



**UPPER CUMBERLAND
HUMAN RESOURCE AGENCY
HEAD START**

Grant # 04CH10011

Funding Year: 2025

T/TA PLAN

T/TA Plan Narrative

Preparation

The management team met to review the previous TA plan and analyze the progress made toward the goals and objectives prior to developing the 2025 plan. The team met in early February to review and prioritize goals identified during the management meeting. In order to achieve these goals TA dollars allocated in the amount of \$10,000.00 and projected program operation dollars in the amount of \$26,000.

Comprehensive Self Analysis

Through the Self-Assessment and development of our Strategic Plan we were able to conduct a comprehensive self assessment analysis of our program. Once the processes were completed we were able to incorporate the findings into our T/TA Plan.

System-Focused Goal Development

Staff, Policy Council and Board Members were trained in aggregation of data and systems of program self-assessment. Through the methods used to monitor services and systems and analyze the information brought to light during these processes, the program was able to set and maintain realistic goals. During our processes many sources of monitoring tools are used to give staff the necessary knowledge required in order to approach the development of goals in a manner that includes all spectrums of requirements in order to provide quality services. The instruments included in the process of goal development included STARS state evaluation, NAEYC self-study, Self assessment, Community assessment, Staff performance evaluations, Outcome analysis. During the analysis, goals were set based on the information compiled from these sources. Goals to be addressed are as follows:

TTA Plan Strategic Plan- With the combined efforts of staff we prioritized our needs and set goals in the following areas:

1. Eligibility, Recruitment, Selection, Enrollment, and Attendance systems are in place.
Analyze recruitment systems to utilize effective recruitment strategies.
Revise, train staff, and implement procedures pertaining to attendance.
Train all staff on the importance of promoting the process of recruitment.
2. Education and Child Development Program Services- deliver high quality early education and child development services:
Provide Training for all Education staff to Implement Creative Curriculum Tracking System.
Promote parent engagement.
Implement an early childhood drug intervention curriculum.
3. Health Program Services support health services in school readiness that will support children's learning and development:
Revise Health Procedures related to PIR regarding EPSDT.
Develop & Maintain, (Snack Program) after school and weekend feeding program.
Design and Implement a system of early identification of children with behavior needs.
Obtain Narcan training for staff.
Implementation of the local drug coalition.
4. Safety Practices implement a system of safety practices that ensure children are kept safe at all times:
Install shade canopies in outdoor gross-motor.
Repair weather damage by replacing the roof of Lending House.
Replace gutters on the Lending House and playground pavilion.
Install Spring hinges/automatic door closures.
Purchase a small lawn tractor and wagon to haul mulch to the playground.
Train and Implement the Office of Head Start Six Strategy Active Supervision.
5. Family Engagement increase family engagement by providing activities based on the Family's interest and needs:
Enhance the process of promoting/training parents/guardians in understanding the importance of actively engaging.
Encourage parents to become engaged by volunteering.
Enhance the family partnership agreement process.
6. Human Resource Management provide staff opportunities to gain knowledge, training, experience to fulfill roles and responsibilities of their duties:
Maintain certified class observers.
7. Management and Quality Improvement Systems provide management ongoing monitoring and continuous improvement for achieving program goals:

Apply and Implement Early Head Start.

Purchase, train and implement Childplus data management system.

8. Financial and Administrative Requirements provide sound management practices, including financial oversight:
Include Grantee Director of finance and finance staff in fiscal training opportunities.
9. Program Goals/Outcomes that support the program's mission to serve children families and community:
Building resilience for parent and child promoting staff and family growth through positive relationships.
High quality early education and child development services promote children's growth for later success in school.
Increased emotional well-being of the classroom due to reduction of challenging behaviors.
Progress toward achieving school readiness goals.

