

South Carolina First Steps Early Head Start-Child Care Partnership Training and Technical Assistance Written Plan April 2016 – July 2017 Final Draft for Refunding Application

The **South Carolina First Steps Early Head Start Training and Technical Assistance Written Plan** for April 2016-July 2017, describes the approach for professionally supporting staff, child care partnerships and local partnerships, families and volunteers for the upcoming year based on current needs. Training priorities include: teacher training on best practices for high quality infant and toddler classrooms; staff and partner training for skillfully meeting all Head Start Program Performance Standards (HSPPS) and program long range goals and objectives; supporting strong support systems for families inclusive of the Head Start Parent, Family, Community Engagement Framework; and, building sustainable and respectful partnerships with childcare and First Steps' (FS) EHS CCP staff members, Child Care Partners (CCP) and Local Partnerships will have their individual tailored professional development plans designed to enhance their position skills.

Training and technical support will be provided via multiple strategies across the 12 county program service area. Depending upon the location of the staff being trained, training will occur at the most geographically convenient location to the trainees to reduce costs and minimize trainee time commitments wherever possible. For instance, training may be at the SCFS main office in Columbia or in specific regions in the state. Opportunities to collaborate with other SC Head Start and Early Head Start programs will be a priority wherever possible, as well as to leverage other infant toddler early childhood trainings provided throughout the state.

The comprehensive T/TA plan for SCFS EHS-CCP extends beyond the strict T/TA budget allotment provided in the NOA award given the programs complexities both geographically and numbers of partners. Please consult the T/TA budget worksheet for the details on cost justifications for elements listed below.

Personnel: Teacher Mentors: Two FTEs will provide onsite support and reflective practice to 64 EHS-CCP teaching staff across 12 child care centers to support their skills and application of training to meet the Head Start Performance Standards and the program's child and school readiness outcomes. They will spend on average hours per site per week.

Local and Non local Training inclusive of Non local and local Travel:

- **SC Head Start Fall Conference:** Two SCFS EHS CCP team members will attend the SC Head Start Conference. This conference will provide opportunities for management and supervisory training, so the leadership will be competent in planning, monitoring and implementing programmatic requirements. This goal will be measured by demonstrating their understanding of the conference content that is specific to their area of

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responsibility by implementing strategies that were discuss/and or reviewed with 100% accuracy. Responsible oversight: Early Head Start Director.

- **Head Start Region IV Annual Spring Training Conference (Management and Supervision):** One SCFS EHS-CCP staff will attend the HS Region IV Spring Annual Training Conference so that they will have current information in their area of expertise to ensure compliance with Head Start Regulations. This goal will be measured by demonstrating their understanding of the conference content that is specific to their area of responsibility by implementing strategies that were discuss/and or reviewed with 100% accuracy. Responsible oversight: Early Head Start Director.
- **SC Program for Infant Toddler Care Conference (PITC):** 1 SCFS-EHS CCP Education Coordinator and one Teacher Mentor will attend the SC PITC conference to support their skills for coaching and mentoring Teachers on the core components of PITC (primary caregiving, continuity of care and relationship building). Conference registration based upon other SC Conference registrations fees and all expenses are based upon the per diem amount allocated for trips to Charleston, South Carolina found on GSA.gov website. This goal will be measured by demonstrating their understanding of the conference content that is specific to their area of responsibility by implementing strategies that were discuss/and or reviewed with 100% accuracy Responsible oversight: Education Coordinator.
- **SCFS EHS Child Care Partnership Director Forums:** three times per year the SCFS CCP Directors will meet in Columbia and three times they will meet virtually. They will discuss what is working, progress made toward meeting school readiness goals, challenges, and support. They will participate in strategic planning and the monitoring process. Responsible oversight: EHS Director.
- **ITERS Certification:** Education Coordinator will attend and obtain ITERS certification. Responsible oversight: Education Coordinator.
- **Family Service Worker Certification:** One or two Family Advocates will attend annually a five day Family Service Worker Certification Training to advance their ERSEA skill level. Responsible oversight: ERSEA Coordinator.
- **Head Start Health Network:** Health Coordinator will attend bi-monthly health network in state meetings Oversight: Health Coordinator.

**South Carolina First Steps Early Head Start-Child Care Partnership Training and Technical Assistance Written
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- **Child Plus Training:** On-site training for SCFS EHS-CCP team and Center Directors for three days to cover ERSEA, attendance, health, family outcomes, PIR, and reports. This training comes with the purchase of the software. Responsible oversight: ERSEA Coordinator.
- **Fiscal Training:** SCFS EHS-CCP Fiscal Manager will attend Region IV fiscal training to ensure understanding and compliance with HSPPS, Head Start Act and other federal fiscal regulations. Responsible oversight: FS' Chief Financial Officer.

