Standard	Implementation	Responsibility	Time Frame	Documentation
1304.52 (k) (1-3)	A Training Plan is completed annually, identifying goals and skills needed to support staff and parents/volunteers.	Managers		Training Plan
(k) Training &				
Development	Coordinators and Managers will compile training needs for their staff and furnish a copy of identified needs to the training coordinator.	Training Coordinator	Yearly	Training Assessments
(1) Orientation to	and turning toopy of turning to the turning tool unimore	Supervisors		1 100 000 1110 1100
all new staff,	Managers and Coordinators are responsible for working with their	r		
consultants and	staff with the assistance of the training coordinator to identify			
volunteers.	resources and track progress of the Professional Development Plan.			
(2) Establish and	The training Coordinator is responsible for compiling and			
implement a	coordinating the annual training calendar. The calendar is planned	Training		Training Calendar
structured	with the results of:	Coordinator	May	
approach to staff training and	PDP goals compiled by focus area & program option			
development,	 Ongoing goals established through the mentor process Results of the annual self-assessment 			
attaching credit	 Results of the annual sen-assessment Ongoing child outcome data results - Supervisors will meet 			
whenever	with staff midyear to analyze data	Supervisors		
possible.	Federal initiatives		January	
	Required trainings			
(3) Ongoing	1.04			
opportunities for staff to acquire the knowledge &	Planning time is scheduled at monthly Education Meetings with Supervisors to review the compiled information. A draft training calendar for the coming year will be established and reviewed.	Supervisors Training	June	Minutes of the meeting
skills necessary	At a minimum the calendar will include:	Coordinator		
to implement the	Monthly in-service meetings / trainings			
content of the	Monthly Early Childhood & Family Service Meeting			
Head Start	State, regional and national conferences			
Performance Standards	Local on-site trainings			
Standards				

Revised July 2010

Standard	Implementation	Responsibility	Time Frame	Documentation
(i) Reporting	Staff training sessions will allow opportunities for peer dialogue and	Supervisors	Monthly	Attendance
child abuse &	networking related to the content training.	Education		Agendas
neglect		Manager		
	All education staff will receive monthly observations and mentor	Training		
(ii) Successful	support sessions.	Coordinator		
child & family				
transitions	Mentors will identify common needs determined from the mentoring			
	process and share these with the Education Manager & Training			
	Coordinator.			
	Supervisors/Mentors will monitor child progress through child	Managers	January	CCPORT - reports
	outcome data.	Coordinators	May	CCI ORT - Teports
	outcome data.	Coordinators	Way	
	Required trainings will include but not be limited to:	Managers	Yearly	Agendas
	Child Abuse / Neglect	Coordinators	September	Attendance
	*Provide staff with a copy of relevant laws		1	
	*Provide training on identification & reporting			
	* Assign one person the responsibility of supporting staff			
	Transition	Supervisors	Yearly	Agendas
	* Provide training and copy of transition plan to staff	Managers		Attendance
	* Meet with staff to determine individual transition activities			
	<u>Health</u>			
	*First Aide / CPR			
	*Blood Borne Pathogens	3.5		
	Family Service - Parent Involvement	Managers	Yearly	Agendas
	Non-Employee Toolsing & Orientation	g .		Attendance
	New Employee Training & Orientation	Supervisors	Ongoing	New Employee
	*Mission and vision of the program *Introduction & explanation of Head Start Performance Standards			Signatures
	*Program policies and procedures, including standards of conduct			
	*New Employee Checklist			
	*Go over Position Result Description (job requirements)			
	30 0 ver 1 ostron Result Description (100 requirements)			

Revised July 2010

Standard	Implementation	Responsibility	Time Frame	Documentation
Provide training or orientation to Head Start governing body members and Policy Council members.	Provide agency's history, mission statement, and organizational structure. Provide training regarding their roles and responsibilities in governing, organizing, and operating the program. Provide Performance Standards	Manager	Ongoing	Agendas Information Packets Video
1304.40(f)(1-4) Parent Education	Provide parents/volunteers with education in the areas of Health, Nutrition and Mental Health at monthly parent meetings and information sent home. Parents/volunteers will be invited to Staff Trainings and State Conferences	Coordinators Coordinators	Ongoing Ongoing	Agenda Newsletters Memos
1304.40(e)(1-4) (i)(ii) Parent involvement in child development and education	Provide training and materials for parents/volunteers in the area of child growth and development. Provide parenting classes and information. Provide family literacy activities. Refer parents to adult literacy programs. Refer parents to English as a second language programs.	Managers Coordinators Teacher Home Visitors	Ongoing	Newsletters Agendas Tracking

Revised July 2010

Standard	Implementation	Responsibility	Time Frame	Documentation
	 Priority for Staff Training and College Credit Degrees for teachers College credit or CEUs for teachers to keep their teaching certificate up to date Teacher Assistants – CDA or Early Childhood Associate Education Coordinators - Degree College credit to meet the requirement of the position Training or college credit regarding Initiatives Training and college credit that will enhance job performance or provide opportunity for advancement for all staff 	Managers Coordinators Staff	Ongoing	Reimbursement Forms
	 Guidelines for Staff Training & College Credit Reimbursement Applicants need to submit a Staff Training Reimbursement Form prior to attendance (See attached form) Reimbursements will be made to applicants when a copy of receipt of payment, notification of class completion or attendance and passing grade if college credit is received is turned in. College credit will be reimbursed at the current hourly rate for undergraduate credit at the state resident rate. Registration fees will be reimbursed at the approved cost for the training Reimbursement will be made contingent upon availability of funds. 			

Revised July 2010 4