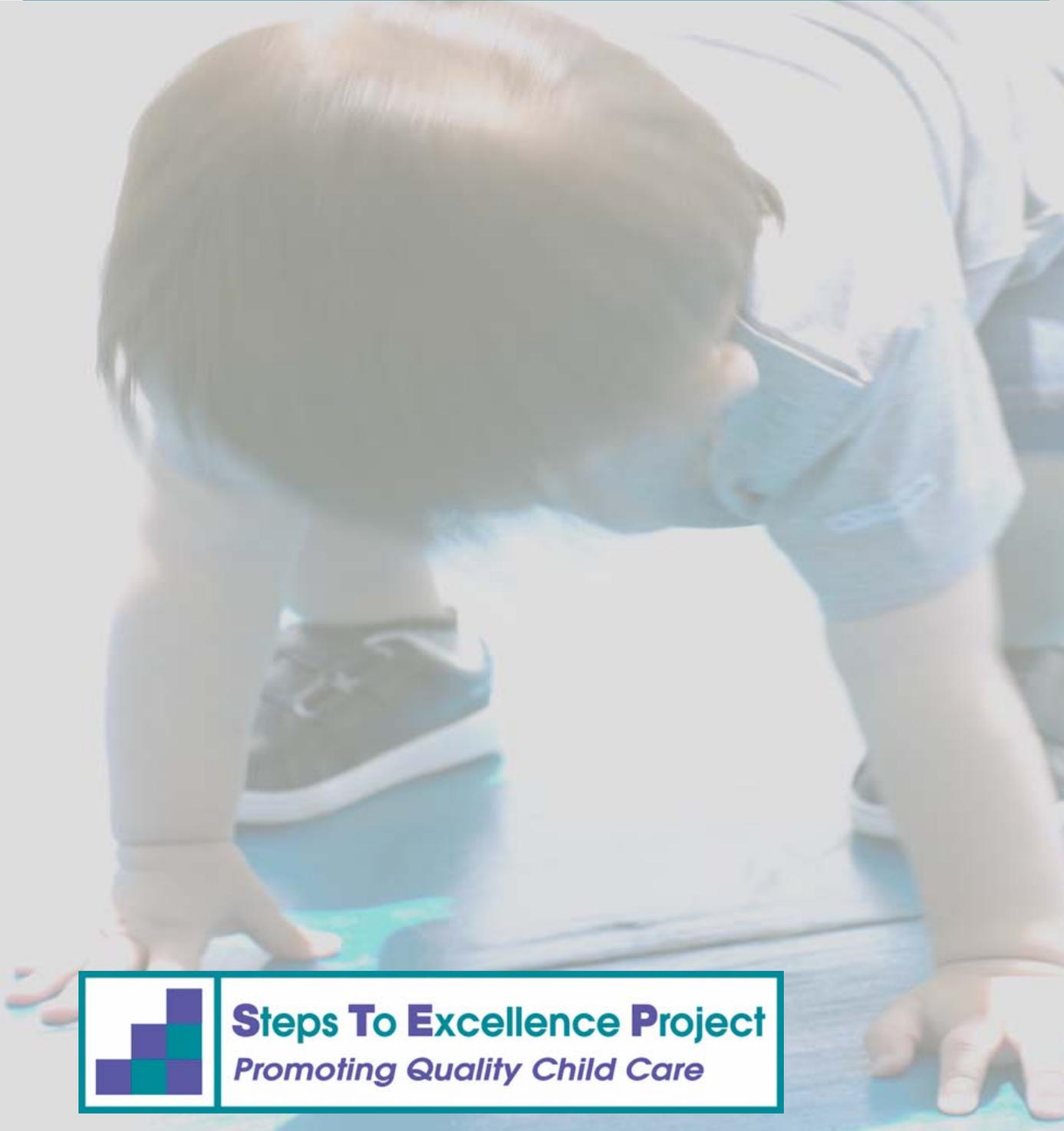




STEP Training Catalogue

For Early Childhood Educators



Steps To Excellence Project
Promoting Quality Child Care

October 2008

Los Angeles County Office of Child Care
222 South Hill Street, 5th Floor
Los Angeles, CA 90012

Steps To Excellence Project

Training Catalogue for Early Childhood Educators



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Contents

Introduction	4
Who Can Participate in STEP Trainings	5
How to Register in STEP Trainings	5
Additional Child Care Training Resources	5
STEP Contact Information	6
Training Sessions	8 - 15
Training Registration Form	16

Introduction

The Los Angeles County Office of Child Care is pleased to offer a series of quality improvement trainings for early education professionals as part of the Steps To Excellence Project (STEP).

STEP¹ is Los Angeles County's first child care quality rating and improvement system, designed for child development centers and family child care homes caring for children ages 0-5. The trainings featured in this catalogue are meant to support and improve STEP participants' performance in specific Quality Areas that will be rated by the STEP system.

