



Training Plan 2022-2023

1. Principles of childhood development, including the appropriate supervision of children, meeting needs of children enrolled in the program with physical or emotional challenges and behavior management and discipline for ages Birth to Five. (1302.30)
2. Training for child and family services staff, including health, and disabilities, that builds their knowledge, experience, and competencies to improve child and family outcomes. (S1302.92(b)(4))
3. Research Based approaches to professional development for education staff, that are focused on effective curricula implementation, knowledge of the content in HSELOF: Birth to Five, partnering with families, supporting children with disabilities and their families, providing effective and nurturing adult-child interactions, supporting dual language learners as appropriate, addressing challenging behaviors, preparing children and families for transitions, and use of data to individualize learning experiences to improve outcomes for all children (S1302.92(b)(5)).

Training Area	Staff Participants	Time Frame	2022-2023
Supporting Children with Disabilities and their Families: Early Intervention and Committee on Preschool Special Education	Education, Family Advocates, Home Visitors	Annually	Component Meetings August 2022 Ongoing as requested 1:1 meetings as requested
Language Development and Supporting dual language learners (Birth to Five)	Education, Home Visitors	Annually	Component Meetings
Understanding Children's Behavior (Birth to Five)	Education, Family Advocates, Home Visitors	Annually	Component Meetings Comprehensive Case Management
Creative Curriculum & DRDP Assessment Training: Birth to Five			
Introducing My Teaching Strategies	All New Staff	Upon Hire Annually Ongoing	At hire 2 hour training Component Meetings
DRDP Introduction California Early Childhood Online (CECO) Modules	All New Staff	Orientation	At hire 2 hour training
DRDP Measures for Development and Learning	All New Staff	Annually On-going	Orientation Component Meetings
Getting to Know the Creative Curriculum for Preschool	All New Head Start Teaching Staff: Lead, Assistant, & Teacher's Aides	Orientation Training, within 1 month of hire; and as needed for professional development	At Hire and As needed 2 hr training Pre-Service Week 2022

DRDP CECO Training	All Ed & HV	At Hire & Every 5 years	Orientation As Needed
DRDP CECO Inter-rater Reliability- Accuracy in documenting and rating observations	All Education & Home Visiting Staff	Within first 6 months of hire; renewed every three	Orientation/Onboarding As Needed
Devereux Early Childhood Assessment (DECA)- Addressing Challenging Behaviors- Over-view (Birth to Five) DECA and use of data to individualize outcomes -Devereux Foundation	HS/EHS Education Staff, Family Advocates, Home Visitors, Disabilities Manager	Annually As needed	Orientation Component Meetings Coaching Sessions Individual Professional Development
Developmental Screening and Assessment- Birth to Five (Use of data to individualize outcomes)	HS/EHS Education Staff & Home Visitors	Annually As Needed	Orientation Component Meetings Individual Professional Development
Head Start Early Learning Outcomes Framework and School Readiness Goals (Preparing children for Transitions)	HS/EHS Education Staff Home Visitors	Annually	Orientation Component Meetings Individual Professional Development Coaching Sessions
Providing Effective and Nurturing Adult-Child Interactions: CLASS Training	HS Education Staff	Annually	Orientation/Onboarding Component Meetings November Professional Dev. Day 2022 Individual Professional Development Coaching Sessions
CLASS (Classroom Assessment Scoring System) Reliability Certification	Assistant Director of Education & Center Services Education Coordinator Center Coordinators (as applicable)	Annually	By renewal date
CLASS Dimensions Overview	HS/EHS Education Staff	Annually As Needed	Orientation/Onboarding Component Meetings November Professional Dev. Day 2022 Individual Professional Development Coaching Sessions
Home Visiting Rating Scale (HoVRS)	All Home Visitors	Upon Hire	Bi-Annually-2023
Eat Well, Play Hard / Champion's Project	Parents & Staff	2x in 5 years	October 2022

Pyramid Training (Addressing Challenging Behaviors)	All	As Needed	Component Meetings Case Management Meetings Individual Professional Development Coaching Sessions
Growing Great Kids Home Visiting Curriculum	Home Visitors	Initial/ then refreshers as necessary	Within 3 months of new hires/ refreshers and online courses as needed
School Readiness & Parent, Family and Community Engagement (PFCE) Birth- Five (Partnering with Families)	All	On-going	On-going in Component Meetings, Center Team Planning, All Staff meetings
Introduction to Trauma / ACES	All	Annually	Preservice Training August 2022
Secondary Trauma and Compassion Fatigue	All	Annually As needed	November 2022 Professional Dev. Day Monthly Component Meetings
4. Nutrition and health needs of children			
OSHA / Universal Precautions	All	Upon New Hire and Annually	Orientation and CTP Sept & Oct. 2022
CPR / First Aid	All	Conducted 2x per year for initial and renewed certifications Certification is valid for 2 years	By Renewal Date
Health Issues in Families: Infectious Diseases, Seizure Training, Special Medical Needs	Health & Other Identified Staff	As concerns dictate	Component Meetings & Comprehensive Case Management
Medication Administration Training	Identified Staff All Center Coordinators	Annually Recertify at 3-year renewal date	As scheduled & @ recertification date
CPR / First Aid – Train the Trainer	Identified Staff	As needed (turnover of trained trainers)	As needed Every 2 years for certified trainers
Kitchen Sanitation	Nutrition Staff	On-going	Component Meetings

