



# STEP Training Catalogue

For Early Childhood Educators



**Spring 2009**

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

# Steps To Excellence Project Training Catalogue for Early Childhood Educators



BOARD OF SUPERVISORS

GLORIA MOLINA  
First District

MARK RIDLEY-THOMAS  
Second District

ZEV YAROSLAVSKY  
Third District

DON KNABE  
Fourth District

MICHAEL D. ANTONOVICH  
Fifth District

---

KATHLEEN MALASKE-SAMU  
Director, Office of Child Care

HELEN E. CHAVEZ  
STEP Program Specialist III, Office of Child Care

DORIS MONTERROSO  
STEP Training Coordinator, Office of Child Care

Printed April 2009 by the Office of Child Care  
on behalf of the Policy Roundtable for Child Care

Office of Child Care  
Within the Service Integration Branch of the Chief Executive Office  
County of Los Angeles  
222 South Hill Street, 5<sup>th</sup> Floor  
Los Angeles, California 90012  
Office: (213) 974-4103  
Fax: (213) 217-5106  
[www.childcare.lacounty.gov](http://www.childcare.lacounty.gov)



## 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 7 - 14

Training Registration Form 15

## 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<sup>1</sup> 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](http://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.

---

<sup>1</sup> For more information about STEP, visit [www.childcare.lacounty.gov](http://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 given 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, 5<sup>th</sup> 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.rnetwork.org/resources-and-links/los-angeles-county-child-care.html](http://www.rnetwork.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](http://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](http://www.ccdaa.org).
- **California Association for Family Child Care**  
To find conferences and workshops for family child care providers, visit: [www.cafcc.org](http://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](http://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](http://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](http://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](http://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](mailto:dmonterroso@ceo.lacounty.gov)  
Telephone : (213) 974-9526

**Helen E. Chavez,**  
**STEP Project Manager**  
Email: [hchavez@ceo.lacounty.gov](mailto: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
<b>A</b>	<b>Crystal Stairs</b> 5100 Goldleaf Circle #201 Los Angeles, CA 90056	<b>April 28, 2009</b> 6:30 pm – 8:30 pm
<b>B</b>	<b>Pomona Unified School District</b> 1460 E. Holt Blvd. Suite 130 Pomona, CA 91767	<b>May 7, 2009</b> 7:00 pm – 9:00 pm
<b>C</b>	<b>Teck Park</b> 590 West Western Avenue San Pedro, CA 90731	<b>May 14, 2009</b> 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<sup>2</sup> 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
<b>A</b>	<b>Teck Park</b> 590 West Western Avenue San Pedro, CA 90731	<b>April 21, 2009</b> 6:30 pm – 8:30 pm
<b>B</b>	<b>Crystal Stairs</b> 5100 Goldleaf Circle #201 Los Angeles, CA 90056	<b>June 18, 2009</b> 6:30 pm – 8:30 pm

---

<sup>2</sup> Refer to STEP's Quality Matrix (available online [www.childcare.lacounty.gov](http://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	<b>Pomona Unified School District</b> 1460 East Holt Blvd., Pomona, CA 91767	<b>May 15, 2009</b> 10:00 am – 4:00 pm
B	<b>Teck Park</b> 590 West Western Ave., San Pedro, CA 90731	<b>May 19, 2009</b> 9:30 am – 3:30 pm
C	<b>Inglewood City Hall</b> 1 W. Manchester Blvd., Inglewood, CA 90301	<b>May 29, 2009</b> 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	<b>Child Care Resource Center</b> 42281 10th Street West Lancaster, CA 93534	<b>May 9, 2009</b> 12:30 pm – 3:30 pm
B	<b>Crystal Stairs</b> 5100 Goldleaf Circle Room #201 Los Angeles, CA 90056	<b>May 14, 2009</b> 6:00 pm – 9:00 pm
C	<b>Pomona Unified School District</b> 1460 East Holt Boulevard Pomona, CA 91767	<b>June 11, 2009</b> 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
<b>A</b>	<b>Child Care Resource Center - Spanish</b> 42281 10th Street West Lancaster, CA 93534	<b>April 11, 2009</b> 9:30 am – 12:30 pm
<b>B</b>	<b>Child Care Resource Center - English</b> 42281 10th Street West Lancaster, CA 93534	<b>April 28, 2009</b> 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
<b>A</b>	<b>Child Care Resource Center</b> <b>*En español*</b> 42281 10th Street West Lancaster, CA 93534	<b>11 de abril, 2009</b> 9:30 am – 12:30 pm
<b>B</b>	<b>Child Care Resource Center</b> <b>*En ingles*</b> 42281 10th Street West Lancaster, CA 93534	<b>28 de abril, 2009</b> 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
<b>A</b>	<b>Palmdale City Library</b> 38510 Sierra Highway Palmdale, CA 93550	<b>May 23, 2009</b> 10:30 am – 1:30 pm
<b>B</b>	<b>Lake View Terrace Public Library</b> 12002 Osborne Street Sylmar, CA 91342	<b>June 03, 2009</b> 6:00 pm – 9:00 pm
<b>C</b>	<b>Pomona Unified School District</b> 1460 East Holt Boulevard Pomona, CA 91767	<b>June 25, 2009</b> 6:00 pm – 9:00 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: _____			
<b>SELECT THE STEP TRAININGS YOU WOULD LIKE TO ATTEND:</b>			
<input type="checkbox"/> <b>Inclusion of Children with Special Needs</b> <i>(Select only one training group)</i> <input type="checkbox"/> Group A Los Angeles <input type="checkbox"/> Group B Pomona <input type="checkbox"/> Group C San Pedro		<input type="checkbox"/> <b>Developing Your STEP Portfolio</b> <i>(Select one training group)</i> <input type="checkbox"/> Group A San Pedro <input type="checkbox"/> Group B Los Angeles	
<input type="checkbox"/> <b>How to Use Developmental Screening Tools</b> <i>(Select only one training group)</i> <input type="checkbox"/> Group A Pomona <input type="checkbox"/> Group B San Pedro <input type="checkbox"/> Group C Inglewood		<input type="checkbox"/> <b>Getting Started with Your New Computer</b> <i>(Select only one training group)</i> <input type="checkbox"/> Group A Lancaster (Spanish) <input type="checkbox"/> Group B Lancaster (English)	
<input type="checkbox"/> <b>Creating a Quality Learning Environment</b> <i>(Select only one training group)</i> <input type="checkbox"/> Group A Lancaster <input type="checkbox"/> Group B Los Angeles <input type="checkbox"/> Group C Pomona		<input type="checkbox"/> <b>Program for Infant Toddler Care</b> <i>(Select only one training group)</i> <input type="checkbox"/> Group A Palmdale <input type="checkbox"/> Group B Sylmar <input type="checkbox"/> Group C Pomona	
<b>IS YOUR FAMILY CHILD CARE HOME OR CHILD DEVELOPMENT CENTER PARTICIPATING IN THE STEPS TO EXCELLENCE PROJECT?</b>			
<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