

Training / Technical Assistance Plan

Overview of Plan

A pre-service training will be conducted for all program staff that will serve as an overview for the year; however, on-going training for North Early Learning Center Head Start staff will be based on individual professional development questionnaires and observed needs of program staff. More intensive training will be offered for new staff in order to orient them to the requirements and best practices of Head Start. Trainings throughout the year for all staff will include best practices, recognizing and reporting child abuse and neglect, bullying, health, safety and sanitation, pediatric head trauma, as well as sessions of Head Start regulations and policy, and integration of components. In addition, teaching staff train in observation and recording of children's progress, CLASS implementation with an emphasis on instructional support, mental health, family literacy, social and emotional development, and individualization. Main areas of focus for all staff are school readiness for children and families, implementation and assessment of child outcomes, and Parent, Family and Community Engagement Framework. Because the training plan is developed several months before pre-service training for all staff, we will modify training opportunities in order to meet the needs of ACF initiatives and priorities as necessary.

The program schedules in-house trainings, coordinates with other local Head Start programs, utilizes the Regional Training Center, as well as, contacts local school systems and/or sends staff to other professional organizations' training.

In addition to traditional training opportunities, staff are provided the opportunity to attend classes at local Universities. Some staff are working towards Bachelor's degrees in Early Childhood Education (Education Staff), Family Studies (Family Service Workers) or related degrees. Several staff members are working towards Master's degrees in academic leadership. The West Orange-Cove CISD extends scholarship opportunities for staff furthering their education. Other training opportunities include, but are not limited to:

- Early Childhood Summer Institute
- Texas Head Start Association Summer conference
- Regional Conferences and trainings
- National Head Start, NAEYS, Early Childhood trainings
- iPD Trainings and Webinars
- Autism and Disability trainings
- TASBO Annual and Summer Conferences
- State hosted Parent Conference

Parents are offered training based on requirements set forth in Performance Standards, as well as results of the parent interest survey. Parents are invited to participate in staff in-service trainings. Parents are offered guidance and support in obtaining both their education/training and employment goals, which gives them an opportunity to seek employment with credentials.

PROGRAM GOAL 1

T/TA Goal 1: Prepare children and families to be ready to succeed in the school setting

T/TA Strategies / Events / Activities	T/TA Resources	Target Audience or HS Mgt. System	Responsible	Timeline	Estimated Cost and Funding Source
Pre-service and in-service on providing meaningful learning opportunities, which include a variety of strategies and adaptations to meet the needs of all children <ul style="list-style-type: none"> • Intentional Teaching in Centers • Phonemic Awareness 	ECLKC (iPD) ISD Annual PD T/TA Specialist Nauhaus	Instructional Staff	Education Coordinator District Provided	August (Pre-Service) Ongoing	\$0
Provide training on working with parents on basic child development and school readiness goals <ul style="list-style-type: none"> • Interactive HSELOF • CLI Engage Family Engagement Training • DIAL IV Screener • Ages & Stages 	HSELOF CLI Engage	Instructional Staff Parents	Education Coordinator Family Engagement Coordinator Instructional Staff	Ongoing	4122 Funds \$75 Printing Costs \$1000 DIAL Supplies
Continue training on Classroom Assessment Scoring System (CLASS) <ul style="list-style-type: none"> • Individual Coaching Sessions • Group Coaching Sessions 	ECLKC (iPD) Teachstone	Instructional Staff	Director Education Coordinator	Individual Annual Renewal Dates As needed	4122 Funds \$1400.00 Renewal CLASS Certification
Continue to explore best practices for school readiness through NCQTL suites	NCQTL Suites T/TA Specialist	Instructional Staff	Education Coordinator	Monthly	\$0
Continue to explore ideas and practices for increases in child outcomes	PLCs CILT ESC 5 Specialist	Instructional Staff	Education Coordinator	Weekly	\$0

Sharing of Professional Development so all staff can benefit	All Trainings	Program Staff	PD Attendees	Ongoing	\$0
PBIS / Social Emotional Training	Training Materials	Program Staff	Director Education Coordinator	August (Pre-Service)	\$0
Expected Outcomes			Indicators	Documentation / Frequency of Measurement	
<ul style="list-style-type: none"> Children's improved language/literacy, math, science and social skills Improved family reinforcement and increased parent input into child's educational experience A more defined approach to provide education and training for staff to ensure favorable outcomes Accurate child screening data to determine baseline using DIAL IV Screener 				<ul style="list-style-type: none"> PD Questionnaires - fall, winter, spring Family Outcomes Survey- fall, spring DIAL IV Screening Reports- fall, spring PD Certificates of all training 	

