

## **Bourbon County Preschool Head Start Program TRAINING PLAN 2018-2019**

### **Data Sources**

Management staff from Bourbon County Preschool Head Start analyzed data from a number of different sources to identify program plans and needs for service delivery in addition to consulting with T/TA Specialists. Sources included compiled Performance Appraisals, Community Assessment, Self-Assessment, Child Plus reports, Child Outcome Records from Teaching Strategies Gold, Financial Reports with budget and expenditure analysis, Program Information Report (PIR) analysis, CLASS results, and Family Surveys. From each of these data sources, staff looked for trends to determine strengths and challenges of service delivery and documentation of those services. Children's Services management staff worked with center staff to look at current service levels at the center level and worked to develop a training plan for staff based on the compiled analysis of the data. Input was received from parents, staff, Policy Council and Board Representatives on trainings opportunities that will enhance and advance child outcomes.

The attached goals and objectives are a result of a systemic approach that involves stakeholders and takes into account ongoing monitoring, recordkeeping and reporting, as well as local, state and federal regulations. Staff review each service area to ensure regulatory compliance and to identify strengths and areas of improvement. The development of goals reflect our ongoing monitoring of direct services, the results of child outcomes, CLASS results and the professional development needs of staff. These goals are based on the most recent guidance from the Office of Head Start regarding school readiness and Parent, Family and Community Engagement. The goals continue to focus on ensuring that all children are ready to be successful in school settings. All goals are

relevant, tied to outcomes analysis, measurable and appropriately budgeted. Program information including ongoing results of data collected during the year are shared with the Board and Policy Council throughout the year.

### **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 Bourbon County Preschool Head Start staff will be based on individual professional development plans that reflect the needs of respective center staff. More intensive training will be offered for new staff in order to orient them to the requirements and best practices of Head Start, including recommended practices, recognizing and reporting child abuse and neglect, health, safety and sanitation, pediatric head trauma as well as sessions on Head Start regulations and policy, and integration of components. In addition, teaching staff are trained 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 implementation of 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 Head Start Programs, contacts local school systems and/or sends staff to other professional organizations' trainings. The Regional Training Center is often used in the training of staff, in addition to the Child Care Resource and Referral.

In addition to traditional training opportunities, staff are provided the opportunity to attend classes at local Universities. Some staff are working towards Bachelors degrees in Early Childhood Education (Education Staff), Family Studies (Family Service Workers) or related degrees. The program provides for books and tuition cost for Fall, Winter, Spring and Summer sessions. Each staff member must sign a tuition contract and have an approved program of study on file.

Other training opportunities include:

- Early Childhood Summer Institute
- Kentucky Head Start Association Spring Conference – for parents and staff
- Region IV Conferences and trainings
- National Head Start, NAEYC, Early Childhood trainings
- Regional Training Center trainings
- Disability trainings

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.

### Bourbon County Preschool Head Start Identified T/TA Goals

#### Program 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 Manager	Timeline	Estimated Cost
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"> <li>Intentional Teaching in Centers</li> </ul>	ECLKC	Classroom Staff	School Readiness Coordinator	Ongoing August	\$0
Provide training on working with parents on basic child development and school readiness goals. <ul style="list-style-type: none"> <li>School Readiness Packets</li> <li>Born Learning Academy</li> </ul>	HSLOF Born Learning Academy Curriculum	Classroom Staff Parents	School Readiness Coordinator/Family Service Coordinator	Ongoing	\$100
Continue training on Classroom Assessment Scoring System (CLASS) <ul style="list-style-type: none"> <li>Individual Coaching Sessions</li> <li>Group Coaching Sessions</li> </ul>	Practice Based Coaching Model	Classroom Staff	School Readiness Coordinator	Monthly	\$0
Continue to explore best practices for school readiness through NCQTL suites	NCQTL Suites	Classroom Staff	School Readiness Coordinator	Monthly	\$0
Continue to explore ideas and practices for increases in child outcomes	PLCs	Classroom Staff	School Readiness Coordinator	B--Monthly	\$0
Sharing of Professional Development so all staff can benefit	Trainings	Program Staff	Director	Monthly	\$0
Conscious Discipline Training	Training Materials	Program Staff	Director	Monthly	\$0
Erickson Math Training	Training Materials	Program Staff	Director	Monthly	\$0
Kentucky Center for Math Training	Training Materials	Program Staff	Director	March	\$150

