

New York's Statewide

2017 Early Care Management Trainings

Training workshops offered at **NO COST**
for Center Directors and Management Staff of Child Care Centers
and School Age programs!



**early care &
Learning COUNCIL**
New York's child care resource network

This program is conducted by:

Early Care & Learning Council
230 Washington Ave. Ext. | Albany, NY 12203
Phone: (518) 690-4217 | Fax: (518) 690-2887



**Office of Children
and Family Services**

This program is funded by:

NYS Office of Children and Family Services
52 Washington Street | Rensselaer, NY 12144-2796
Phone: (518) 473-7793 | Fax: (518) 486-7550

Early Care Management Trainings

Directing a child care center is a complex and demanding job. Directors must have an in-depth understanding of how to provide children with high quality, developmentally appropriate early care and learning experiences. At the same time, they must master an array of skills needed to operate their centers efficiently. Supported by the New York State Office of Children and Family Services (OCFS), the Early Care & Learning Council's Management Training workshops provide training and technical assistance designed to help center directors meet these challenges. These programs are offered to all center directors and CCR&R staff members at no cost.

In this booklet you will find:

- Information about our training workshops
- Information about our New Director's Institute (NDI)
- A schedule of all our 2017 training workshops throughout NYS

There are **four** ways to register:

Call the Early Care and Learning Council: (518) 690-4217 ext. 15 or ext. 12

Mail completed registration form to Early Care & Learning Council, Early Care Management Training

Fax completed registration form to: (518) 690-2887

Register online: Go to www.earlycareandlearning.org

Please register early to ensure your enrollment!

All of our workshops, including the NDI, are offered at no cost.

If you have any questions about this program, please feel free to contact us:

Abbe Hahn Hook (518) 690-4217 ext. 26

ahahn@earlycareandlearning.org

Brooke Ricci (518) 690-4217 ext. 15

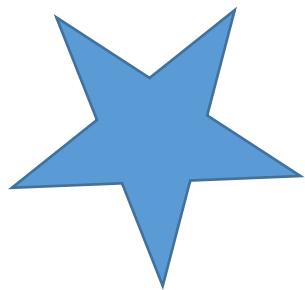
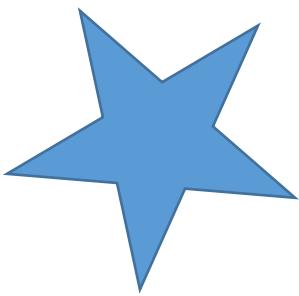
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www.earlycareandlearning.org



New Director's Institute (*NDI*)

Course Summary

The New Director's Institute (NDI) is an exciting opportunity for directors who have been in their position 24 months or less or experienced directors who are looking for more in-depth training to support them in their managerial role. Directors are in a position with exciting challenges and opportunities. Developing your management and leadership style is an important element for providing quality care for children and creating a vital and stable workforce for your center.

What is NDI?

It's a seven day (five part) intensive training series where you will be introduced to and explore:

- Orientation, supervision and development of staff
- Dealing with regulations and developing an effective process for compliance
- Requirements and standards
- Developing an understanding of fiscal and budgetary components
- Creating effective policies and procedures for staff and families
- Developmentally appropriate practice and its application for your child care center
- Building effective leadership and management as core components of your organizational and professional development

What are the required workshops?

- New Director's Overview (2 days)
- New Director's Fiscal: The Budget (2 days)
- Orientation: The Process to Staff Integration (1 day)
- Strengthening Supervisory Skills for Child Care Center Directors (1 day)
- The Director's Role in Ensuring Developmentally Appropriate Practice (1 day)

When do I attend the workshops?

- Directors who enroll in NDI must complete all of the training workshops listed above within a two-year period.
- The preferred sequence of Institute workshops is: New Director's Overview first, New Director's Fiscal Management second, and finally the three one day workshops.

What does the New Director's Institute cost?