T/TA Goal 2: Ensure child, classroom and programmatic data is correct, and supports school readiness through programmatic and program adjustments

T/TA Strategies / Events / Activities	T/TA Resources	Target Audience or HS Mgt. System	Responsible	Timeline	Estimated Cost and Funding Source
Instructional staff will complete CLI Engage trainings as it pertains to need	CLI Engage	Instructional Staff	Director Education Coordinator	Ongoing	\$0
Use PLCs to analyze data at each data point and identify areas of needed support	PLCs CLI Engage Reports	Instructional Staff	Education Coordinator	Weekly	\$0
Monitor management reports, lesson plans, family services, health, education and disability reports on a regular basis	Department Reports	Management Team	Director	Monthly	\$0
Review ongoing data with classroom staff to ensure effective classroom practices	CLASS CILT Practice Based Coaching	Instructional Staff	Education Coordinator CILT	Bi-monthly	\$0
Conduct CLASS observations on all classrooms 2 times per year	ChildPlus	Instructional Staff	Director	Fall, Spring	\$0

	CLASS Observations		Education Coordinator		
Analyze data sources for community and self-assessments and grant preparation	Department Reports	Management Team CILT Team	Director	January – February	\$0
Expected Outcomes			Indicators	Documentation / Frequency of Measurement	
<ul style="list-style-type: none"> Adjustments will be made to the service delivery based on data analysis, self-assessment and community assessment Accurate and timely reporting Ability to share data with community partners, Policy Council, Board of Trustees, Health Advisory committee, and other stakeholders Ability to plan from analysis results Improved classroom environment / child outcomes / CLASS scores 			<ul style="list-style-type: none"> Accurate and timely reports Children and families receive all required services and follow-ups 	<ul style="list-style-type: none"> Community Assessment, Self-assessment, Performance Appraisals, Program Information Report (PIR) and Family Surveys – annually Child outcome records- fall, winter, spring CLASS observations- fall, spring ChildPlus Reports- monthly Financial Reports- monthly 	

T/TA Goal 3: Increase in classroom indicators

T/TA Strategies / Events / Activities	T/TA Resources	Target Audience or HS Mgt. System	Responsible	Timeline	Estimated Cost and Funding Source
Develop mentoring plan for new teachers	ECLKC (iPD) CLI Engage	New Classroom Teachers	Education Coordinator Director	August – June	\$0
Monitor classroom data	Walkthroughs CLASS Observations	Management Team CILT Team	Director Education Coordinator	Monthly	\$0
PD Questionnaire will be used to identify professional development needs of classroom staff	PD Questionnaires	Program Staff	Director Education Coordinator	Fall, Winter, Spring	\$0
Lesson plans will be monitored to ensure all developmental domains are addressed in learning environments	Lesson Plans	Instructional Staff	Education Coordinator	Weekly	\$0
School Readiness Training	HSELOF ECLKC Resources NCQTL Suites	Instructional Staff	Education Coordinator	August (Pre-Service) Ongoing	\$0

Expected Outcomes	Indicators	Documentation / Frequency of Measurement
<ul style="list-style-type: none"> Children will demonstrate higher averages in child outcome growth CLASS scores will improve in all areas 	<ul style="list-style-type: none"> All children will demonstrate growth CLASS scores will meet or exceed national averages 	<ul style="list-style-type: none"> School Readiness Reports- fall, winter, spring CLASS scores CLI Engage Benchmarks

PROGRAM GOAL 2

T/TA Goal 1: Staff will gain an understanding of the PFCE Framework resulting in increased child attendance and decreased preventable turnover; and have increased parent involvement in the program

T/TA Strategies / Events / Activities	T/TA Resources	Target Audience or HS Mgt. System	Responsible	Timeline	Estimated Cost and Funding Source
Family Night / Open House / Orientation / Parent Education	CLI Engage ECLKC (iPD)	Parents	Family Engagement Coordinator Family Advocates Program Staff	September Ongoing	4122 Funds \$3000 Family Workshop Supplies
Training on recruiting target populations	ChildPlus Reports Community Partnerships ECLKC Resources	Community & Families	ERSEA Coordinator Family Advocate	February Ongoing	4122 Funds \$1000 Advertising
Program Compliance	ChildPlus Reports Skyward	Families	Director Management Team	Ongoing	\$0
Expected Outcomes	Indicators	Documentation / Frequency of Measurement			
<ul style="list-style-type: none"> Parents will be informed of required services determined by Performance Standards and how the Program implements them Staff will have an understanding of the importance of individualizing services for families Performance Standards will be met 	<ul style="list-style-type: none"> Maintain full enrollment Positive parent surveys 	<ul style="list-style-type: none"> Referrals Family partnership agreements Parent surveys ChildPlus & Skyward attendance reports Action Plan 			

