



STEP Training Catalogue

For Early Childhood Educators



Fall 2009

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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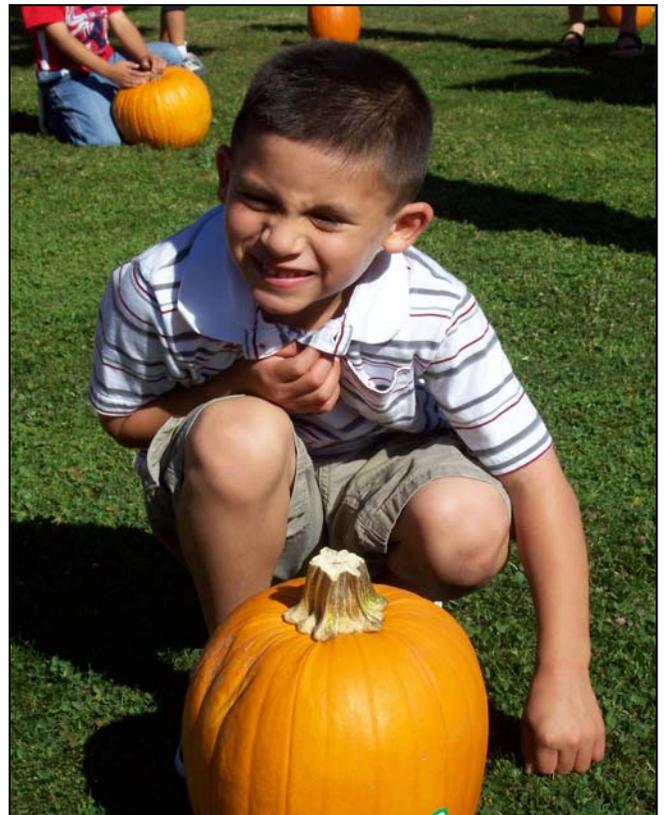
DORIS MONTERROSO
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Contents

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 - 12
Training Registration Form	13



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 website (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.

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 13) 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.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

- **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



**Fall 2009
September – December**

Training Descriptions

Strategies in Working with 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 the Recognition and Response Framework designed to help early childhood professionals plan and implement high quality instruction and intervention strategies to help facilitate the inclusion of children with special needs in early childhood programs.

Training Topics:

- Implement content-specific interventions.
- Design strategic learning activities to engage and support children with special needs.
- Understand the purpose and goals of the individualized Education Program (IEP) and Individualized Family Service Plan (IFSP)



Relevance to STEP Quality Areas: Inclusion of Children with Special Needs

Duration: 1 training session (2 hours)

Class Size: Limited to 20 participants

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

Session	Location	Training Dates & Time
A	Children's Home Society (Presented in English) 330 Golden Shore, Suite 20 Long Beach, CA 90802	September 10, 2009 6:30 pm – 8:30 pm
B	Children's Home Society Training (Presented in Spanish) 330 Golden Shore, Suite 20 Long Beach, CA 90802	September 24, 2009 6:30 pm – 8:30 pm
C	Pomona Unified School District 1460 E. Holt Blvd. Suite 130 Pomona, CA 91767	October 15, 2009 7:00 pm – 9:00 pm
D	Inglewood City Hall 1 W. Manchester Blvd., Inglewood, CA 90301 (Community room located in the 1st floor)	October 30, 2009 6:30 pm – 8:30 pm

Training Descriptions

Developing Your STEP Portfolio

- Trainers:** Helen Chavez/Doris Monterroso
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 criteria².
- 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 for each of the STEP Quality Areas.
- Duration:** 1 training session (2 hours)
- Class Size:** 20 maximum
- Dates/Locations:** Select one session (either A, B or C)

Session	Location	Training Dates & Time
A	Los Angeles County Office of Child Care 222 South Hill Street, 5 th floor conference room Los Angeles, CA 90012	September 28, 2009 6:30 pm – 8:30 pm
B	Los Angeles County Office of Child Care 222 South Hill Street, 5 th floor conference room Los Angeles, CA 90012	October 21, 2009 6:30 pm – 8:30 pm
C	Los Angeles County Office of Child Care 222 South Hill Street, 5 th floor conference room Los Angeles, CA 90012	November 5, 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

Creating a Quality Improvement Plan

Trainer: Helen Chavez/Doris Monterroso
Los Angeles County Office of Child Care

Target Audience: **Family Child Care Providers who have received a STEP quality rating *only*.**

Course Description: Offers guidance on how to improve your child care program's quality based on your STEP rating results. Participants will engage in a reflective process to improve quality in a systematic, coordinated, and continuous manner.