- NDI, like all of our Management Trainings, is funded by OCFS and is FREE for directors.

New Director's Overview

(2 Day Workshop)

OCFS Regulations 1,3, 7 CBK Competencies 1,2,4,6
Training Code: NDO

Summary

This two-day workshop is designed for directors who have been in their position for 18 months or less and ideally should be the first component directors sign up for in the New Director's Institute (NDI). This workshop focuses on a lateral exploration of key topics in Leadership and Management with small group discussion and lecture as well as some interactive elements. Topics covered include: Regulations, Leadership, DAP, Emergent Trends, Family Connections, Ethics, and many others. Learn and network with other new directors in this exciting introduction to the complex dynamic of Early Childhood Administration.

Orientation: The Process to Staff Integration

(1 Day Workshop)

OCFS Regulations 4,5,7 CBK Competencies 5,7
Training Code: OPS

Summary

Hiring and recruiting staff is one of the biggest challenges that child care directors face in this day of early care and education. You are not alone in the challenge of finding qualified, dedicated and knowledgeable staff while maintaining a high-quality center as well as maintaining staff/child ratios. Once we find staff, we want them to learn and succeed which will ensure that the children in the program are learning and are successful. Often, we find ourselves hiring staff and having them start immediately in the classroom (on-the-job training) with a brief orientation.

At this training we will explore the value of creating a progressive orientation process as a way to fully integrate teachers/staff into your program. We will focus on the hiring and orientation process as a method for retaining staff. We will discuss ways to lead new teachers/staff to become a part of your team with a common mission and vision, how to put into practice an effective mentor program and ways to produce satisfied teachers/staff. Directors will have the opportunity to network and to begin to develop an ongoing orientation process that will suit the needs of your center. You will leave this workshop with a tool that you can revise to meet your center's needs.

Strengthening Supervisory Skills: For Child Care Center Directors

(1 Day Workshop)

OCFS Regulations 3,5 CBK Competencies 6,7
Training Code: SSS

Summary

Reflecting on and strengthening one's supervisory skills is perhaps the most important responsibility of the child care center director. Directors have the challenge of negotiating and meeting the needs of staff, parents, children and many times, board members as well as owners. Having well-developed supervisory skills will greatly enhance the director's ability to successfully meet this challenge.

The first portion of this workshop will focus on the skills and strategies necessary for effective team building and leadership. The importance of trust, conflict resolution, commitment, accountability and attention to quality will be discussed, as will methods to foster these things with, and among, the staff. We will also address tailoring your communication style, ensuring developmentally appropriate practice and effectual delegation. The afternoon portion of the training will focus on performance situations which will be examined in detail. The numerous considerations involved in assessing and intervening in performance problems will be described, and a systematic approach for addressing these considerations will be introduced. Participants will then have an opportunity to apply this approach to a specific performance dilemma by carefully analyzing the nature of the problem and the potential solutions.

The Director's Role in Ensuring Developmentally Appropriate Practice (DAP)

(1 Day Workshop)

OCFS Regulations 1,3,5 CBK Competencies 1,2,3
Training Code: DAP

Summary

Directors make decisions based on their knowledge of early childhood education and current child development theories and research. They guide curriculum development by building and leading an early childhood team. The term Developmentally Appropriate Practice (DAP) was originally coined by the National Association for the Education of Young Children (NAEYC). In order to ensure quality, this training explores five key areas of Developmentally Appropriate Practice: shared vision and center goal setting, child development, observation and assessment, lesson plan development and appropriate materials. The training will assist directors in meeting the developmental needs of each child by implementing purposeful and relationship based curriculum.

Participants will have the opportunity to explore tools and methods of guiding staff to ensure meaningful learning experiences based on the individual needs of the child as well as work within the context of realistic developmental stages. In addition, directors will be supported in the process of leading and guiding staff to incorporate their experiences and cultural backgrounds into a diverse developmentally appropriate curriculum.

