

Label Guidance Form

To help build and maintain consistency in classrooms and in centers, classroom staff will follow the guidance when labeling items in the classroom, making classroom charts, and identifying centers. Follow “Setting-Up a Classroom Policy” or seek guidance from School Readiness Coach or Content Specialist.

1. Font Style to be used: Comic Sans MS.
2. English will be written in black, Spanish written in red.
3. Utilize real pictures of children, toys, materials, interest areas, and or families.
4. Laminate when final product is completed.

Region Head Start	Migrant Head Start	Early Head Start
Attendance Chart Title: Who is here today Font: 72 (Bold) Photo size: Wallet(2.5 x 3.5) Use a sentence strip to paste child’s picture and name.	Attendance Chart Title: Who is here today Font: 72 (Bold) Photo size: Wallet(2.5 x 3.5) Use a sentence strip to paste child’s picture and name.	Attendance Chart Title: Who is here today Font: 72 (Bold) Photo size: Wallet(2.5 x 3.5) Use a sentence strip to paste child’s picture and name.
In and out board Font: 28 (Bold) Photo size: 1.5 x 1 (Contact sheet size) Create your own die cut to paste child’s picture and name.	In and out board Font: 28 (Bold) Photo size: 1.5 x1 (Contact sheet size) Create your own die cut to paste child’s picture and name.	In and out board Font: 28 (Bold) Photo size: 1.5 x 1(Contact sheet size) Create your own die cut to paste family picture and family’s last name and the total number of family members attending.
Helper chart Font: 28 (Bold) Photo size: 3.5 x 5 Title font: 72 “Helper chart”	Helper chart Font: 28 (Bold) Photo size: 3.5 x 5 Title font: 72 “Helper chart”	Optional for staff to utilize – follow protocol form if utilized
Personal belonging label Font: 28 (Bold) Photo size: Wallet (2.5 x 3.5) Create your own die cut or design to paste child’s picture and name.	Personal belonging label Font: 28 (Bold) Photo size: Wallet (2.5 x 3.5) Create your own die cut or design to paste child’s picture and name.	Personal belonging label Font: 28 (Bold) Photo size: Wallet (2.5 x 3.5) Create your own die cut or design to paste child’s picture and name.
Daily schedule Font: 28 (Bold) Photo size: 3.5 x 5 Use a white 4.5 x 7.5 card to paste time and routine	Daily schedule Font: 28 (Bold) Photo size: 3.5 x 5 Use a white 4.5 x 7.5 card to paste time and routine	Daily schedule Font: 28 (Bold) Photo size: 3.5 x 5 Use a white 4.5 x 7.5 card to paste time and routine
Cubby label (toy’s and materials) Font: 28 (Bold) Photo size: 4x6	Cubby label (toy’s and materials) Font: 28 (Bold) Photo size: 4x6	Cubby label (toy’s and materials) Font: 28 (Bold) Photo size: 4x6

Place the picture on construction paper that is 5.5 x 8.5	Place the picture on construction paper that is 5.5 x 8.5	Place the picture on construction paper that is 5.5 x 8.5
Management Chart (preschool) Font: 48 (Bold) Photo size: 4x6 Paper size : 8.5 x 14	Management Chart (Preschool) Font: 48 (Bold) Photo size: 4x6 Paper size : 8.5 x 14 See EHS guidance for Infant & Toddlers	Interest areas for Infant & Toddlers Font: 48 (Bold) Photo size: 4x6 Paper size : 8.5 x 11 Paper layout: Landscape
Morning Message Font: 72 Paper size: 8.5 x 14 Posted on yellow background paper (landscape)	Morning Message Font: 72 Paper size: 8.5 x 14 Posted on yellow background paper (landscape)	Morning Message Font: 72 Paper size: 8.5 x 14 Posted on yellow background paper (landscape)
Crib Label: N/A	Crib Label: Utilize crib label that is already made from the drive- laminate label and place on the outside of the crib	Crib Label: Utilize crib label that is already made from the drive- laminate label and place on the outside of the crib
Labeling Children’s Artwork: Artwork that is posted for display will need to have the child’s name typed in Comic Sans MS – if a child can write some letters or figures to their name then a typed name does not need to be attached to artwork	Labeling Children’s Artwork: Artwork that is posted for display will need to have the child’s name typed in Comic Sans MS – if a child can write some letters or figures to their name then a typed name does not need to be attached to artwork	Labeling Children’s Artwork: Artwork that is posted for display will need to have the child’s name typed in Comic Sans MS – if a child can write some letters or figures to their name then a typed name does not need to be attached to artwork
Alphabet letters- if alphabet letters are going to be posted in the classroom then they need to be in D’Nealian handwriting, alphabet letters can be found in the drive Size can be adjusted	Alphabet letters- if alphabet letters are going to be posted in the classroom then they need to be in D’Nealian handwriting, alphabet letters can be found in the drive Size can be adjusted	Alphabet letters- if alphabet letters are going to be posted in the classroom then they need to be in D’Nealian handwriting, alphabet letters can be found in the drive Size can be adjusted
Handwritten materials- Staff will use Comic Sans MS to label all items that are posted in the classroom (labels, charts, artwork, cubbies,) handwritten will only be displayed for: White board Documenting children’s actual words during a story telling activity Labeling a web or chart Capturing parent input or words	Handwritten materials- Staff will use Comic Sans MS to label all items that are posted in the classroom (labels, charts, artwork, cubbies,) handwritten will only be displayed for: White board Documenting children’s actual words during a story telling activity Labeling a web or chart Capturing parent input or words	Handwritten materials- Staff will use Comic Sans MS to label all items that are posted in the classroom (labels, charts, artwork, cubbies,) handwritten will only be displayed for: White board Documenting children’s actual words during a story telling activity Labeling a web or chart Capturing parent input or words Writing in the message of the day

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