<ul style="list-style-type: none"> • Families will have knowledge of community resources • Pertinent information will be shared with staff, families on a timely basis • Increased opportunities for parent participation on councils, committees, center and classroom activities • Increased child attendance • Increase in Program Compliance 	<ul style="list-style-type: none"> • Positive performance appraisals • Increased child attendance • Focus on safety by all stakeholders 	
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PROGRAM GOAL 3

T/TA Goal 1: To improve health and safety services provided to children based on timely and accurate screenings, well-care exams and early intervention

T/TA Strategies / Events / Activities	T/TA Resources	Target Audience or HS Mgt. System	Responsible	Timeline	Estimated Cost and Funding Source
Provide opportunities for families to learn the importance of preventative care and how to detect signs of health problems	Nutritionist ECLKC (iPD)	Parents Program Staff	Health Coordinator Nutrition Consultant	Ongoing	4122 Funds \$3600 Nutrition Consultant Fees
Provide training on health concerns including special diets, nutritional health, allergies, asthma, obesity and seizures	Nutritionist	Program Staff Parents	Health Coordinator	Ongoing As Needed	\$0
Provide Pediatric Abusive Head Trauma Training / Shaken Baby Syndrome	Pamphlet Oral Training	Program Staff Parents	Health Coordinator	August (Pre-Service) As Needed	\$0
Intervention / Referral and Placement Training	ECLKC Resources	Instructional Staff	Mental Health / Disability Coordinator	August (Pre-Service)	\$0
Expected Outcomes			Indicators		Documentation / Frequency of Measurement
<ul style="list-style-type: none"> • Screenings will be administered accurately within 30/45/90 calendar days of child's entry into the program • Families will receive information on health care • Staff and families will work together to increase knowledge of services available • Staff will collaborate with the local school systems and other community partners to ensure appropriate services or treatment • Special health concerns and diets, as determined by a medical professional, will be accommodated and effectively monitored • Identify at-risk students early and providing services 			<ul style="list-style-type: none"> • 100% of screenings will be completed within the appropriate timeframe • IEPs will be implemented and followed for 100% of eligible children 		<ul style="list-style-type: none"> • Health screenings • IEP progress- Ongoing • Individual Health Plans • ChildPlus reports • IEP Reports • DIAL IV screeners

	<ul style="list-style-type: none"> • 100% special health concerns will follow and individual health plan developed for the individual child • Potentially delayed 	
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Required Head Start Trainings

Required Training	T/TA Resources	Target Audience or HS Mgt. System	Expected Outcomes	Responsible	Timeline	Estimated Cost and Funding Source
New Staff Orientation	Staff Orientation Sign-in Sheet	New Staff	Increase knowledge of program operations and job responsibilities	WOCCISD Education Coordinator Director	August	\$0
Orientation to Head Start	Performance Standards Volunteer / Substitute Orientation	New Staff Volunteers Substitutes	Increase knowledge of Head Start Standards and requirements	Director Management Team	Ongoing As needed	\$0
Governing Bodies Training	Impasse Procedures ECLKC	Policy Council Board of Trustees	Increase knowledge of Head Start Standards and requirements	Director	Within 100 days of new term	4122 Funds \$1500 Policy Council Training Fees
Child Abuse and Neglect / Child Maltreatment	District Platform	All Staff	Identify reasonable suspicion & proper reporting procedures	Director	August	\$0
Health Advisory Council Orientation	Health Coordinator (RN)	Health Advisory Representatives	Increase knowledge of Head Start	Health Coordinator	October	\$0

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			Standards & requirements			
Pediatric First Aid / CPR / AED (including prevention and response to emergencies due to food and allergic reactions)	Health Coordinator (RN)	All Staff Volunteers	Follow appropriate safety practices & first aid procedures in emergency situations	Health Coordinator	Throughout the year as needed	4122 Funds \$1500 CPR Recertification
Bus Monitor Training	Transportation Director	Bus Monitors Substitutes	Provide safe and dependable transportation for children	Transportation Director	August As needed	\$0
Bus Driver Training	Transportation Director	Bus Drivers Substitutes	Provide safe and dependable transportation for children	Transportation Director	August As needed	\$0
Dual Language Learners	ECLKC (iPD) HSELOF NCQTL	All Staff	Provide appropriate experiences for children with non-English language backgrounds	Education Coordinator Family Engagement Coordinator	As needed	\$0
Transition	Kindergarten Representatives	Education Staff	Meet individual needs of children and families as they transition into and out of the Head Start Program	ERSEA Coordinator Mental Health / Disabilities Coordinator Education Coordinator	March – June	4122 Funds \$500 Transition Supplies
Income Eligibility Training	Federal Income Guidelines Head Start Final Rule	Family Advocates Governing Body / Policy Council Management Team	Accurately complete eligibility interviews and required documents for	Director ERSEA Coordinator	February – Returning Students March – New Students	\$0