<u>Participants:</u>			
Head Start Director	Elsie Blaylock	Health Specialist	Carrie Swafford
Fiscal Manager	Ginger Stout	Family/Community Specialist	Alexis Murphy
		Education Staff	Rita Mayfield

UPPER CUMBERLAND HUMAN RESOURCE AGENCY
HEAD START
T/TA PLAN

PART 1 IDENTIFIED GOALS

2025

Region IV Head Start T/TA Plan
Grantee: Upper Cumberland Human Resource Agency
YEAR: 2025/2026
Part 1: Identified T/TA Goals

T/TA Goal: (From IPP and AI process): Health and Safety: Implement a system of health and safety practices that ensure children are kept safe at all times. Head Start staff will support health services in school readiness by identifying health and safety strategies that will support children's learning and development.

Expected Outcomes (Short &/or Long Term)	Indicators	Documentation/ Frequency of Measurement
Building resilience for staff promoting child teacher growth through positive relationships.	Child outcomes, Decreased documented child behaviors Increased CLASS scores	3 times yearly 2 times year
Ensure a system of early identification of children with behavior needs.	Behavior Plans/ Referrals	Yearly/Ongoing

T/TA Strategies Events/Activities	T/TA Resource	Target Audience or HS Mgt. System	Responsible Manager	Timeline	Est. Cost	Completion Date
Staff will attend conferences and webinars to enhance safety knowledge.	National, State, Local Conferences	All Staff	HDSS/Director	PY 2025	Program dollar when available	
Obtain OSHA certification	OSHA	HDSS/Safety Coordinator	Director	PY 2025	2 X \$180 = \$360 T/TA \$	
Staff will complete active supervision basics online courses to enhance safety knowledge.	The Academy	Education Staff	Director/Education Supervisor	PY 2025	6 X 50 = \$300 T/TA \$	

Region IV Head Start T/TA Plan
Grantee: Upper Cumberland Human Resource Agency
YEAR: 2025/2026
Part 1: Identified T/TA Goals

T/TA Goal: (From IPP and AI process): Professional Development: Head Start programs must ensure all staff, consultants, and contractors have sufficient knowledge, training, experience, and competencies to fulfill the roles and duties of their position. gaining new knowledge, skills, and abilities, along with experience and competencies that relate to one's profession, job responsibilities, or work environment.

Expected Outcomes (Short &/or Long Term)	Indicators	Documentation/ Frequency of Measurement
High quality early education and child development services promote children's growth for later success in school. Increased emotional well-being of the classroom due to reduction of challenging behaviors. Progress toward achieving school readiness goals.	CLASS Scores	Agendas/Training Logs
Increased CLASS scores that are conducive to learning.	Increased CLASS Scores	2 times Yearly or more if needed
Ensure that state standards are met to maintain high quality scores.	ECERS Score, STAR Quality Child Care Report Card	4 times/ Yearly

T/TA Strategies Events/Activities	T/TA Resource	Target Audience or HS Mgt. System	Responsible Manager	Timeline	Est. Cost	Completion Date
Education staff that do not hold at a minimum an Associates Degree in Early Childhood or equivalent will obtain and/or maintain a CDA. New hire education staff will pursue through an accelerated process and apply for their CDA certificate within 1 year of hire date acquiring knowledge to foster positive teacher child interactions.	Prosolutions, Council of Child Development and Local Colleges, TECTA, National Head Start Association	Education Staff	Education Supervisor	PY 2025	-0-	
Obtain certification in CLASS observation.	Teachstone	CLASS Observers	Education Supervisor	PY 2025	\$850.00 x 3 \$2,550 T/TA \$	
Training to implement Discovery Source programs.	Discovery Source	Education Staff	Edu. Supervisor	PY 2025	\$2,000 T/TA \$	
Maintain certified class observers.	Teachstone	CLASS Observers	Education Supervisor	PY 2025	\$135 x 2 \$270	

Renew CDA Certification.	CDA Council	Education Staff	Edu. Supervisor	PY 2025	\$125 x 6 \$750	
Education Supervisor will obtain Education Manager Credential	The Academy	Education Supervisor	Director	PY 2025	\$1,065 T/TA \$	

Region IV Head Start T/TA Plan
Grantee: Upper Cumberland Human Resource Agency
YEAR: 2025/2026
Part 1: Identified T/TA Goals

T/TA Goal: (From IPP and AI process): Finance: Ensure an effective system of fiscal management to support the implementation of quality services to children and families.