Contractual:

- **Creative Curriculum Training:** Three-day *Creative Curriculum* training will be provided mostly likely in Columbia for new CCP Teachers that have not had Creative Curriculum training followed by coaching support to strength teachers understanding and implementation of specific techniques, and strategies. Teachers will increase their knowledge of *Creative Curriculum*, child development, child observation, lesson plan development and child assessments. Teachers will design lesson plans and Parent Child Time Activities that reflect *Creative Curriculum* understanding. This training will be done in partnership with other EHS/HS programs wherever possible. Responsible oversight: Ed Coordinator.
- **Disabilities Training:** Parents and staff will attend a regional based disabilities training to understand their roles and responsibilities for the IDEA law; the implementation of IFSP/IEP goals; and addressing individual child's needs to include resources and supplies for an adaptive equipment. The training will be provided by the Education Coordinator or ECE Consultant. This training can be done in partnership with other EHS/HS programs. We will provide gas cards to parents who indicate a transportation need. This training will be measured by participation and implementation of IEP/IFSP goals in the classroom. Parents will understand and demonstrate their role as their child's most important advocate. Responsible oversight: Education Coordinator.

Other:

- **Staff Orientation and Pre-Service Training:** All staff will attend a multi-part EHS-CCP staff orientation and in-service training within the first month of employment. Topics for the initial training will cover: their job description, work schedule, staff personnel policy handbook; organizational chart; and, professional development requirements. Topics for the program in-service training will include for all staff: program long and short range goals and objectives, outcomes and action steps; EHS-CCP philosophy and history, HSPPS and

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Plan April 2016 – July 2017 Final Draft for Refunding Application**

HS Act; program written plans and policies and procedures; child protective services protocols, and job shadowing. Specific training by position will vary based on their responsibilities. For example Teacher training will include safe sleep practices, accident/incident reporting process, CPR and first aid, supervision/security of children (inside and outside), group size and teacher/child ratio, ASQ & ASQ-SE, blood-borne pathogens, NAEYC Code of Ethical Conduct, PFCE Framework, home visit protocol and safety, health safety procedures, policies regarding inclusion of children with disabilities, ongoing assessment, and respecting confidentiality. Responsible oversight: EHS Director and Center Directors.

- **Program Governance:** SC First Steps Governing Board, Policy Council, State Team and classroom staff will have training to understanding of the requirements of the HS Act and HSPPS as related to the governing body and the policy council. The annual training will address board composition, roles, responsibilities and ways for both entities to carry out shared governance. A training calendar for both governing bodies will include mini trainings at each meeting to support members in their voluntary roles. To overcome the barrier of transportation to the Policy Council meetings, SCFS EHS-CCP will supply gas cards to members at the end of the training to ensure participation as well as accommodation when mileage dictates. Both bodies will demonstrate understanding of their responsibilities in relation to each other. Responsible oversight: EHS Director.
- **Parent Engagement/Parent Involvement:** Parents will demonstrate their understanding of specific early childhood content as related to SCFS school readiness goals during Parent And Child Time together (PACT). PACT is the time when parents learn how to increase literacy and math skills with their own children. This goal will be measured by observations of interactions between parent/child during PACT and family engagement meetings. Teachers will be measured by completion of weekly lesson plans, anecdotal notes per child, and individual school readiness scores. Supplies/food/speakers are allocated in SCFS regular budget. Responsible oversight: ED Coordinators, Teachers, Family Advocate and Center Directors.
- **National Child Development Associate (CDA) and AA/BA Scholarship program:** Funding to support Teachers inclusive of substitutes to apply for CDA or to renew National Child Development Associate. This funding covers packets, fees, materials. In addition funding will be available for tuition assistance for AA/ BA degrees in related early child development/education areas on a limited basis for all EHS-CCP staff. Responsible oversight: EHS Director
- **Conscious Discipline: Three regional trainings for primarily Teachers on *Conscious Discipline*** to provide adult/child techniques for managing behavior, develops self-control and increases positive self-image. SCFS

**South Carolina First Steps Early Head Start-Child Care Partnership Training and Technical Assistance Written
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EHS has adopted *Conscious Discipline* as the mental health curriculum. This training can be done in partnership with State First Steps 4K program and other EHS/HS programs. Responsible oversight: Education Coordinator.

- **SC QRIS/ABC:** Center Directors and SCFS-EHS CCP education and health staff will examine by virtual training the SC Quality Rating and Improvement Systems (QRIS) to understand how it functions across levels and how programs can progress in the levels to meet the program's goals of a B+ level. Responsible oversight: Education Coordinator.