STEP Training Catalogue

For Early Childhood Educators

Steps To Excellence Project

Promoting Quality Child Care

Spring 2009

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

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Steps To Excellence Project
Promoting Quality Child Care

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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).

STEP[1] 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] Fore 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

STEP Training

"*Creating Your Own Toy Lending Library*"

October 2008

Training Descriptions

Inclusion of Children with Special Needs

Trainer: Doris Monterroso, L.A. 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 (2 hours)

Class Size: Limited to 25 participants

Dates/Locations: Select one session (either A, B or C)

Session	Location	Training Dates & Time
A	**Crystal Stairs** 5100 Goldleaf Circle #201 Los Angeles, CA 90056	**April 28, 2009** 6:30 pm – 8:30 pm
B	**Pomona Unified School District** 1460 E. Holt Blvd. Suite 130 Pomona, CA 91767	**May 7, 2009** 7:00 pm – 9:00 pm
C	**Peck Park** 560 N. Western Avenue San Pedro, CA 90732	**May 14, 2009** 6:30 pm – 8:30 pm

Training Descriptions

Developing Your STEP Portfolio

Trainers: Helen Chavez
L.A. County Office of Child Care

Target Audience: Family Child Care Home Providers enrolled in STEP
Child Development Center Staff enrolled in STEP

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 clearly documents how your program meets quality criteria[2] for each of the STEP Quality Areas.

Training topics:

- How to prepare for the STEP quality site visit
- How to document family and community connection strategies
- How to complete STEP Portfolio reporting forms

Duration: 1 training session (2 hours)

Class Size: 20 maximum

Dates/Locations: Select one session (either A or B)

Session	Location	Training Dates & Time
A	**Peck Park** 560 N. Western Avenue San Pedro, CA 90732	**April 21, 2009** 6:30 pm – 8:30 pm
B	**Crystal Stairs** 5100 Goldleaf Circle #201 Los Angeles, CA 90056	**June 18, 2009** 6:30 pm – 8:30 pm

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

Training Descriptions

How to Use Developmental Screening Tools

Trainer: Child Development Institute (CDI)

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

Course Description: Offers instruction on how to use developmental screening tools to identify children that may have special needs, within the context of strengthening families.

This training will also provide on-site coaching to help training graduates prepare and successfully implement developmental screening tools in their child development programs.

Training topics:

- Building relationships with families
- Benefits of developmental screening tools
- How to administer the Parent Evaluation of Developmental Status (PEDS) screening tool
- How to administer the Ages and Stages Questionnaire (ASQ) screening tool

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

Duration: 1 training session (6 hours)

Class Size: 25 maximum

Dates/Locations: Select one session (either A, B or C)

Session	Location	Training Dates & Time
A	**Pomona Unified School District** 1460 East Holt Blvd., Pomona, CA 91767	**May 15, 2009** 10:00 am – 4:00 pm
B	**Peck Park** 560 N. Western Avenue, San Pedro, CA 90732	**May 19, 2009** 9:30 am – 3:30 pm
C	**Inglewood City Hall** 1 W. Manchester Blvd., Inglewood, CA 90301	**May 29, 2009** 9:00 am – 3:00 pm

Training Description

Creating a Quality Learning Environment

Trainer: Los Angeles County Office of Child Care

Target Audience: Family Child Care Home Providers

Course Description: Offers information and practical strategies on how to create a high quality learning environment based upon criteria found in the **Family Child Care Environment Rating Scale** (FCCERS). Family child care providers will be prepared to assess and make quality improvements to their home environment's materials, space, furnishings, daily activities and interactions with children.

Training topics:

- How to select quality toys and other learning materials for your family child care home
- Developing developmentally appropriate activities for young children
- How to make objective and reflective observations of the learning environment

Relevance to STEP Quality Areas: Learning Environment

Duration: 1 training session (3 hours)

Class Size: 25 maximum

Dates/Locations: Select one session (either A, B or C)

Session	Location	Training Dates & Time
A	**Child Care Resource Center** 42281 10th Street West Lancaster, CA 93534	**May 9, 2009** 12:30 pm – 3:30 pm
B	**Crystal Stairs** 5100 Goldleaf Circle Room #201 Los Angeles, CA 90056	**May 14, 2009** 6:00 pm – 9:00 pm
C	**Pomona Unified School District** 1460 East Holt Boulevard Pomona, CA 91767	**June 11, 2009** 6:00 pm – 9:00 pm

Training Descriptions

Getting Started with Your New Computer

Trainer: L.A. 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:

- **Getting Started with your computer**
  Introduces participants to different types of applications and operating systems such as Microsoft (MS) Office.

- **Introduction to MS Word and Excel**
  Teaches participants basic skills needed to use MS Word and Excel. Participants will create letters, fax cover sheets and simple newsletters.