Fiscal Management: The Budget

(2 Day Workshop)

OCFS Regulations 3,5 CBK Competencies 7
Training Code FMB

Summary

While there are many components of fiscal management, this workshop will focus on the cornerstone - THE BUDGET. Without a budget based on sound and realistic financial expectations, it is impossible to provide quality child care services to your community. Many directors, having come up through the ranks of the teaching staff, have not had the opportunity to receive formal instruction on developing and managing a budget. This two-day workshop is designed to give or refresh directors in the steps necessary to give sound oversight to the fiscal aspects of the center program.

This workshop will focus on the aspects of developing a realistic budget. Throughout the process of creating this budget, we will continually discuss the fiscal impact of your center's choices and goals. Together, we will also identify ways to meet the common challenge of providing quality care. In order to meet this challenge, we will look at the fiscal impact of staffing patterns, a method for projecting realistic income, how to create a program budget, how to calculate the cost of care and how to set fees at appropriate levels. This session will conclude with the tools of good budget management.

Enhancing Your Outdoor Play Environment

(1 Day Workshop)

OCFS Regulations 1,3,5 CBK Competencies 1,4,5
Training Code: EOE

Summary

Since directors are ultimately responsible for creating and maintaining the proper environments for children, this training is designed to help them work with staff to enhance their outdoor play environments with new learning opportunities, as well as maintain safe and appropriate outdoor areas. In addition to many health benefits, outdoor play provides numerous opportunities for physical activities that, due to general space constraints, are nearly impossible to create indoors. Children also experience an array of opportunities for social interactions and sensory experiences that differ extremely from those that they are able to experience indoors. Playgrounds that are designed with children's development in mind, can offer many of these natural benefits for children. However, the playground can also be a hazardous place when it is not created, maintained or supervised in an appropriate and safe manner.

We will begin by reviewing the four recommended learning areas for an outdoor play area and the types of activities and materials that enhance development in each learning area. Next, we will review the steps for designing and/or enhancing a child care center outdoor play environment. During this process, participants will be provided with guidelines and checklists to help them evaluate their own playgrounds. Included in these evaluations will be a discussion about maintenance and supervision of the outdoor play environments. The workshop will conclude with an opportunity for participants to work in small groups to develop solutions and plans for their specific challenges.

Developing Center Policy (Half-Day Workshop)

OCFS Regulations 5 CBK Competencies 7
Training Code: DCP

Summary

This half-day workshop is designed for the seasoned director as well as NDI participants who have attended Strengthening Supervisory Skills and Fiscal Management. “Developing Center Policy” builds on information presented in the aforementioned trainings to identify, develop and refine the use of center policy as a management tool. Understanding the complexities and challenges of policy, offers managers a chance to increase regulatory compliance and develop realistic best practice components for their centers. Suggested prerequisite for success in training: Strengthening Supervisory Skills and/or Fiscal Management within the past three years.

Observation of Young Children (Half-Day Workshop)

OCFS Regulations 3 CBK Competencies 2,3
Training Code: OYC

Summary

This half-day workshop is designed to assist seasoned directors with consistent observation of all children for the main purpose of designing lesson plans for the classrooms and individual goals for the children based upon the observations. In addition to exploring and practicing observation skills themselves, directors will participate in several activities and explore tools that they can use to help train their staff. Suggested prerequisite for success in training: Ensuring Developmentally Appropriate Practice workshop within the past three years.

Building a Foundation from the Regulations Up (1 Day Workshop)

OCFS Regulations 4,5,7 CBK Competencies 5,6,7
Training Code: REG

Summary

This interactive training is designed to focus on three areas. First, we will highlight and discuss the major changes to the regulations and use scenarios to increase the director’s understanding of the regulations. Secondly, we will identify effective ways to teach staff about the regulations. Then we will explore and develop strategies for maintaining regulatory compliance throughout the year. Participants will receive copies of scenarios, checklists and resources for both educating staff about the regulations and assisting with achieving and maintaining their center’s regulatory compliance.