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	Performance Standards		age and income eligibility			
Medication Training	Health Coordinator (RN)	Program Staff	Store and administer medications properly	Health Coordinator	August (Pre-Service)	\$0
Parent Committee Training	ECLKC Resources	Parents	Understand role of parent committee	Family Engagement Coordinator	Within 100 days of new term	\$0
Sudden Infant Death Syndrome and Safe Sleeping Practices	Health Coordinator (RN)	Program Staff	Understand safe sleeping practices	Health Coordinator (RN)	August (Pre-Service)	\$0
Building and Physical Premises Safety	Facilities Coordinator	Program Staff	Understand safety procedures inside the building	Director	August (Pre-Service)	\$0
Emergency Preparedness	Facilities Coordinator	Program Staff	Be prepared for emergencies that may occur	Director	August (Pre-Service) Ongoing	\$0
CDA Compliance Training	CLI Engage CDA Council	Instructional Staff	Provide appropriate experiences for all children	Education Coordinator	Ongoing As needed	4122 Funds \$500 Renewal Certifications \$1374 New Certifications
Family Advocate Training	HS University	Family Advocates Family Engagement Coordinator ERSEA Coordinator	Provide appropriate support for all families	Director	Ongoing As needed	4122 Funds \$990 Renewal Certifications

Other Head Start Trainings

Required Training	T/TA Resources	Target Audience or HS Mgt. System	Expected Outcomes	Responsible	Timeline	Estimated Cost and Funding Source
OHS Training and Technical Assistance	OHS National T/TA Specialist	Program Staff	Gain knowledge of Head Start Initiatives	Director	Ongoing	\$0
State Parent Conference	Various Trainers	Parents Program Staff	Gain knowledge of common practice	Family Engagement Coordinator Family Advocates	December 10-12, 2020 Waco, TX	4122 Funds \$2154 for 2 parents (includes meals, accommodations, and registration estimates) 4120 Funds \$2154 for 2 employees (includes meals, accommodations, and registration estimates)
Texas Head Start Conference	NHSA	Management Team	Gain knowledge of Head Start expectations	Director	July 2021 TBA	4120 Funds \$7000 for 7 employees (includes, meals, accommodations, and registration estimates)
Head Start Trainings and Events	TXHSA – Summer Training Institute Region VI Head Start	Program Staff	Gain knowledge of Head Start expectations	Director	Throughout the year	4120 Funds \$6000 for 4 employees (includes meals, accommodations, and registration estimates)
Early Educators Leadership Conference	CDA Council	Director Management Team	Informative Professional Development Sessions (wellness,	Director	October 13-16 2020 Leesburg, VA	4120 \$9388 for 4 employees (includes airfare, meals,

			community building, networking)			accommodations, and registration estimates)
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Head Start Required Parent Trainings

Required Training	T/TA Resources	Target Audience or HS Mgt. System	Expected Outcomes	Responsible	Timeline	Estimated Cost and Funding Source
Child Abuse and Neglect	Handouts	Parents & Families	Obtain knowledge and skills needed to prevent abuse and neglect	Family Engagement Coordinator	August	\$0
Health and Nutrition	Handouts	Parents & Families	Provide appropriate nutrition for children	Health Services Coordinator Nutritionist	Monthly	\$0
Financial Literacy	Handouts	Parents & Families	Obtain knowledge and skills in budgeting, couponing, and other financial issues	Family Engagement Coordinator Financial Specialist	Monthly	\$0
Mental Health	Handouts	Parents & Families	Obtain knowledge of mental health issues in children	Mental Health / Disabilities Coordinator Mental Health Consultant	Monthly	4122 \$5400 Mental Health Consultant Fees
Partners in Education / Primary Teacher / Family Literacy	Handouts Newsletters	Parents & Families	Obtain knowledge and skills in guiding children's education	Education Coordinator Teachers Family Engagement Coordinator	Weekly	\$0