- **Introduction to the Internet**
  Teaches participants how to set up their own e-mail account and use the internet to 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: 1 training session (3 hours)

Class Size: Limited to 16 participants

Dates/Locations: Select one session (either A or B)

Session	Location	Training Dates & Time
A	**Child Care Resource Center - Spanish** 42281 10th Street West Lancaster, CA 93534	**April 11, 2009** 9:30 am – 12:30 pm
B	**Child Care Resource Center - English** 42281 10th Street West Lancaster, CA 93534	**April 28, 2009** 6:00 pm – 9:00 pm

Training Descriptions

Como Usar Su Nueva Computadora

Entrenador: Oficina de cuidado infantil del condado de Los Angeles

Audiencia: Provedoras que proporcionan cuidado infantil en el hogar
Empleados de centros de cuidado infantil

Descripción del taller: Este taller es diseñado para personas que quieren aprender como usar computadoras como un recurso para su programa de cuidado infantil.

Temas del taller:

- **Introducción a sistemas de computación**
- **Como crear documentos útiles para su negocio de cuidado infantil usando programas de computación (*Microsoft Word* y *Microsoft Excel*)**
- **Introducción al internet**

Limite de matriculación: Cada taller será limitado a 16 participantes

Horario de talleres: Seleccione un taller (sesión A o sesión B)

Sesión	Lugar	Tiempo y fecha
A	**Child Care Resource Center** ***En español*** 42281 10th Street West Lancaster, CA 93534	**11 de abril, 2009** 9:30 am – 12:30 pm
B	**Child Care Resource Center** ***En ingles*** 42281 10th Street West Lancaster, CA 93534	**28 de abril, 2009** 6:00 pm – 9:00 pm

Training Descriptions

Program for Infant/Toddler Care (PITC)

Trainer: WestEd Center for Child & Family Studies

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

Course Description: PITC is a responsive, relationship-based approach to infant/toddler care and is based on sound developmental research, theory and practice. Training topics include:

- Infant/Toddler Social Emotional Development
- Language Development, Communication & Culture
- Responding to Families in Culturally Sensitive Ways

Relevance to STEP Quality Areas: Teacher/Child Relationships
Learning Environments
Family and Community Connections

Duration: 1 training session (3 hours)

Class Size: 25 maximum

Dates/Locations: Select one session (either A, B or C)

Session	Location	Training Dates & Time
A	**Palmdale City Library** 38510 Sierra Highway Palmdale, CA 93550	**May 23, 2009** 10:30 am – 1:30 pm
B	**Lake View Terrace Public Library** 12002 Osborne Street Sylmar, CA 91342	**June 03, 2009** 6:00 pm – 9:00 pm
C	**Pomona Unified School District** 1460 East Holt Boulevard Pomona, CA 91767	**June 25, 2009** 6:00 pm – 9:00 pm

Steps To Excellence Project
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TRAINING REGISTRATION FORM

NAME: _____ PROVIDER TYPE: ☐ Family Child Care ☐ Center

PROGRAM NAME: _____

ADDRESS: _____
(STREET) (CITY) (ZIP CODE)

CONTACT PHONE NO.: _____ E-MAIL ADDRESS: _____

SELECT YOUR PRIMARY LANGUAGE: ☐ English ☐ Spanish ☐ Other:_____

WHICH BEST DESCRIBES YOU:
- ☐ Family Child Care Business Owner
- ☐ Lead Teacher
- ☐ Teaching Assistant
- ☐ Center Director/Supervisor
- ☐ R&R Staff
- ☐ Other:_____

SELECT THE STEP TRAININGS YOU WOULD LIKE TO ATTEND:

☐ **Inclusion of Children with Special Needs**
(Select only one training group)
- ☐ Group A Los Angeles
- ☐ Group B Pomona
- ☐ Group C San Pedro

☐ **Developing Your STEP Portfolio**
(Select one training group)
- ☐ Group A San Pedro
- ☐ Group B Los Angeles

☐ **How to Use Developmental Screening Tools**
(Select only one training group)
- ☐ Group A Pomona
- ☐ Group B San Pedro
- ☐ Group C Inglewood

☐ **Getting Started with Your New Computer**
(Select only one training group)
- ☐ Group A Lancaster (Spanish)
- ☐ Group B Lancaster (English)

☐ **Creating a Quality Learning Environment**
(Select only one training group)
- ☐ Group A Lancaster
- ☐ Group B Los Angeles
- ☐ Group C Pomona

☐ **Program for Infant Todder Care**
(Select only one training group)
- ☐ Group A Palmdale
- ☐ Group B Sylmar
- ☐ Group C Pomona

IS YOUR FAMILY CHILD CARE HOME OR CHILD DEVELOPMENT CENTER PARTICIPATING IN THE STEPS TO EXCELLENCE PROJECT?

☐ **YES** ☐ **NO** ☐ **DON'T KNOW** ☐ **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