STEP Quality Areas



1. Teacher/Child Relationships



2. Learning Environment



3. Identification and Inclusion of Children with Special Needs



4. Staff Qualifications and Working Conditions



5. Family and Community Connections



6. Regulatory Compliance

All trainings listed in this catalogue are offered **free of charge** to eligible participants. It is our office's intent to release a STEP Training Catalogue featuring new quality improvement trainings each quarter. Please visit our Web site (www.childcare.lacounty.gov) and click on the Steps To Excellence Project link to view the most up-to-date STEP quality improvement training information.

¹ For more information about STEP, visit www.childcare.lacounty.gov or call the Los Angeles County Office of Child Care at (213) 974-4103.

Who Can Participate in STEP Trainings

Any person that works in an early education/child care setting serving children ages 0-5 is eligible to participate in any of the quality improvement trainings featured in this catalogue. Other professionals that support the work of such individuals are also welcome to attend.

Preference will be give to individuals employed in a family child care home or child development center that is participating in STEP. All others will be enrolled in the order registration forms are received.

How to Register in STEP Trainings

To register in any of the trainings listed in this catalogue, return a completed Training Registration Form (page 16) via mail or fax to:

Los Angeles County Office of Child Care

Attention: Doris Monterroso
222 South Hill Street, 5th Floor
Los Angeles, CA 90012

Fax: (213) 687-1152

Prior registration is required as space is limited.

Additional Training Resources

A variety of additional quality improvement training resources exist for child care professionals. The following organizations currently offer trainings for early care and education staff in Los Angeles County:

▪ **Child Care Resource and Referral Agencies (R&Rs)**

There are 10 child care R&R agencies in Los Angeles County. Each offers different trainings and professional development workshops. To find your local R&R, visit: www.rrnetwork.org/resources-and-links/los-angeles-county-child-care.html

▪ **NAEYC, CAEYC and SCAEYC**

To find conferences and workshops sponsored by NAEYC and Affiliate Groups, visit their conference calendar: www.naeyc.org/conferences/affiliate.asp

- **California Child Development Administrators Association**
To find conferences sponsored for administrators of publicly funded early education programs, visit: www.ccdaa.org.

- **California Association for Family Child Care**
To find conferences and workshops for family child care providers, visit: www.cafcc.org.

- **California Preschool Instructional Network (CPIN)**
CPIN provides professional development and technical assistance to preschool teachers and administrators. To find conferences and workshops sponsored by CPIN, visit: www.cpin.us.

- **Infant Development Association (IDA) of California**
A multidisciplinary organization of parents and professionals committed to optimal developmental, social and emotional outcomes for infants, birth to three, with a broad range of special needs, and their families. For additional information visit: www.idaofcal.org.

- **WestEd: Center for Prevention and Early Intervention (CPEI)**
WestEd is a nonprofit research, development and service agency dedicated to enhancing and increasing education and human development within schools, families and communities. For additional information visit: www.wested.org.

- **Zero to Three**
Provides multidisciplinary professionals working with very young children and their families an extensive collection of resources aimed at supporting the work of professional in a variety of early childhood settings. For more information about their services visit: www.zerotothree.org.

Contact our office if you would like to be featured in our next STEP Training Catalogue as a quality improvement training resource for the child care field.

STEP Contact Information

If you have questions or comments about any of STEP trainings listed in this publication, please contact:

Doris Monterroso,
STEP Training Coordinator
 Email: dmonterroso@ceo.lacounty.gov
 Telephone : (213) 974-9526

Helen E. Chavez,
STEP Project Manager
 Email: hchavez@ceo.lacounty.gov
 Telephone : (213) 974-4103

STEP Quality Improvement Trainings



Training Descriptions

Inclusion of Children with Special Needs

Trainer: Los Angeles County Office of Child Care

Target Audience: Family Child Care Home Providers
Child Development Center Staff

Training Description: Provides an overview of teaching strategies to help early childhood programs make practical accommodations and modifications to the curriculum and environment to facilitate the inclusion of children with special needs.