**Program Goal 1: Expected Outcomes**

Expected Outcomes	Indicators	Documentation/Frequency of Measurement
<ul style="list-style-type: none"><li>• Children's Improved language/literacy, math, science and social skills</li><li>• Improved Family reinforcement and increased parent input into child's educational experience</li><li>• A more defined approach to provide education and training for staff to ensure favorable outcomes</li><li>• Accurate child screening data to determine baseline using Brigance</li></ul>		<ul style="list-style-type: none"><li>• Outcomes Reports – Fall, winter, spring</li><li>• Brigance reports – Fall, winter, spring</li><li>• Family Survey – Fall, Spring</li><li>• Fall Brigance Report</li></ul>

**Program Goal 2: Ensure child, classroom and programmatic data is correct and support school readiness through programmatic and program adjustments**

<b>T/TA Strategies/Events/Activities</b>	<b>T/TA Resources</b>	<b>Target Audience or HS Mgt. System</b>	<b>Responsible Manager</b>	<b>Timeline</b>	<b>Estimated Cost</b>
Education staff will complete TSG inter-rater reliability	TSG inter-rater reliability assessment	Classroom Staff	School Readiness Coordinator	August	\$0
Staff who have trouble with TSG reliability will complete the TSG Course	TSG reliability course	Classroom staff	School Readiness Coordinator	September	\$0
Use PLC to analyze data at each data point and identify areas of needed support	PLCs	Classroom Staff	School Readiness Coordinator	Bi-Weekly	\$0
Monitor management reports, lesson plans, family services, health, education and disability reports on a regular basis	Reports	Management Team	Director	Monthly	\$0
Review data with classroom staff to ensure effective classroom practices	CLASS ECERS	Classroom Staff	School Readiness Coordinator	Bi-Weekly	\$0
Conduct CLASS reliability training	CLASS reliability training	Coordinators	School Readiness Coordinator	Annually	\$300
Conduct CLASS observations on all classrooms 2 times per year	CLASS documents	Classroom Staff	School Readiness Coordinator	Fall/Spring	\$0
Analyze data sources for self and community assessments and grant preparation	Reports	Management Team	Director	January	\$0
Conduct Curriculum Fidelity Training	ECKLC resources	Classroom Staff	School Readiness Coordinator	August	\$200
Google Documents Training	District	Program Staff	Director	August	\$0

	ETECH Staff				
--	----------------	--	--	--	--

**Program Goal 2: Expected Outcomes**

<b>Expected Outcomes</b>	<b>Indicators</b>	<b>Documentation/Frequency of Measurement</b>
<ul style="list-style-type: none"> <li>• Adjustments will be made to the service delivery based on data analysis, self-assessment and community assessment</li> <li>• Accurate and timely reporting</li> <li>• Ability to share data with community partners, Policy Council, Board of Directors, Health Advisory Council and other stakeholders</li> <li>• Ability to plan from analysis results</li> <li>• Improved classroom environment/child outcomes/CLASS Scores</li> </ul>	<ul style="list-style-type: none"> <li>• Accurate and timely reports</li> <li>• Accurate and timely staff reports</li> <li>• Children and families receive all required services and follow-ups</li> </ul>	<ul style="list-style-type: none"> <li>• Community Assessment, Self Assessment, Performance Appraisals, Program Information Report (PIR) and Family Surveys –annually</li> <li>• Child Outcome records-fall, winter, spring</li> <li>• CLASS observations – fall/sping</li> <li>• ChildPlus Reports-monthly</li> <li>• Financial reports-monthly</li> </ul>

**Program Goal 3: To improve health and safety services provided to children based on timely and accurate screenings, well-care exams and early intervention.**

<b>T/TA Strategies/Events/Activities</b>	<b>T/TA Resources</b>	<b>Target Audience or HS Mgt. System</b>	<b>Responsible Manager</b>	<b>Timeline</b>	<b>Estimated Cost</b>
Provide opportunities for families to learn the importance of preventative care and how to detect signs of health problems	School Nurse	Parents	Health Coordinator		\$0
Provide training on health concerns including special diets, nutritional health, allergies, asthma, obesity and seizures	School Nurse	Program staff Parents	Health Coordinator	Ongoing as needed	\$0
Provide Pediatric Abusive Head Trauma Training/Shaken Baby Syndrome	Videos	Program Staff	Director	August 2017	\$0
Provide Training on the Brigance Screening Tool	Brigance materials	Classroom Staff	School Readiness Coordinator	August	\$0
Intervention/Referral and Placement Training	ECLKC resources	Classroom staff	Disability Coordinator	August	\$0