Serv-Safe Certification	Nutrition Staff	New Staff annually Recertification Required every 5- years	Fall 2022
CACFP Regulations / Training	Nutrition, Education, Home-based, Family Services	Annually	Component Meetings New Staff Orientations
Installing Car Safety Seats	Home Visitors & Family Advocates	Annually	Component Meetings
Health Care Institute: National Center on Early Childhood Health and Wellness; Mental Health & Wellness	Team of 2 Home Visiting/ Education: Lead Health Services: Lead	One time initial training Ongoing trainings for Parents	Fall 2022 staff practice session Fall 2022 for parents April 2023 or as scheduled
5. Child day care program development. Training for child and family services staff that builds their knowledge, experience, and competencies to improve child and family outcomes. (S1302.92(b)(4))			
Agency & Program Policies & Procedures	All Staff	Annually & On-going	August 2022 Date of Hire On-going at CTP On-going at ASM On-going at ELT
Classroom Supervision Training (Nurturing adult-child interactions) (Transitions)	All Classroom Staff and Home Visitors	Annually	Component Meetings
Strategic Planning	Administrative Team	2x per year	August 2022 February 2023
On-Going Monitoring	Administrative Team	1x Month	As scheduled
Calendar Planning	Administrative Team & Managers	Annually	April 2022 & January 2023
Supervisory Training	Administrative Team Managers & Lead Teachers	Monthly	ASM/PD Component Meetings & PD

			As scheduled
Head Start Cluster Meetings and Trainings	Directors/Coordinators/Other Staff as appropriate for topic	Annually	As scheduled
Individual Professional Development / College Course	As interested & outlined in Professional Development Plans	Ongoing	Ongoing
Developing Social and Emotional Competence in Young Children	All	Annually & Throughout the year	Ongoing Component Meetings Case Management Meetings
Child Development Associate (CDA) Training and Renewal	As outlined in Professional Development Plan	Ongoing	As offered and at renewal
Comprehensive Case Management- Training on protocol & expectations	All Family Service, Education, Home-based, Health, Admin	Annually & ongoing	August 2022 New Staff upon hire During Full Team Meetings Component Meetings
How to Conduct a Case Management Meeting	Family Service, Education, Home-based, Health, Admin	Annually	August Preservice 2022 Component Meetings
Practiced Based Coaching	Education Staff/ PBC	As needed, per assessment	Quarterly and as needed on an individual basis.
Staff Wellness- Maintaining Personal & Professional Well Being for Head Start Staff- Reducing compassion Fatigue Burnout, Secondary Traumatic Stress	All Staff	Annually & Ongoing	Preservice 2022 & Nov. Prof. Day 2022 All Staff Meetings, Component Meetings, Wellness Check-in Meetings, As scheduled
Staff Communication	Identified Staff	Annually	As scheduled
Prioritizing / Organization	Identified Staff	Annually	As scheduled
Conflict Resolution	Identified Staff	Annually	As scheduled
6. Safety and security procedures, including communication between parents and staff			
Chemical Safety - MSDS	All Annually- Fall September / October 2022 CTP		
Fire Safety / Evacuation and Site Safety	All	Annually – Fall Monthly Practice Drills	August/ September 2022 CTP

Work Place Safety	All	Annually – Fall	September / October 2022 CTP
Defensive Driving	Bus Drivers	Annually	Schedule according to renewal date
	Program Staff	As needed	When made available
2-Hour Refresher Safety Course	Bus Drivers	2x Annually	Fall 2022 & Spring 2023
All CDL Driver Training	Bus Drivers / All CDL Drivers	Annually	Fall 2020
Arrival / Departure Procedures (Center/Classroom specific)	All	Quarterly, and as needed	July, Sept, Dec, 2022 Mar. 2023 @ CTP New staff at time of hire
Communication	All	Annually & As needed	EAP Trainings Component Meetings ASM
Bus Evacuation Drills: front, back and both doors= Review of safety procedures	Bus Drivers and Monitors	3x annually	CTP Component Meetings
Diversity, Equity, Inclusiveness Training	All	Annually and Ongoing	All Staff Meetings Monthly Component Meetings New Staff Upon Hire as part of orientation
7. Business record maintenance and management			
HS/EHS Budget	All	Annually, as needed	On-going, updates as needed
Agency form, policies and procedures	All	Annually, as needed	Ongoing & as scheduled during CTP, Component meetings, All Staff meetings
Confidentiality	All	Annually	At orientation for new hires Ongoing @ Component & Staff Meetings, and as needed
WipFli Young Fiscal Management Training	Fiscal/ Administration	Annually	December 2022 or as scheduled

