhile...maintain".

Querying

I wrote many queries focused on readability, usability, inclusive language, logic, consistency, the intended audience's needs, and places of potential confusion.

- I focused on the audience's potential needs and confusion by suggesting examples and questioning who holds these beliefs
 - The query states the following: Could it be helpful to include or mention some of these beliefs so families have a bit of an idea of what they are? "Several beliefs" by itself seems a bit vague, and I wonder if families might be interested to know more about these beliefs. If so, one option could be to include some of these beliefs in a parenthetical: "This commitment is based on several beliefs (including...) and grounded in legislation..."
 - Additionally, as this was a collaborative editing effort, my colleague added onto my query for the client's further consideration

The screenshot displays a document with several paragraphs of text, each followed by a list of comments from different users. The text is highlighted in yellow, and the comments are in a light blue box. The comments are as follows:

- Paragraph 1:**
 - Paciorek, Laura Deleted: widely
 - Hoppestad, Lau... Deleted: the
 - Paciorek, Laura Deleted: not unusual
 - Paciorek, Laura Deleted: quite
 - Paciorek, Laura Deleted: have much to
 - Paciorek, Laura Deleted: accounting for
- Paragraph 2:**
 - Paciorek, Laura Deleted: uniquely ...repared to plan
 - Paciorek, Laura Deleted: .
 - Paciorek, Laura Deleted: to children with and
 - Paciorek, Laura Deleted: are conveyed to all the
 - Hoppestad, Lau... Formatted
 - Paciorek, Laura Deleted: as far ...n advance as
 - Hoppestad, Lau... Deleted:
 - Paciorek, Laura Deleted: of particular special
 - Hoppestad, Lau... Formatted
 - Hoppestad, Lau... Deleted: Director
- Paragraph 3:**
 - Hoppestad, Lau... Deleted: /...rofessional partnerships
 - Paciorek, Laura Deleted: whomever or whatever
 - Paciorek, Laura Deleted: both men and women
 - Paciorek, Laura Deleted: refrain from gender-
 - Hoppestad, Lau... Formatted
 - Paciorek, Laura Deleted:
 - Paciorek, Laura Deleted: -

The right side of the screenshot shows a 'Comments' panel with a 'New' button and a list of comments. The first comment is from Hoppestad, Lauren, dated 1/1/00 12:00 AM, and the second is from Paciorek, Laura, dated 11/8/24 1:42 PM.

- I focused on querying for bias-free, inclusive language
 - The query states the following: The term "special needs" tends to be considered an ableist term that acts as a euphemism for "disability" or "disabled." For bias-free, inclusive language, consider replacing it with "disabilities" so this part of the sentence reads "children with disabilities and their families."
 - Additionally, as this was a collaborative editing effort, my colleague added onto my query for the client's further consideration

The Child Development Center has a strong commitment to include children and adults with diverse abilities. This commitment is based on several beliefs and grounded in legislation safeguarding the educational rights of all children, including those with disabilities. Children vary in developmental pace and style during their early years. It is common to have a range of developmental levels in the same early childhood classroom. Children learn from one another, and honoring differences is an important part of their early experiences.

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Paciorek, Laura Deleted: widely
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Paciorek, Laura Deleted: not unusual
Paciorek, Laura Deleted: quite
Paciorek, Laura Deleted: have much to
Paciorek, Laura Deleted: accounting for

Comments

New

Hoppestad, Lauren
The term "special needs" tends to be considered an ableist term that acts as a euphemism for "disability" or "disabled." For bias-free, inclusive language, consider replacing it with "disabilities" so this part of the sentence reads "children with disabilities and their families."
11/6/24 11:31 AM

Paciorek, Laura
It might be helpful to also consider person-first and identity-first language. Some question person-first language as inherently ableist, especially when used by an individual without a disability. This could be a place where a footnote or brief discussion about this issue could be helpful. A family member who reads this and uses identity-first language may not feel included.
11/6/24 12:03 PM

Reply

Early childhood teachers are prepared to plan for and to work effectively with children at various stages in their development. Positive interpersonal experiences shared by children of differing backgrounds and skills can be of great long-term value. When these experiences occur in natural and familiar surroundings, children receive messages of belonging and individual worth.

ECE Instructional Specialists will be informed in advance when a child is receiving outside services. The Center Director and the Program Specialist will coordinate any support services to be provided by school districts or community agencies while the child is at the center. As in all aspects of center operations, close parent-professional partnerships are necessary to ensure the success of all involved in this valuable endeavor.

The Child Development Center is committed to providing all children with the freedom to authentically be themselves. We portray all individuals as nurturing, capable, and feeling human beings, and we present all jobs and roles as inclusive of everyone. All children benefit from and are encouraged to engage in both active and quiet play.

ECE Instructional Specialists are aware of the ways in which language, personal interactions, program features, and classroom arrangements convey information to children about their options. Nonsexist/anti-bias education is an active, ongoing endeavor.

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Hoppestad, Lau... Formatted
Paciorek, Laura Deleted:
Paciorek, Laura Deleted: -

STAFFING PLAN

Organization

I also queried about the placement of sentences and sections for a more logical progression of sections and ideas.

- The query states the following: "I wonder if it might be helpful to families to move the "Classroom Ratio" section so that it is the section after the "Classroom Options & Eligibility" section. I wonder if this could be a bit more of a logical progression to this section since both sections provide information about the classrooms, and the information in this section (which discusses classroom sizes and child-teacher ratios) seems to build on the information in the first section (who is eligible for each classroom and what each classroom does).

STAFFING PLAN

Each classroom is supervised by one ECE Instructional Specialist (lead teacher) and staffed by two ECE Apprentices (assistant teachers). ECE Instructional Specialists must meet the Master Teacher requirements through the Child Development Division of the California State Department of Education. ECE Instructional Specialists plan and direct daily curriculum of culturally sensitive, developmentally appropriate activities for young children; provide supervision of children at all times, ensuring their safety and well-being in compliance with all applicable regulations; coach student teachers and apprentices; and serve as a model teacher for child development students.

ECE Apprentices are MiraCosta College students and must have completed a minimum of six units in child development. While receiving on-the-job experience, ECE Apprentices participate in a comprehensive training program. The education, training, and experience of center staff contribute to overall program quality.

Center staff also Administrative staff includes a Center Director, an ECE Program Specialist, and an Administrative Support Assistant III who all coordinate the day-to-day operation of the center.

CLASSROOM RATIO

- Room 1: Enrolls no more than 12 children each day and maintains a teacher-to-child ratio no higher than 1:4.

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Comments

New

Hoppestad, Lauren
I wonder if it might be helpful to families to move the "Classroom Ratio" section so that it is the section after the "Classroom Options & Eligibility" section. I wonder if this could be a bit more of a logical progression to this section since both sections provide information about the classrooms, and the information in this section (which discusses classroom sizes and child-teacher ratios) seems to build on the information in the first section (who is eligible for each classroom and what each classroom does).

Additionally, the text alignment in this section is justified in case you decide to change the alignment of the document to aligned to the left.
11/7/24 2:46 PM

Reply

- Room 2: Enrolls no more than 15 children each day and maintains a teacher-to-child ratio no higher than 1:5.
- Room 3: Enrolls no more than 18 children each day and maintains a teacher-to-child ratio no higher than 1:6.
- Rooms 4 & 5: Enrolls no more than 22 children each day and maintains a teacher-to-child ratio no higher than 1:8.

Hoppestad, Lau... Deleted: s...2: Enrolls no more
Hoppestad, Lau... Deleted: s...3: Enrolls no more
Hoppestad, Lau... Deleted: daily...and while...maintain