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School Transition	Handouts School Staff	Parents & Families	Obtain knowledge of rights and responsibilities concerning the education of children in the public school setting; develop skills in exercising rights as parents in the school setting	Family Engagement Coordinator Education Coordinator Mental Health / Disability Coordinator	May	\$0
Bus Safety / Pedestrian Safety / Car Safety	Handouts Drills	Parents & Families Students	Demonstrate knowledge and skill in vehicular safety methods and pedestrian safety methods	Family Engagement Coordinator Education Coordinator	Fall, Spring	\$0
Educational and Developmental Needs and Activities of Children	CLI Engage Parent Portal Early Years Handouts Ages & Stages	Parents & Families	Obtain knowledge in proper methods of parenting; develop and understanding of child's educational and developmental needs; develop skill in selecting appropriate educational and developmental activities for the child	Family Engagement Coordinator Teachers	Monthly	4120 \$200 Resources for Educators
Benefits of Regular Attendance	Handouts Orientations	Parents & Families	Increase child daily attendance	ERSEA Coordinator	Throughout the year as needed	\$0
Parent Committee Training	ECLKC	Parents		Family Engagement Coordinator	September	\$0
Policy Council Training	ECLKC	Policy Council Members		Director	October	\$0

Other Parent Trainings Offered by Head Start

Required Training	T/TA Resources	Target Audience or HS Mgt. System	Expected Outcomes	Responsible	Timeline	Estimated Cost and Funding Source
Job Skills	Community Business Leaders and Partnerships	Parents	Develop knowledge of job skills needed in the community	Family Engagement Coordinator	Ongoing As Needed	\$0
Consumer Education	Extension Agency	Families	Develop knowledge of products and availability	Family Engagement Coordinator	September	\$0
Financial Planning	Bank Representatives	Families	Gain knowledge of financial independence	Family Engagement Coordinator	October	\$0
Personal Growth	Videos	Families	Develop strategies to develop healthy habits and personal relationships	Family Engagement Coordinator	November	\$0
Community Involvement	Community Representatives	Families	Find ways to become active in the community	Family Engagement Coordinator	December	\$0
Continuing Education	Adult Education Department	Families	Earn High School Diploma or GED	Family Engagement Coordinator	Ongoing	\$0
Home Safety	Fire Department Representatives	Families	Develop knowledge of strategies to keep homes safe for children	Family Engagement Coordinator	October	\$0
Home Ownership	Bank Representative	Families	Gain financial independence	Family Engagement Coordinator	January	\$0
Disaster / Emergency Planning	Police Department	Families	Develop family plans for emergencies	Family Engagement Coordinator	February	\$0
Positive Methods of Discipline	Mental Health Consultant	Parents	Gain appropriate strategies for behavior management	Family Engagement Coordinator	March	\$0
Stranger Danger	Police Department	Families	Become aware of the dangers of human trafficking	Family Engagement Coordinator	April	\$0
Protection from Identity Theft	Police Representative	Families	Learn how to keep personal information safe	Family Engagement Coordinator	May	\$0
English as a Second Language	Community Education Classes	Families	Become more proficient in the English language	Family Engagement Coordinator	Fall, Spring	\$0

Required State / Local Trainings

Required Training	T/TA Resources	Target Audience or HS Mgt. System	Expected Outcomes	Responsible	Timeline	Estimated Cost and Funding Source
Bloodborne Pathogens	District Platform	All Staff	Minimize the risk of transmission of HIV, Hepatitis B, and other bloodborne pathogens to staff, volunteers, and children	All Staff Director	August Upon Hire	\$0
Bullying	District Platform	All Staff	Minimize the risk of bullying behavior in the school setting	All Staff Director	August Upon Hire	\$0
Evaluation	Evaluation Documents T/TESS	All Staff	Understand the evaluation process and expectations	Director	March – May	\$0
Sexual Harassment	District Platform	All Staff	Minimize the risk of harassing behavior taking place in the work place	All Staff Director	August Upon Hire	\$0
Confidentiality	District Platform	All Staff	Minimize the risk of confidential information being shared what persons who do not have the right to have the information	All Staff Director	August Upon Hire	\$0
Promoting Parent Involvement	ECLKC	All Staff	Increase the number of parents involved in school activities	Family Engagement Coordinator	August	\$0
Positive Behavior	ECLKC	All Staff	Understand the positive behavior and the guidelines for physical contact with children	Education Coordinator Director	August	\$0

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Suicide	District Platform	All Staff	Recognize the signs of depression and suicidal thoughts and tendencies in children	All Staff Director	August	\$0
Safe Crisis Management	District Certified Instructor	All Staff	Competency in the use of safe crisis management	Administrative Staff	August	\$0