### Program Goal 3: Expected Outcomes

Expected Outcomes	Indicators	Documentation/Frequency of Measurement
<ul style="list-style-type: none"><li>• Screenings will be administered accurately within 30/90 calendar days of the child's entry into the program</li><li>• Families will receive information on health care and the Affordable Care Act.</li><li>• Staff and families will work together to increase knowledge of services available</li><li>• Staff will collaborate with the local school systems and other community partners to ensure appropriate services or treatment</li><li>• Special health concerns and diets as determined by a medical professional will be accommodated and effectively monitored</li></ul>	<ul style="list-style-type: none"><li>• 100% of screenings will be completed within the appropriate time frame</li><li>• IEPs will be implemented and followed for 100% of eligible children</li><li>• 100% special health concerns will follow an individual health plan developed for the individual child</li></ul>	<ul style="list-style-type: none"><li>• Brigance - fall/winter/spring</li><li>• Health screenings</li><li>• IEP progress – Ongoing</li><li>• Individual Health Plans</li><li>• ChildPlus reports</li></ul>

**Program Goal 4: 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.**

<b>T/TA Strategies/Events/Activities</b>	<b>T/TA Resources</b>	<b>Target Audience or HS Mgt. System</b>	<b>Responsible Manager</b>	<b>Timeline</b>	<b>Estimated Cost</b>
Family Night/Open House in place of traditional orientation	N/A	Parents	Family Service Coordinator	August	\$0
Training on recruiting target populations	Ready Freddy Resources	Family Service Staff	Director	April	\$0
Analyze reasons for terminations	Reports	Family Service Staff	Family Service Coordinator	May	\$0

**Program Goal 4: Expected Outcomes**

<b>Expected Outcomes</b>	<b>Indicators</b>	<b>Documentation/Frequency of Measurement</b>
<ul style="list-style-type: none"><li>• Parents will be informed of required services determined by Performance Standards and how the Program implements them</li><li>• Staff will have an understanding of the importance of individualizing services for families</li><li>• Performance standards will be met</li><li>• Families will have knowledge of community resources</li><li>• Pertinent information will be shared with staff, families on a timely basis</li><li>• Increased opportunities for parent participation on councils, committees, center and classroom activities</li><li>• Increased child attendance</li></ul>	<ul style="list-style-type: none"><li>• Maintain full enrollment</li><li>• Positive parent surveys</li><li>• Positive performance appraisals</li><li>• Retention of staff</li><li>• Increased child attendance</li></ul>	<ul style="list-style-type: none"><li>• Referrals</li><li>• Family Partnership Agreements</li><li>• Parent Surveys</li><li>• Performance Appraisals</li><li>• ChildPlus Attendance Reports</li></ul>

**Program Goal 5: Increase in classroom indicators.**

<b>T/TA Strategies/Events/Activities</b>	<b>T/TA Resources</b>	<b>Target Audience or HS Mgt. System</b>	<b>Responsible Manager</b>	<b>Timeline</b>	<b>Estimated Cost</b>
Develop mentoring plan for new teachers	CLASS Coaching plan	New Classroom Staff	School Readiness Coordinator	January	\$0
Monitor classroom data	Reports	Management Staff	School Readiness Coordinator/Director	Monthly	\$0
Classroom data will be used to identify professional development needs of classroom staff	Reports	Classroom Staff	School Readiness Coordinator/Director	Fall/Winter/Spring	\$0
Lesson plans will be monitored to ensure all developmental domains are addressed in learning	Lesson Plkans	Classroom Staff	School Readiness Coordinator	Weekly	\$0
School Readiness Training	Head Start Guidance	Classroom Staff	School Readiness Coordinator	August	\$250

**Program Goal 5: Expected Outcomes**

<b>Expected Outcomes</b>	<b>Indicators</b>	<b>Documentation/Frequency of Measurement</b>
<ul style="list-style-type: none"> <li>• Children will demonstrate higher averages in child outcome growth</li> <li>• CLASS scores will improve in all areas</li> <li>• ECERS scores will improve in all areas</li> <li>• PGES scores will improve in all areas</li> </ul>	<ul style="list-style-type: none"> <li>• All children will demonstrate growth</li> <li>• CLASS scores will meet or exceed national averages</li> <li>• ECERS scores</li> </ul>	<ul style="list-style-type: none"> <li>• School Readiness Reports- Fall/Winter/Spring</li> <li>• CLASS scores</li> <li>• ECERS scores</li> <li>• PGES observations</li> </ul>