Training topics:

- Implementing strategies to engage and support parents of children with special needs
- Understanding the purpose and goals of the Individualized Education Program (IEP) and Individualized Family Service Plan (IFSP)
- How to integrate materials and activities that reflect the diverse needs of children



Relevance to STEP Quality Areas: Inclusion of Children with Special Needs
Teacher/Child Relationships
Family and Community Connections

Duration: 1 training session (lasts 2 ½ hours)

Class Size: Limited to 25 participants

Training Descriptions

Inclusion of Children with Special Needs (Continued)

Inclusion Training Dates/Locations:

Select one session: either A, B, C, D, E, or F

Session	Location	Training Dates & Time
A	Crystal Stairs 5100 Goldleaf Circle, #201 Los Angeles, CA 90056	<u>November 19, 2008</u> 6:00 pm – 8:30 pm
B	Palmdale Youth Library 38510 Sierra Highway Palmdale, CA 93550	<u>December 1, 2008</u> 4:30 pm – 7:00 pm
C	Lakeshore 2695 E. Dominguez St. Carson, CA 90895	<u>December 2, 2008</u> 3:30 pm – 6:00 pm
D	La Pintoresca Library 1355 N. Raymond Ave. Pasadena CA 91103	<u>December 5, 2008</u> 3:30 pm – 6:00 pm
E	Pomona Unified School District 1460 East Holt Blvd. Pomona, CA 91767	<u>December 8, 2008</u> 6:00 pm – 8:00 pm
F	Lake View Public Library 12002 Osborne St. Sylmar CA 91342	<u>December 10, 2008</u> 5:30 pm – 8:00 pm

Training Descriptions

Getting Started with Your New Computer

Trainer: Los Angeles County Office of Child Care

Target Audience: Family Child Care Home Providers
Child Development Center Staff

Course Description: Assists early childhood providers interested in familiarizing themselves with Microsoft (MS) Word and Excel applications and Internet search for educational purposes. Targets **novice computer users** to help them build a baseline of computer knowledge and skills.

Training topics: This training is divided into 3 parts:

Part I - Getting Started with your Computer

Participants will be introduced to different types of applications and operating systems such as MS Office.

Part II - Introduction to MS Word and Excel

Participants will learn the basic skills necessary to begin using MS Word and Excel. They will create letters, fax cover sheets, and simple newsletters.

Part III - Introduction to the Internet

Participants will learn how to set up their own e-mail account and search for valuable educational information for their child care programs.



Relevance to

STEP Quality Areas: Staff Qualifications and Working Conditions
Family and Community Connections

Duration: Each session lasts 2 hours

Class Size: Limited to 15 participants

Training Descriptions

Getting Started with Your New Computer (Continued)

Dates/Locations: Select Part I, Part II or Part III
You may also select all three parts

	Location	Training Dates & Time
Part I	Mexican American Opportunity Foundation 972 South Goodrich Blvd. Los Angeles, CA 90022	<u>November 12, 2008</u> 5:30 pm – 7:30 pm
Part II	Mexican American Opportunity Foundation 972 South Goodrich Blvd. Los Angeles, CA 90022	<u>November 19, 2008</u> 5:30 pm – 7:30 pm
Part III	Mexican American Opportunity Foundation 972 South Goodrich Blvd. Los Angeles, CA 90022	<u>January 15, 2009</u> 5:30 pm – 7:30 pm

Training Descriptions

Developing Your STEP Portfolio

Trainer: Los Angeles County Office of Child Care

Target Audience: Family Child Care Home Providers
Child Development Center Staff

Course Description: Offers information on how to build your STEP Portfolio, which will be reviewed during the STEP Quality Assessment Visit. Specific instructions will be given to ensure your portfolio is complete and documents how your program meets quality criteria² for each of the STEP Quality Areas.

Training Topics:

- How to document family and community connection strategies
- How to complete the following forms:
 - ◆ Developmental Screening Tools and Inclusion of Children with Special Needs Form
 - ◆ Individualized Education Program (IEP), Individualized Family Service Plan (IFSP) Accommodation Form
 - ◆ Staff Qualifications Form

Duration: 1 training session (2 hours)

Class Size: 20 maximum

Dates/Locations: Select A, B, C, D, E or F

² Refer to STEP's Quality Matrix (available online www.childcare.lacounty.gov) to review quality criteria.

Training Descriptions

Developing Your STEP Portfolio (Continued)

Session	Location	Training Dates & Time
A	Palmdale Youth Library 38350 Sierra Highway Palmdale, CA 93550	<u>November 3, 2008</u> 5:00 pm – 7:00 pm
B	Florence/Firestone Senior Center 7807 S. Compton Ave. Los Angeles, CA 90001	<u>November 4, 2008</u> 10:00 am – 12:00 pm
C	La Pintoresca Public Library 1355 N. Raymond Ave. Pasadena, CA 91103	<u>November 5, 2008</u> 5:00 pm – 7:00 pm
D	Children's Home Society of California 330 Golden Shore Dr., Suite 20 Long Beach, CA 90802	<u>November 10, 2008</u> 6:00 pm – 8:00 pm
E	Pomona Unified School District 1460 E. Holt Blvd, Suite 130 Pomona, CA 91767	<u>November 17, 2008</u> 6:00 pm – 8:00 pm
F	Lake View Public Library 12002 Osborne St. Sylmar, CA 91342	<u>December 4, 2008</u> 1:30 pm – 3:30 pm

Training Description

Creating Your Own Toy Lending Library

Trainer: Los Angeles County Department of Public Social Services

Target Audience: Non-profit child development centers and other non-profit organizations

Course Description: Provides an overview of Los Angeles County Toy Lending Program. Participants will be offered an opportunity to join the countywide Toy Loan Program.