Expected Outcomes (Short &/or Long Term)	Indicators	Documentation/ Frequency of Measurement
Federal regulations regarding fiscal management are met.	Use Fiscal Checklist to ensure accountability.	Daily reference and adherence to daily checklist
Program goals and objectives are supported through budget development and approval.	Board and Policy Council Approval	Financial statements from audit reports
Expenditures are monitored and analyzed and the budget is reflective of fiscal and program accountability.	Board and Policy Council Minutes	Monthly financial reports provided to the governing bodies.

T/TA Strategies Events/Activities	T/TA Resource	Target Audience or HS Mgt. System	Responsible Manager	Timeline	Est. Cost	Completion Date
Train program administrators and staff on financial best practices, budget management, and compliance. Obtain Fiscal Manager Certification	OHS/UCDD/ The Academy	Head Start Director	Fiscal Officer/ HS Director	PY 2025	\$1,195 T/TA \$	

Workshops that educate families on managing finances.	CCR&R/Ag Ext.	Stakeholders	FCPS	PY 2025	-0-	
Include Grantee Director of finance and finance staff in fiscal training opportunities. Including Cost Principles and Admin Cost Allowability.	State, Regional and National trainings,	Grantee Fiscal Management Staff	HS Director	As they occur	\$2,000	

Region IV Head Start T/TA Plan
Grantee: Upper Cumberland Human Resource Agency
YEAR: 2025/2026
Part 1: Identified T/TA Goals

T/TA Goal: (From IPP and AI process): Program Management and Quality Improvement: Ensure a process of ongoing monitoring and continuous improvement for achieving program goals that ensures child safety and the delivery of effective; high-quality program services.

Expected Outcomes (Short &/or Long Term)	Indicators	Documentation/ Frequency of Measurement
Collect and utilize data to ensure compliance and program oversight.	Reports	Daily/Monthly
Ongoing monitoring to achieve program goals.	Reports	Daily/Monthly
Track services provided to children and families.	Reports	Daily/Monthly

T/TA Strategies Events/Activities	T/TA Resource	Target Audience or HS Mgt. System	Responsible Manager	Timeline	Est. Cost	Completion Date
Provide ongoing training, mentorship, and performance evaluations for staff to complete job requirements.	Head Start/ Teachstone	All Staff	Director/Edu. Supervisor/HDSS	PY 2026	\$900	
Obtain Data Basics training to increase knowledge of data collected.	The Academy	Family Service Worker	Director	PY2025	\$295 T/TA \$	

Provide ongoing federal monitoring protocol training to ensure compliance.	Head Start/ ECKLC	All Staff	Director/Edu. Supervisor/HDSS /FCPS	PY 2025	\$1,940 T/TA \$	
Obtain Education Manage Credential to increase knowledge of data collected.	The Academy	Director/ Education Supervisor	Director	PY2025	\$1065	
Obtain Mental Health Micro Credential to increase understanding of mental health.	The Academy	Director/ Mental Health Services Specialist	Director	PY 2025	\$295 T/TA \$	

UPPER CUMBERLAND HUMAN RESOURCE AGENCY
HEAD START
REQUIRED TRAININGS

2025/2026

Region IV Head Start T/TA Plan
Grantee: Upper Cumberland Human Resource Agency
YEAR: 2025/2026
Part 2 Required Head Start Training