Child Plus Training	Education, Family Advocates, Home Visitors, Admin, & Managers	Annually & Ongoing	As needed Component Meetings Regional Trainings Learning Library
DRDP Assessment	Education and Home Visitors	Monthly	Ongoing @ Component Meetings
I-Pad and Technology Applications	Technical & Admin. Assist, Education Staff, Home Visitors, Family Advocates, Managers	Annually	Ongoing @ Component Meetings and Orientation
8. Child abuse and maltreatment identification and prevention. Training on methods to handle suspected or known child abuse and neglect cases. (S1302.92 (b)(2))			
Mandated Reporters	All	Bi-Annually	Orientation
National Conference on Child Abuse and Neglect	As Interested	Bi-Annually	As scheduled
NYS Conference on Child Abuse and Neglect	As Interested	Annually	As scheduled
Effects of Substance Abuse, Domestic Violence, Homelessness, Secondary Trauma, and other social/family issues	All Staff	Annually	Component Meetings Staff Professional Development Days
Adverse Experiences Training	Family Advocates, Education Staff, Home Visitors	Annually	As scheduled Component Meetings Center Team Planning
9. Statutes and regulations pertaining to day care			
Performance Standards	All	Annually	Component Meetings All Staff Meetings And at Orientation for new hires
Day Care Statutes/Regulations	All	Annually	Component Meetings Center Coordinator Meetings

	Center Coordinators & AD of Education and center services		Brightside Up Training October 2022
10. Statutes and regulations pertaining child abuse and treatment. Training on methods to handle suspected or known child abuse and neglect cases. (S1302.92 (b)(2))			
National Conference on Child Abuse and Neglect	As Interested	Bi-annually	As scheduled
NYS Conference on Child Abuse and Neglect	As Interested	Annually	As scheduled (April 2022)
Mandated Reporters	All	Bi-annually	As per staff due date
11. Shaken Baby Syndrome: Training on methods to handle suspected or known child abuse and neglect cases. (S1302.92 (b)(2))			
Shaken Baby Syndrome	All	Annually	Center Team Planning sessions New staff: orientation
12. Head Start / Early Head Start			
Performance Standards, Program Policies, Procedures, Philosophy	All Staff & Volunteers	Annually	New Staff & volunteers: @ Orientation Component Meetings All Staff Meetings as needed Policy Council
Joint Governance Training Joint Governance Training Performance Standards Budget Workshops Robert's Rules of Order for Meeting Management Non-Profit Business basics Grant Funding/ Restrictions Overview of EOC Fundraising for HS/EHS Community Action Angels Agency Long and Short Term Goals and Objectives	All Board & Policy Council Members Policy Council EOC Board of Directors ED, Traci Ross CFO, Emily Landry	Annually	Dec. 2022

By Law Revision			
Individual Professional Development Plans	All	Annually	Annual Appraisals Mar/Apr 2023 – 44 wk staff At anniversary- 52 wk staff
ERSEA: Eligibility, Recruitment, Selection, Enrollment, Attendance	All	Annually	At component meetings, All Staff Meetings, ERSEA Committee Meetings
	Board of Directors		October 2022
Regional ERSEA Trainings	Administrative Staff, Family Services & HB Coord, Family Service & HB staff	Annually	As scheduled
ERSEA Webinars	Administrative Staff, Family Services & HB Coord, Family Service & HB staff	Annually	As scheduled
Consultation: T/TA ERSEA	Administrative Staff, Family Services & HB Coord	As Needed	As scheduled
13. Conferences			
Practice Based Coaching (S1302.92 (c)): Updates and trainings/ Region II T/TA	Asst. Director of Education/ Practice Based Coach	As announced and needed	TBD
NHSA- Managers and Director's Academy NCAEYC/SACCN= Local Chapter OHS Leadership Institute NHSA ERSEA/PFCE Annual Conference	Education Staff and Home Visitors, Family Service Staff Program Managers, Administrative Staff, Policy Council	Each annually per schedule	July 2022 November 2022 TBD TBD