Training topics:

- How to start and maintain your own Toy Lending Program
- How the community benefits from a Toy Lending Program
- Program participation requirements and guidelines



Relevance to STEP Quality Areas: Family and Community Connections

Duration: 1 training session (2 hours)

Class Size: 25 maximum

Dates/Locations: Select A

	Location & Time	Training Dates & Time
A	Inglewood City Hall 1 W. Manchester Blvd. Inglewood, CA 90301	<u>November 17, 2008</u> 9:30 am – 11:30 am

Training Description

Building Positive Relationships with Children

Trainer: Los Angeles County Office of Child Care

Target Audience: Family Child Care Home Providers
Child Development Center Staff

Course Description: Focuses on the importance of adults' active and sensitive interactions with young children and relevant best practices. Provides information to help early childhood educators increase their overall quality of adult-child interactions.

Training topics:

- How responsive care influences bonding and attachment
- How teacher-child relationships and interactions are assessed by STEP
- Introduction to the Adult Involvement Scale
- How to make objective and reflective observations through the use of videos



Relevance to STEP Quality Areas: Teacher/Child Relationships

Duration: 1 training session (2 hours)

Class Size: 25 maximum

Dates/Locations: Select A, B, or C

Session	Location	Training Dates & Time
A	Florence/Firestone Senior Center 7807 S. Compton Ave. Los Angeles, CA 90001	<u>November 10, 2008</u> 10:00 am – 12:00 pm
B	Palmdale Youth Library 38350 Sierra Highway Palmdale, CA 93550	<u>November 15, 2008</u> 10:30 am – 12:30 pm
C	Wilmington Chamber of Commerce 544 N. Avalon Blvd. Wilmington, CA 90744	<u>December 3, 2008</u> 6:00 pm – 8:00 pm



TRAINING REGISTRATION FORM

NAME: _____ PROVIDER TYPE: <input type="checkbox"/> Family Child Care <input type="checkbox"/> Center	
PROGRAM NAME: _____	
ADDRESS: _____ (STREET) (CITY) (ZIP CODE)	
CONTACT PHONE NO.: _____ E-MAIL ADDRESS: _____	
SELECT YOUR PRIMARY LANGUAGE: <input type="checkbox"/> English <input type="checkbox"/> Spanish <input type="checkbox"/> Other: _____	
WHICH BEST DESCRIBES YOU: <input type="checkbox"/> Family Child Care Business Owner <input type="checkbox"/> Lead Teacher <input type="checkbox"/> Teaching Assistant <input type="checkbox"/> Center Director/Supervisor <input type="checkbox"/> R&R Staff <input type="checkbox"/> Other: _____	
SELECT THE STEP TRAININGS YOU WOULD LIKE TO ATTEND:	
<input type="checkbox"/> Inclusion of Children with Special Needs <i>(Select only one Training Group)</i> <input type="checkbox"/> Group A <input type="checkbox"/> Group B <input type="checkbox"/> Group C <input type="checkbox"/> Group D <input type="checkbox"/> Group E <input type="checkbox"/> Group F	<input type="checkbox"/> Developing Your STEP Portfolio <i>(Select one Training Group)</i> <input type="checkbox"/> Group A <input type="checkbox"/> Group B <input type="checkbox"/> Group C <input type="checkbox"/> Group D <input type="checkbox"/> Group E <input type="checkbox"/> Group F
<input type="checkbox"/> Building Positive Relationships with Children <i>(Select only one Training Group)</i> <input type="checkbox"/> Group A <input type="checkbox"/> Group B <input type="checkbox"/> Group C	<input type="checkbox"/> Getting Started with Your New Computer <i>(Select any or all)</i> <input type="checkbox"/> Part I <input type="checkbox"/> Part II <input type="checkbox"/> Part III
<input type="checkbox"/> Creating Your Own Toy Lending Library <input type="checkbox"/> Group A	
IS YOUR FAMILY CHILD CARE HOME OR CHILD DEVELOPMENT CENTER PARTICIPATING IN THE STEPS TO EXCELLENCE PROJECT?	
<input type="checkbox"/> YES <input type="checkbox"/> NO <input type="checkbox"/> DON'T KNOW <input type="checkbox"/> NOT APPLICABLE	
DATE: _____ SIGNATURE: _____	

Return your completed registration form to the Office of Child Care either by mail or fax.
Mailing Address: STEP, Attn: Doris Monterroso 222 S. Hill St., 5th Floor, Los Angeles, CA 90012
Fax: (213) 687-1152