Training topics:

- Using reflective process to identify your program's strengths and needs
- Use the STEP Self Assessment Tool
- Develop a STEP Quality Improvement Plan

Duration: 1 training session (2 hours)

Class Size: 15 maximum

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

Session	Location	Training Dates & Time
A	CCRC 42281 10th Street, West Lancaster, CA 93534	November 14, 2009 9:30 am – 11:30 am
B	Los Angeles County Office of Child Care 222 South Hill Street 5 th floor conference room Los Angeles, CA 90012 Paid parking is available adjacent to building	November 19, 2009 6:30 pm – 8:30 pm
C	Long Beach (Venue is to be determined)	December 3, 2009 6:30 pm – 8:30 pm

Training Descriptions

Building Positive Relationships with Children

Trainer: Doris Monterroso, LA 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 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: 20 maximum

Dates/Locations: Select A, B, or C

Session	Location	Training Dates & Time
A	Children's Home Society Training will be presented in English 330 Golden Shore, Suite 20 Long Beach, CA 90802	October 8, 2009 6:30 pm – 8:30 pm
B	Inglewood City Hall 1 West Manchester Boulevard Inglewood, CA 90301 (Community room located in 1 st floor)	October 16, 2009 6:30 pm – 8:30 pm
C	Children's Home Society Training will be presented in Spanish 330 Golden Shore, Suite 20 Long Beach, CA 90802	October 29, 2009 6:30 pm – 8:30 pm

Training Descriptions

5 Helpful Tips for Going Back to School

Trainer: Doris Monterroso, L.A. County Office of Child Care

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

Training Description: Provides helpful information to individuals interested in going back to school to improve their Early Childhood Education (ECE) qualifications. A resource package containing valuable information will be distributed to those who attend.

Training Topics:

1. Overcoming the anxiety of going back to school
2. Finding a program that best meets your needs
3. Where to get financial assistance.
4. Building a support system
5. Managing your time

Relevance to STEP Quality Areas: Staff Qualifications and Working Conditions

Duration: 1 training session (2 hours)

Class Size: Limited to 25 participants

Dates/Locations: Select one session (A)

Session	Location	Training Dates & Time
A	Pomona Unified School District 1460 East Holt Boulevard, Suite 130 Pomona, CA 91767	September 17, 2009 7:00 pm – 9:00 pm



TRAINING REGISTRATION FORM

NAME: _____	
PROGRAM NAME: _____	
ADDRESS: _____ <small>(STREET) (CITY) (ZIP CODE)</small>	
CONTACT PHONE NO.: _____	E-MAIL ADDRESS: _____
SELECT YOUR PRIMARY LANGUAGE: <input type="checkbox"/> English <input type="checkbox"/> Spanish Other: _____	
WHERE DO YOU WORK: <input type="checkbox"/> Center <input type="checkbox"/> Family Child Care Home	WHICH BEST DESCRIBES YOU: <input type="checkbox"/> Family Child Care Business Owner <input type="checkbox"/> Lead Teacher <input type="checkbox"/> Assistant Teacher <input type="checkbox"/> R&R Staff <input type="checkbox"/> Center Director/Supervisor <input type="checkbox"/> Other: _____
SELECT THE STEP TRAININGS YOU WOULD LIKE TO ATTEND:	
<input type="checkbox"/> Strategies in Working with Children with Special Needs <i>Select one training group:</i> <input type="checkbox"/> Group A Long Beach (English) - 9/10/09 <input type="checkbox"/> Group B Long Beach (Spanish) - 9/24/09 <input type="checkbox"/> Group C Pomona - 10/15/09 <input type="checkbox"/> Group D Inglewood - 10/30/09	<input type="checkbox"/> Developing Your STEP Portfolio <i>All trainings will take place at the Office of Child Care in Los Angeles.</i> <i>Select one training group:</i> <input type="checkbox"/> Group A - 9/28/09 <input type="checkbox"/> Group B - 10/21/09 <input type="checkbox"/> Group C - 11/5/09
<input type="checkbox"/> Building Positive Relationships with Children <i>Select one training group:</i> <input type="checkbox"/> Group A Long Beach (English) - 10/8/09 <input type="checkbox"/> Group B Inglewood - 10/16/09 <input type="checkbox"/> Group C Long Beach (Spanish) - 10/29/09	<input type="checkbox"/> Creating a Quality Improvement Plan <i>Offered only to STEP-rated Family Child Care Homes. Select one training group:</i> <input type="checkbox"/> Group A Palmdale - 11/14/09 <input type="checkbox"/> Group B Los Angeles - 11/19/09 <input type="checkbox"/> Group C Long Beach - 12/3/09
<input type="checkbox"/> 5 Helpful Tips for Going back to School <i>(Select only one Training Group)</i> <input type="checkbox"/> Group A Pomona - 9/17/09	
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