	will meet or exceed state mandates	
--	------------------------------------	--

### Required Head Start Trainings

Required Training	T/TA Resources	Target Audience	Expected Outcome	Responsible Manager	Timeline	Estimated Cost
New Staff Orientation	Staff Orientation Checklist	New Staff	Increase knowledge of program operations and job responsibility	Director Coordinators	Within Three months of hire	\$0
Orientation to Head Start	Head Start Standards Volunteer Handbook Substitute Handbook	New Staff Volunteers Substitutes	Increase knowledge of Head Start standards and requirements	Director Coordinators	Within three months of hire	\$0
Substitute/Volunteer Training	Employee and volunteer Handbooks	Substitutes and volunteer employees	Knowledge of job requirements and program expectations	Director	August	\$100
Governing Board Orientation	ECLKC Governing Body Handbook	Governing Board Members	Increase knowledge of Head Start Standards and requirements	Director	Within 100 days of new term	\$50
Child Abuse and Neglect /child Maltreatment	Videos	All Staff	Identify reasonable suspicion and proper reporting procedures	Director	August	\$0
Health Advisory Council Orientation	School Nurses	Health Advisory Representatives	Increase knowledge of Head Start and standards and	Health Coordinator	October	\$0

			requirements			
Pediatric First Aid/CPR/AED (Including prevention and response to emergencies due to food and allergic reactions)	School Nurses	All Staff Parents	Follow appropriate safety practices and first aid procedures in emergency situations	Health Coordinator	June/July	\$400
Bus Monitor Training	Transportation Director	Bus Monitors Substitutes	Provide safe and dependable transportation for children	Director	August	\$100
Bus Driver Training	Transportation Director	Bus Drivers Substitutes	Provide safe and dependable transportation for children	Transportation Director	August	\$100
Dual Language Learners	ECLKC Toolkit	All staff	Provide appropriate experiences for children with non-English language backgrounds	School Readiness Coordinator	Monthly	\$0
Transition	Kindergarten Representatives	Education Staff	Meet individual needs of children and families as they transition into and out of the Head Start Program	Family Service Coordinator Disability Coordinator	March	\$0
Income Eligibility Training	Federal Income Guidelines Head Start Final Rule Head Start Performance Standards	Family Service Staff Program Staff Governing Board Policy Council Management Team	Accurately complete eligibility interviews and required documents for age and income eligibility	Director Family Service Coordinator	March Within 90 days of hiring new staff Within 180 days of the beginning of the term	\$0

					of a new governing body and/or policy council	
Medication Training	School Nurses	Program Staff	Store and administer medications properly	Health Coordinator	August	\$0
Parent Committee Training	ECLKC resources	Parents	Understand role of parent committee	Family Service Coordinator	Within 100 days of new term	\$0
Sudden Infant Death Syndrome and safe Sleeping practices	Videos	Program Staff	Understand safe sleeping practices	Health Coordinator	August	\$0
Building and Physical premises Safety	Facilities Coordinator	Program Staff	Understand safety procedures inside the building	Director	August	\$0
Emergency Preparedness	Emergency Responder Personnel	Program Staff	Be prepared for emergencies that may occur	Director	August	\$0
Region IV Fiscal Institute	Trainers	Program Staff	Gain knowledge of Head Start Initiatives	Director	June	\$2,013
Kentucky Head Start Parent Conference	Trainers9	Parents/Program Staff	Gain knowledge of Head Start initiatives	Director	October	\$1340
Kentucky Head Start Training Conference	Trainers	Program Staff	Gain knowledge of Head Start Initiatives	Director	April	\$1,176
Head Start Trainings and Events	Trainers	Program Staff	Meet Head Start Expectations	Director	Throughout Year	\$14,103
Brigance Training	District Trainer	Program Staff	Conduct Brigance Screenings	Director	August	\$0

			Appropriately and with Fidelity			
--	--	--	------------------------------------	--	--	--



