

## VEEC-Instructional Webinar

Narrator: Hello. I'm pleased to introduce you to the new online technical assistance tool for Head Start and child care providers – the Virtual Early Education Center, or VEEC. This presentation will give you an overview of how to navigate the VEEC and show you the tools and resources that are available for you to use. The VEEC was designed with early child care providers in mind. So, as you interact with the VEEC, it gives you the look and feel of actually being inside an early education setting.

When you go to the VEEC website, you'll be able to explore an early childhood setting while increasing your knowledge and practice around prevention and management of infectious disease, promotion of healthy, active living, safe medication administration, staff wellness, as well as safety and injury prevention resources. The early childhood center in the VEEC serves young children from infancy to school age and offers a variety of areas a visitor might see in a Head Start or child care setting-- things like a director's room, outdoor play spaces, and infant rooms.

To get started with the VEEC, you'll first have to register. Registering is important, because it activates the functionality of the website so that you can go to each of the areas in the VEEC. To register, click on Register at the upper right-hand corner of the website, where the arrow is on this screen. Here, you'll be asked to fill out a profile. Once you've completed the profile and created a password, you'll be able to start exploring the website.

This is what the registration form looks like. All of the items with the red asterisk need to be filled out. Once you've filled out the information, click on the Save button. Once you've completed this step, you can begin to explore the VEEC. Also, now that you've registered, when you return to the VEEC, you can either go to the login area and enter your email address to sign in again, or you can check the Stay Signed In box so that you don't have to sign in each time you visit.

To select a topic to explore, click Explore More. Here, you will find a menu of topics to pick from. When you're finished with a topic, you can go back here to select another one. In the example on the screen, I've chosen the topic of Managing Infectious Diseases and have clicked on the preschool room to explore. Clicking on a room will bring you to an overview of the room you selected that will look like this. Clicking on a section of the room will bring you into that space, where you can explore hotspots. Or you can click on the title of the room where the arrow is and select the part of the room you wish to explore. I'll show you this on the next screen.

Here, you can see the different areas within the preschool room to explore – things like preschool entrance, preschool cubbies, et cetera. You can use this also to navigate to other areas of the VEEC if you wish to go to another room. From the list, I've selected the preschool eating area. Once you select a room, you can view hotspots for this room in two different ways. You can select a hotspot from the list at the bottom where the arrow is pointing. Note, though, that some rooms may not have any hotspots, depending on the topic you have selected. You can also move your cursor within the room itself and hotspots will light up, as indicated by the arrow here.

Once you click on a hotspot, you will see a rationale for the hotspot, as well as related CFOC Standards, Head Start Program Performance Standards, and related resources. Clicking on one of these categories will show you the standard or resources. Here is an example of what appears when clicking on the Head Start Program Performance Standards for this hotspot.

You also might be wondering, how do you move to a different room? Well, once you've explored a room and are ready to move to another one, you can use the popup menu at the bottom right of the room that I showed you earlier. Use that little green arrow to see all the room titles. Clicking on a title would bring you to that room. You can also use the Home button at the bottom of the screen where the arrow is. Or click on the VEEC icon image at the top of the home page, and you will be shown all the rooms again. Please note that using the Back button on your web browser does not bring you back to a room. Use one of these three options here to go to rooms within the VEEC.

To select a different topic area, click on the Explore More tab, where the arrow is, and select a new topic to explore. To find out information on safety and injury prevention, click on Safety and Injury Prevention, where the arrow is. This area will provide you with resources to find out more about safety and injury prevention in early childhood settings, including information on transportation safety and safe sleep.

If you still have questions, we've created a Frequently Asked Questions section that answers many of the most common questions. You can also e-mail us at [health@ecetta.info](mailto:health@ecetta.info) or call us at 888-227-5125 with your questions.

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