Cultural Sensitivity: Promoting Peaceful Relationships

(1 Day Workshop)

OCFS Regulations 1,3,4 CBK Competencies 1,2
Training Code: CSP

Summary

Overall, cultural sensitivity is about being open to the perspectives of other co-workers, families and children. It is a key component in building positive relationships with children and families and therefore an integral piece of providing developmentally appropriate practice. Directors and their staff must first have an understanding of the process of realizing their own cultural identity in order to help every child understand and value his/her identity.

This workshop will begin with self-reflection about your own cultural identity. Then we will focus on three aspects of cultural sensitivity: Promoting Peacemaking, Managing Diverse Human Resources, and Supporting Family Inclusion. Through interactive exercises and small group discussions, directors will have the opportunity to enhance their leadership skills, plan professional development activities for staff and develop center policies and practices that will help create an overall atmosphere that promotes cultural sensitivity and respect for all individuals.

Developing a Business Plan

(Half-Day Workshop)

OCFS Regulations 5 CBK Competencies 6,7
Training Code: DBP

Summary

This half day workshop is designed to have participants receive an overview of the process for determining the needs for child care in their communities. The participants will gain an understanding of the types of care options, as well as the types of business structures to choose from when opening a business. They will also learn how to find their niche and practice marketing it. They will be able to define high quality care including key components of the Program for Infant/Toddler Care.

The participants will receive resources; both materials and community resources that will assist them in the development of a business plan. These resources include a business plan template, an excel template for budgetary purposes and an ECLC training calendar with additional trainings being offered. A CCR&R directory will be provided for additional training opportunities in local counties.