### Head Start Required Parent Trainings

Required Training	T/TA Resources	Target Audience	Expected Outcome	Responsible Manager	Timeline	Estimated Cost
Child Abuse and Neglect	Videos/Handouts	Parents Families	Obtain knowledge and skills needed to prevent abuse and neglect	Family Service Coordinator	August	\$25
Health and Nutrition	Handouts	Parents Family Members	Provide appropriate nutrition for children.	Family Service Coordinator	Monthly	\$25
Financial Literacy	Handouts	Parents Family Members	Obtain knowledge and skills in budgeting, couponing and other financial issues	Family Service Coordinator	Monthly	\$25
Mental Health	Handouts	Parents Family Members	Obtain knowledge of mental health issues in children.	Family Service coordinator	Monthly	\$25
Partners in Education/Primary Teacher/Family Literacy	Handouts	Parents Family Members	Obtain knowledge and skills in guiding children's education	Family Service Coordinator	April	\$25
School Transition	Handouts School Staff	Parents Family Members	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 Service Coordinator Disability Coordinator	May	\$25
Bus Safety/Pedestrian Safety/Car Safety	Handouts	Parents Family	Demonstrate knowledge and skill	Family Service	September	\$25

		Members	in vehicular safety methods and pedestrian safety methods	Coordinator		
Educational and Developmental Needs and Activities of Children	Born Learning Academy School Readiness Packet	Parents Family Members	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 Service Coordinator	Ongoing	\$200
Benefits of regular attendance	Ready Freddy Online Resources	Parents Family Members	Increase child daily attendance	Family Service Coordinator	October	\$25
Parent Committee Training	ECLKC	Family Members		Family Service Coordinator	September	\$0
Policy Council Training	ECLKC	Family Members		Director	September	\$0

### Parent Trainings Offered by Head Start

Training	T/TA Resources	Target Audience	Expected Outcome	Responsible Manager	Timeline	Estimated Cost
Job Skills	Community Business Leaders	Parents	Develop knowledge of job skills needed in the community	Family Service Coordinator	August	\$0
Consumer Education	Extension Agent	Families	Develop knowledge of Products and Availability	Family Service coordinator	September	\$0
Financial Planning	Bank Representative	Families	Gain knowledge of financial independence	Family Service Coordinator	October	\$0
Personal Growth	Videos	Families	Develop strategies to develop healthy habits and personal relationships	Family Service coordinator	November	\$0
Community Involvement	Community Representatives	Families	Find ways to become active in the community	Family Service coordinator	December	\$0
Continuing Education	Adult Education Department	Families	Earn HSD or College Credit	Family Service Coordinator	Ongoing	\$0
Home Safety	Fire Department Representatives	Families	Develop knowledge of strategies to keep homes safe for children	Family Service Coordinator	October	\$0
Home Ownership	Bank Representative	Families	Gain financial independence	Family Service Coordinator	January	\$0
Disaster/Emergency Planning	Fire Department	Families	Develop family plans for emergencies	Family Service	February	\$0

	Representative s			Coordinator		
Positive Methods of Discipline	School Psychologist	Parents	Gain appropriate strategies for behavior management	Family Service Coordinator	March	\$0
Stranger Danger	Police Representative	Families	Become aware of the dangers of human trafficking	Family Service coordinator	April	\$0
Protection from Identify Theft	Police Representative	Families	Learn how to keep personal information safe	Family Service Coordinator	May	\$0
English as a Second Language	Community Education Classes	Families	Become more proficient in the English language	Family Service coordinator	Fall Spring	\$0

### Required State/Local Trainings

Required Training	T/TA Resources	Target Audience	Expected Outcome	Responsible Manager	Timeline	Estimated Cost
Blood Borne Pathogens	Videos	All Staff	Minimize the risk of transmission of HIV, Hepatitis B and other blood borne pathogens to staff, volunteers and children	Health Coordinator	August Upon Hire	\$0
Bullying	Videos	All Staff	Minimize the risk of bullying behavior in the school setting	Director	August	\$0
Evaluation	Evaluation Documents	All Staff	Understand the Evaluation process	Director	August	\$25
Confidentiality	Videos	All Staff	Minimize the risk of confidential information being shared with persons who do not have the right to have the information	Director	August	\$0
Harassment	Videos	All Staff	Minimize the risk of harassing behavior taking place in the work place	Director	August	\$0
Promoting Parent Involvement	Online Resources	All Staff	Increase the number of parents involved in school activities	Director	August	\$0
PBIS	Videos	All Staff	Understand the Positive Behavior and the guidelines for	Director] PBIS team	August	\$0

			physical contact with children			
Suicide	Videos	All Staff	Recognize the signs of depression and suicidal thoughts and tendencies in children	Director	August	\$0
EPI Pen Training	Certified Instructor	All Staff	Competency in use of emergency medication	Health Coordinator	August	\$0
Safe Crisis Management	Certified Instructor	School Team (Melissa, Elizabeth, Alicia)	Competency in the use of safe crisis management	Special Education Director	August	\$0