Required Training	T/TA Resource	Target Audience	Expected Outcomes	Responsible Manager	Timeline	Estimated Cost
<p>1301.5 Training. An agency must provide appropriate training and technical assistance or orientation including performance standards and</p> <p>1302.12 Determining, verifying, and documenting eligibility. Training to include :</p> <p>(i) methods on how to collect complete accurate eligibility information from families and third party sources</p> <p>(ii) strategies for treating families with dignity and respect and for dealing with possible issues of domestic violence, stigma, and privacy;</p> <p>(iii) Program policies and procedures that describe actions taken against staff, families, or participants who attempt to provide or intentionally provide false information.</p>	<p>State, Regional, and/or National Conference</p> <p>T/A System</p>	<p>Governing Body,</p> <p>HSAC,</p> <p>Policy Council</p> <p>All Staff</p>	<p>Ensure the members understand the information they receive and can effectively oversee and participate in the programs in the Head Start agency.</p>	<p>Director/ FCPS</p>	<p>Within 180 days for Governing Bodies, Policy Council and HSAC</p> <p>90 days for new staff</p> <p>Yearly In Service</p>	<p>\$3000.00</p>
<p>1302.21 Center-based Option training</p> <p>(b)ratios and group size</p> <p>(Staff and volunteers who do not meet teacher qualifications during naptime must be trained in</p>	<p>N/A</p>	<p>All Staff/ Volunteers /Parents</p>	<p>Ensure quality services</p>	<p>Education Supervisor</p>	<p>In service, Mid year in service, upon hire and prior to volunteering</p>	<p>Included Above</p>

staff/child ratios and nap time procedures.						
<p>1302.31 Teaching and Learning environment.</p> <p>(a) Teaching and the learning environment</p> <p>Head Start Early Learning Outcomes Framework: Ages Birth to Five, including Children with Disabilities</p> <p>(b) Effective Teaching Practices.</p> <p>Implementation of such an environment with integration of regular and ongoing supervision and a system of individualized and ongoing professional development.</p> <p>(2)Dual Language Learners and (ii) Dual Language Volunteers</p> <p>Developing skills in working with children from non-English backgrounds to support children in the continued development of the home language.</p>	<p>State, Local and/or National Conference</p> <p>T/A System</p>	All Staff, Consultants and Volunteers	<p>Ensure to provide responsive care, effective teaching, and an organized learning environment that promotes healthy development and children's skills growth.</p> <p>Provide a system of staff Professional Development.</p>	Education Supervisor/ Asst. Mentor Coach	In-service, Orientation Ongoing	Included Above
<p>1302.32 Curricula (a)Curricula (1)</p> <p>Standardized training procedures for the implementation of curriculum materials to support implementation</p> <p>1302.32 (2) & 1302.40 (a)</p> <p>Provide effective professional development for all staff to understand how they support school readiness</p>	State, Regional and/or National Conference	Education Staff/ Volunteers/Par ents/ All Staff	Higher quality performance by teachers and support staff for future academic success of children	Education Supervisor/ Asst. Mentor Coach	In-service, Ongoing	<p>\$2000</p> <p>\$600 All other costs projected previously</p>
<p>1302.33 (c) (1)</p> <p>Staff who perform screening and assessment must be trained in its use</p>	Consultants/ Content Service Area Staff	Education Staff / All Staff	Staff can implement developmentally appropriate research-based early	Education Supervisor/ Asst. Mentor Coach	Yearly/ As Needed	Included Above

			Screening and Assessment			
1302.46 Training to aid in (a) parent collaboration and (b) opportunities that promote Family support services for health, nutrition, and mental health.	N/A	All Staff	Ensure children's health and well- being by providing medical, oral, nutrition, and mental health education.	HDSS	Orientation and Ongoing	\$250.00
1302.47 (4)Safety Training (a) A program must train on, implement and enforce a system of health and safety practices as indicated in Caring for our children's Basics (b) (4) All staff with or without regular child contact have initial orientation training within three months of hire and ongoing training in all state, local, tribal, federal and program-developed health, safety and child care requirements to ensure the safety of children in their care; including, at a minimum, and as appropriate based on staff roles and ages of children they work with, training in: (A) The prevention and control of infectious diseases; (B) Prevention of sudden infant death syndrome and use of safe sleeping practices; (C) Administration of medication, consistent with standards for parental consent; (D) Prevention and response to emergencies due to food and allergic reactions. (E) Building and physical premises safety, including identification of and protection from hazards, bodies of water, and vehicular traffic; (F) Prevention of shaken baby syndrome, abusive head trauma, and child maltreatment; (G) Emergency	Local, State, Regional Conferences Trainings	All Staff, Governing Bodies, Volunteers and Parents	Ensure a system of Health and Safety	HDSS	Yearly/ Upon Hire	\$3000.00