2017 Early Care Management Trainings Registration Form

| Buffalo Workshops | | | Albany Workshops | | |
|---|---------------------------------------|-----------|---|-------------------------------------|----------------|
| Region I | Date | Location | Region IV | Date | Location |
| <input type="checkbox"/> Outdoor Play Environment | July 12 9:00 am – 4:00 pm | Niagara | <input type="checkbox"/> Orientation | April 27 9:00 am – 4:00 pm | Ft. Edward |
| <input type="checkbox"/> New Director's Overview* | July 18-19 9:00 am – 4:00 pm | Buffalo | <input type="checkbox"/> Strengthening Supervisory Skills | May 19 9:00 am – 4:00 pm | Menands |
| <input type="checkbox"/> Fiscal Management: The Budget* | August 15-16 9:00 am – 4:00 pm | Buffalo | <input type="checkbox"/> Fiscal Management: The Budget* | May 24 & 25 9:00 am – 4:00 pm | ECLC- Albany |
| <input type="checkbox"/> Ensuring DAP | September 13 9:00 am – 4:00 pm | Olean | <input type="checkbox"/> Ensuring DAP | June 13 9:00 am – 4:00 pm | Lake Placid |
| <input type="checkbox"/> Orientation | October 18 9:00 am – 4:00 pm | Buffalo | <input type="checkbox"/> Center Policy | July 7 9:00 am – 12:00 pm | Plattsburgh |
| <input type="checkbox"/> Strengthening Supervisory Skills | October 19 9:00 am – 4:00 pm | Buffalo | <input type="checkbox"/> Regulations | October 12 9:00 am – 4:00 pm | ECLC- Albany |
| Rochester Workshops | | | Spring Valley Workshops | | |
| Region II | Date | Location | Region V | Date | Location |
| <input type="checkbox"/> Strengthening Supervisory Skills | June 20 9:00 am – 4:00 pm | Rochester | <input type="checkbox"/> Observations | June 28 9:00 am – 12:00 pm | Port Ewen |
| <input type="checkbox"/> Regulations | August 2 9:00 am – 4:00 pm | Rochester | <input type="checkbox"/> Center Policy | June 28 1:00 pm – 4:00 pm | Port Ewen |
| <input type="checkbox"/> Ensuring DAP | September 12 9:00 am – 4:00 pm | Rochester | <input type="checkbox"/> Orientation | July 20 9:00 am – 4:00 pm | Liberty |
| <input type="checkbox"/> Orientation | October 19 9:00 am – 4:00 pm | Geneva | <input type="checkbox"/> Ensuring DAP – Room Arrangement | August 23 9:00 am – 4:00 pm | Poughkeepsie |
| <input type="checkbox"/> Cultural Sensitivity | November 9 9:00 am – 4:00 pm | Rochester | <input type="checkbox"/> Regulations | September 26 9:00 am – 4:00 pm | Spring Valley |
| Syracuse Workshops | | | <input type="checkbox"/> Ensuring DAP | October 12 9:00 am – 4:00 pm | Goshen |
| Region III | Date | Location | <input type="checkbox"/> Strengthening Supervisory Skills | October 25 9:00 am – 4:00 pm | Westchester |
| Long Island Workshops | | | Region VI | | |
| <input type="checkbox"/> New Director's Overview* | June 7 & 8 9:00 am – 4:00 pm | Syracuse | <input type="checkbox"/> New Director's Overview* | June 7 & 8 9:30 am – 4:30 pm | OCFS-Hauppauge |
| <input type="checkbox"/> Orientation | July 12 9:00 am – 4:00 pm | Syracuse | <input type="checkbox"/> Ensuring DAP | July 19 9:30 am – 4:30 pm | Garden City |
| <input type="checkbox"/> Ensuring DAP | August 23 9:00 am – 4:00 pm | Syracuse | <input type="checkbox"/> Cultural Sensitivity | August 3 9:30 am – 4:30 pm | Garden City |
| <input type="checkbox"/> Strengthening Supervisory Skills | September 20 9:00 am – 4:00 pm | Syracuse | <input type="checkbox"/> Fiscal Management* | August 29 & 30 9:30 am – 4:30 pm | Commack |
| <input type="checkbox"/> Fiscal Management: The Budget* | Oct. 31 – Nov. 1 9:00 am – 4:00 pm | Syracuse | <input type="checkbox"/> Supervision | November 15 9:30 am – 4:30 pm | OCFS-Hauppauge |
| ✓ Please check the workshops you plan to attend | | | <input type="checkbox"/> Orientation | November 16 9:30 am – 4:30 pm | OCFS-Hauppauge |

*Note: New Directors Overview and Fiscal Management are both **2 day trainings**. If you register for these trainings, you are required to attend both days in order to receive a certificate.

PLEASE PRINT CLEARLY!!

Name: _____ Position: _____

Work Email: _____ Work Phone: () _____

Home Phone: () _____ Agency: _____

Address: _____

City: _____ County: _____ State: _____ Zip: _____



Thanks for your Support

The Early Care & Learning Council wishes to express its appreciation to the Child Care Resource and Referral agencies throughout the state that have faithfully supported this project. CCR&Rs have been invaluable in advertising training sessions and in locating and providing training space. We are very grateful for their contributions!



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Early Care & Learning Council
United to Promote Quality

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children in child
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want to put food in the
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and cash in the pockets
of providers!*



For more information about CACFP or to contact a CACFP Specialist in your county,
visit us at www.earlycareandlearning.org/cacfp-contact-list.html
or contact the New York State Department of Health at 1-800-942-3858 OR (518) 402-7400.



early care &
Learning COUNCIL

New York's child care resource network

Our Mission

The mission of the Early Care & Learning Council (ECLC) is to promote excellence in early care and education with equal access for all families. We do this primarily through the support of and in partnership with a strong network of community-based organizations that provide Child Care Resource and Referral services, which we refer to as CCR&Rs.

Our Vision

Our vision is for all New Yorkers to have affordable child care choices that optimize the education and healthy development of children and promote strong families and communities.

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