preparedness and response planning for emergencies; (H) Handling and storage of hazardous materials and the appropriate disposal of bio contaminants; (I) Appropriate precautions in transporting children, if applicable; (J) First aid and cardiopulmonary resuscitation; and, (K) Recognition and reporting of child abuse and neglect, and (L) ACES						
1302.71 Transitions from Head Start to Kindergarten. (c) (2) (iii) Joint training and professional development activities for Head Start and kindergarten teachers and staff.	All Staff and Area Consultants	All Staff and Parents	Promote successful transitions to kindergarten.	Education Supervisor/ Asst. Mentor Coach	As Available	\$700.00
1302.91 Staff qualifications and competency requirements. A program must ensure all staff, consultants, and contractors engaged in the delivery of program services have sufficient knowledge, training and experience, and competencies to fulfill the roles and responsibilities of their positions and to ensure high-quality service delivery in accordance with the program performance standards. A program must provide ongoing training and professional development to support staff in fulfilling their roles and responsibilities.	Locally Produced Guides for Orientation	All Staff, Consultants and Volunteers	Program Staff and Consultants and Contractors will acquire or increase the knowledge and skills they need to fulfill their job responsibilities.	Education Supervisor /Asst Mentor Coach	Pre-Service, In-Service Trainings Trainings as Requested or Upon Determination of Need	As Need is Determined
1302.92 Training and Professional Development (a) A program must provide to all new staff, consultants, and volunteers an orientation that focuses on, at a minimum, the goals and underlying philosophy of the program and on the ways they are	Local, State, Regional, National Conferences Institute of Higher Learning	New Staff, Consultants and Volunteers	(b) A program must establish and implement a systematic approach to staff training and professional development designed to assist	Grantee HR Director, Head Start Director and Content Area Experts.	Fall and Winter for Staff, Fall for Volunteers and Consultants Upon Hire For New Staff.	\$2500.00

<p>implemented. Must Include at a minimum the system must include:</p> <p>(1) Staff completing a minimum of 16 clock hours of professional development per year. For teaching staff, such professional development must meet the requirements described in section 648A (a)(5) of the Act. (2) Training on methods to handle suspected or known child abuse and neglect cases, that comply with applicable federal, state, local, and tribal laws; (3) Training for child and family services staff on best practices for implementing family engagement strategies in a systematic way, as described throughout this part; (4) Training for child and family services staff, including staff that work on family services, health, and disabilities, that builds their knowledge, experience, and competencies to improve child and family outcomes; (5) Research-based approach that focus on effective curriculum implementation, knowledge of the content in <u>Head Start Early Learning Outcomes Framework: Ages Birth to Five</u>, partnering with families, supporting children with disabilities and their families, providing effective and nurturing adult- child interactions, supporting dual language learners as appropriate, addressing challenging behaviors, preparing children and families for transitions, and use of data to individualize learning experiences to improve outcomes for all children.</p>			<p>staff in acquiring or increasing the knowledge and skills needed to provide high-quality, comprehensive services within the scope of their job responsibilities, and attached to academic credit as appropriate.</p>			
<p>1302.92 Training and Professional Development</p> <p>(c)(iii) Utilize a coach with adequate training and experience in adult</p>	N/A	Education Staff	<p>To drive coaching strategies aligned with program performance goals</p>	<p>Mentor Coach/Asst. Mentor Coach</p>	When Available	\$200.00

learning and in using assessment data						
<p>1302.101 Management system (a)(b)</p> <p>Provide supervision support and sufficient time for individual Professional Development</p> <p>1302.102 Achieving program goals.</p> <p>Assess effectiveness of Professional development in program self-assessment using multiple data sources.</p> <p>1302.103 Implementation of Program Performance Standards. (b)</p> <p>Training on any curriculum, assessment, or other materials, as needed, assessment of program-wide professional development needs, assessment of staffing patterns, the development of coordinated approaches described in 1302.101(b), and the development of appropriate protections for data sharing; children are not displaced during services to facilitate transitions to other programs.</p>	N/A	All Staff	To ensure effective management and oversight	Director and Education Supervisor	In Service, Mid service, upon hire, ongoing	\$1000.00
<p>1303.72 Vehicle Operation (d) Driver Training</p> <p>A program must ensure any person employed as a driver receives training prior to transporting any enrolled child and receives refresher training each year.</p> <p>Operate the vehicle in a safe and efficient manner (2) Training must include: (i) Classroom instruction and behind-the-wheel instruction sufficient to enable the driver to operate the vehicle in a safe and</p>	Content Area Specialist, Agency Transportation Education Staff	Drivers	Transportation services provided to safely and efficiently, to prevent incidents of injury	HS Director/ Trans. Manager and Agency Trans. Safety Manager.	<p>Prior to assuming duty and ongoing</p> <p>Fall and Mid-Year</p> <p>In-service and Mid-Year</p> <p>2 Times Annually at a Minimum</p>	<p>Program Funds/ Staff Time</p> <p>\$600.00 and \$90.00 for Each DOT Renewal and \$80.00 for Each Random Drug/</p>

efficient manner, to safely run a fixed route, to administer basic first aid in case of injury, and to handle emergency situations, including vehicle evacuation, operate any special equipment, such as wheelchair lifts, assistance devices or special occupant restraints, conduct routine maintenance and safety checks of the vehicle, and maintain accurate records as necessary; and, (ii) Instruction on the topics listed in §1303.75 related to transportation services for children with disabilities. (3) A program must ensure the annual evaluation of each driver of a vehicle used to provide such services includes an on-board observation of road performance.					Agency Safety Rodeo Upon Request	Alcohol Test Upon Request.
1303.72 (e) Bus monitor training. A program must train each bus monitor before the monitor begins work on child boarding and exiting procedures, how to use child restraint systems, completing any required paperwork, how to respond to emergencies and emergency evacuation procedures, how to use special equipment, child pick-up and release procedures, how to conduct and pre-and post-trip vehicle checks. Bus monitors are also subject to staff safety training requirements in §1302.47(b)(4) of this chapter including Cardiopulmonary Resuscitation (CPR) and first aid.	HDSS Consultants Local, State, Regional, National Conferences and Trainings	All Staff	Ensure staff maintain knowledge and skills needed to provide high-quality, comprehensive services within the scope of their job responsibilities	Transportation Services Staff/ HDSS	At a Minimum Yearly, Upon Hire In Service and Mid Service	1040.00
1303.75 Children with Disabilities Train Staff in Providing Services/Transportation to Children with Special Needs	Local, State, Regional, National Conferences and Trainings	HDSS/ All Staff	Ensure special transportation requirements in a child's IEP or IFSP are followed, including special	Transportation Specialist with HDSS	In Service, Mid Service, Upon Hire, Upon Need	1000.00

			pick-up and drop-off requirements, seating requirements, equipment needs, any assistance that may be required, and any necessary training for bus drivers and monitors.			
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UPPER CUMBERLAND HUMAN RESOURCE AGENCY

STATE

REQUIRED TRAININGS

Region IV Head Start T/TA Plan
 Grantee: Upper Cumberland Human Resource Agency
 YEAR: 2025/2026

Part 3: Required State Training

<i>Required Training (Including size & scope)</i>	<i>T/TA Resource</i>	<i>Target Audience</i>	<i>Expected Outcomes</i>	<i>Responsible Manager</i>	<i>Timeline</i>	<i>Estimated Cost</i>
List of Required training from state regulations						
<u>Up to four (4) clock hours training credit annually may be earned by conducting training.</u> <u>Prior to assuming duties each new employee shall be trained and have a working knowledge of :</u> <ol style="list-style-type: none"> 1. Program Philosophy and policies 2. Job Description 3. Emergency health and safety procedures 4. Behavior management procedures 5. Detection, reporting, and prevention of child abuse 6. Procedures for receiving and releasing children 7. Safe sleep procedures 8. Shaken Baby syndrome/abusive head trauma 9. Meal service and safe food preparation policies 10. Supervision during high risk activities such as eating and outdoor play 11. Food allergies 12. Expectations for communications with parent/guardian 13. Disease control and health promotion, including childhood obesity and the beneficial health impacts of physical activity 14. An overview of licensing requirements 	N/A	All Staff/ Volunteers	To ensure staff and volunteers have the knowledge to provide high quality services	Service Delivery Specialist	Prior to assuming duties	Staff salary prior to working in addition to regular hours at a minimum of 340.00 per staff ProSolutions 750.00/T/TA funds

15. Information on risks of cytomegalovirus (CMV) to female employees of childbearing age 16. Early Literacy A minimum of two (2) hours pre service training as recognized by the Department.						
<u>Within the first two weeks on the job each employee shall receive training in:</u> 1. Child abuse detection, reporting and prevention 2. Therapeutic safe-hold method of temporarily restraining a child who is at imminent risk of serious self-inflicted injury which is performed by trained personnel after all other methods of alleviating the danger to the child have failed. 3. Parent-center communication 4. Disease control and health promotion 5. Overview of licensing requirements with written proof the employee has read the full set of applicable licensure rules 6. Information on risks of infection to female employees of childbearing age. 7. A general overview of the agency's medical protocols	N/A	All Staff/ Volunteers	To ensure staff and volunteers have the knowledge to provide high quality services	Service Delivery Specialist	Prior to assuming duties	New hire before you begin
<u>Ongoing training requirements:</u> 1. Prevention and control of infectious diseases (including immunizations) 2. Prevention of sudden infant death syndrome and use of safe sleeping practices 3. Administration of medication 4. Prevention of and response to emergencies due to food and allergic reactions 5. Building and physical premises safety, including identification of and protection from hazards that can cause bodily injury such as electrical hazards, bodies of water and vehicular traffic 6. Prevention of Shaken Baby syndrome and abusive head trauma 7. Emergency preparedness and response planning for emergencies resulting from an actual disaster, or a man caused event (such as violence at child care facility), 8. Handling and storage of hazardous materials and appropriate disposal of bio contaminants	N/A	All Staff/ Volunteers	To ensure staff and volunteers have the knowledge to provide high quality services	Service Delivery Specialist	Ongoing	Allow for additional staff salary in addition to regular scheduled hours on all non-year round staff For in-service and mid-year in service. ProSolutions New hire before you begin

9. Precautions in transporting children 10. First aid and pediatric cardiopulmonary resuscitation - <i>must occur within 90 days of hire.</i> 11. All agency staff, including non-caregiving staff, shall receive training every six (6) months regarding procedures to report child abuse and neglect. 12. Gold Sneaker Initiative						
<u>During the first year of employment a new Director</u> Shall have evidence of at least thirty hours of administrator training through TECTA program OR earn credit during the year in one academic course and complete at least six hours of health and safety training.	N/A	Director	To ensure Director has the knowledge to provide high quality services	Director	Ongoing	Cost associated to attending Head Start Trainings under required Head Start Training
<u>After the first year of employment a new Director</u> shall earn 1 credit during the year in one course OR have 24 training hours Directors shall have evidence of completing training in Adverse Childhood Experiences every five (5) years.						
<u>During the first year of employment a new assistant Director</u> must earn credit during the year in one academic course OR have 18 clock hours of which 6 should be in administration, management, or supervisory training and 6 should be in health and safety.	N/A	Asst. Director	To ensure Asst. Director has the knowledge to provide high quality services	Director	Upon Hire	Cost associated to attending Head Start Trainings under required Head Start Training
<u>After the first year of employment a new assistant Director</u> shall earn credit during the year in one course OR have 18 training hours Assistant Directors shall have evidence of completing training in Adverse Childhood Experiences every five (5) years.	N/A	Asst. Director	To ensure Asst. Director has the knowledge to provide high quality services	Director	Ongoing	Cost associated to attending Head Start Trainings under required Head Start Training
<u>Training for Educators During the first year of employment</u> must complete 16 clock hours of which (6) are completed within the first six months and (6) must be health & safety.	N/A	Education Staff	To ensure educators has the knowledge to provide high quality services	Education Supervisor	Upon Hire	Cost associated to attending Head Start Trainings under required Head Start Training
<u>Training for Educators after the first year of employment</u> 12 clock hours annually at a minimum	N/A	All Staff/ Volunteers	To ensure staff and volunteers have the knowledge to	Service Delivery Specialist	Ongoing	New hires

<p><i>A maximum of two hours training annually for CACFP</i></p> <p>At least three (3) hours of training on the applicable developmental learning standards within the first three months.</p> <p><i>At least six (6) hours must be health and safety</i> At least three (3) hours of training on pre-literacy and literacy skills and education implementation.</p> <p>At least six (6) clock hours of the required training shall be non-agency based, e.g., obtained from sources other than training resources developed within the center itself.</p> <p>Educators shall have evidence of completing training in Adverse Childhood Experiences every five (5) years.</p> <p><i>Credit for TECTA 30 hour orientation</i></p>			provide high quality services			
<p><u><i>Transportation Training:</i></u></p> <p>All bus staff shall be required to obtain annual training that is utilized for school bus drivers offered by the Dept. Of Safety</p> <p><u><i>Prior to assuming duties, and no less often than annually (calendar year October thru September) thereafter any person responsible or who may in the course of their duties become responsible at any time for transporting children shall complete training in:</i></u></p> <ol style="list-style-type: none"> 1. All department transportation rules (i.e. cell phone use is prohibited while in enroute; etc.) 2. Proper daily safety inspection of the vehicles 3. Proper use of child safety restraints 4. Proper loading, unloading, and tracking of children 5. Proper use of blood-borne pathogens kit, first aid kit and other required vehicle emergency equipment 	N/A	All Staff	To ensure staff and volunteers have the knowledge to provide high quality services	Service Delivery Specialist/ Consultants	Ongoing	<p>Renewal to maintain CDL 84.00 on a five year rotation for 5 staff at a minimum 84.00 year</p> <p>Yearly DOT physical and random drug test average \$90.00 per staff 5 staff yearly 5 yearly random drug test and 1 to 2 staff physicals and all new employees Average cost \$1200.00 yearly</p>

<p>6. The proper procedures for the evacuation of the vehicle -<i>Drills must occur at a minimum Quarterly.</i></p> <p>7. Developmentally appropriate practices applicable to behavior management and supervision of children during transportation</p> <p><u>All persons responsible (including all drivers and monitors), or who in the course of their duties may become responsible at any time, for the transportation of children shall hold a current certification in:</u></p> <ol style="list-style-type: none"> 1. Infant/Pediatric Cardiopulmonary Resuscitation (CPR) 2. A first aid course <p><u>On-going Training for all staff</u></p> <ol style="list-style-type: none"> 1. Staff training for maintaining compliance with the responsibilities for loading, unloading, and tracking each child 2. Training plans for attaining and maintaining compliance with all applicable child safety restraint requirements 3. Staff training for the emergency evacuation of the vehicle. 4. Persons transporting children for a child care agency shall have documentation of any training and testing required and provided by the Department of Safety. 5. Persons Transporting children shall be required to obtain annual training that is utilized for school bus drivers offered by the Department of Safety or such other equivalent training as the Department of Safety <p><i>*All staff shall have training on transportation rules every 6 months by state licensing</i></p>						<p>Pay salaries in addition to regular scheduled time at a minimum of \$250.00 for each new staff for yearly state certification to operate a bus</p>
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