



**UPPER CUMBERLAND
HUMAN RESOURCE AGENCY
HEAD START**

Grant # 04CH10011

Funding Year: 2026

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 2026 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 were allocated in the amount of \$10,000.00 and projected program operation dollars in the amount of \$11,000.

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, and 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 the 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:
Purchase a small lawn tractor mowing deck to help maintain the lawn.
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 provides staff opportunities to gain knowledge, training, and 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 the 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 parents and children, 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	Kendra Heard
		Education Staff	Rita Mayfield

UPPER CUMBERLAND HUMAN RESOURCE AGENCY
HEAD START
T/TA PLAN

PART 1 IDENTIFIED GOALS

2026

Region IV Head Start T/TA Plan
Grantee: Upper Cumberland Human Resource Agency
YEAR: 2026/2027
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
Purchase an annual subscription to The Academy Plus for access to Active Supervision training for all staff to increase safety knowledge.	The Academy	All Staff	Director	PY 2026	\$1,400 T/TA	
Obtain OSHA certification	OSHA	Custodian	Director	PY 2026	\$180 = T/TA \$	
Staff will obtain training on IDEA and 504 requirements.	LEA	Education Staff	Director/Education Supervisor	PY 2026	0	
Health & Disability Specialists will train on Individuals with Disabilities Education Act & Americans with Disabilities Act to obtain a strong understanding of the policies and practices in identifying potential learning delays and disabilities and how to provide additional and appropriate services to children.	The Academy	Health & Disabilities Specialist	Director	PY 2026	\$ 100.00 = T/TA \$	

Region IV Head Start T/TA Plan
Grantee: Upper Cumberland Human Resource Agency
YEAR: 2026/2027
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
New Family Service Worker will obtain a Data Basic Certificate to ensure understanding of the importance of obtaining data for program outcomes success.	The Academy	Education Staff	Edu. Supervisor	PY 2026	0	
Obtain training on CLASS from UTK to increase scores from CLASS observation.	UTK	Education Staff	Edu. Supervisor	PY 2026	\$850 T/TA	
Maintain certified class observers.	Teachstone	CLASS Observers	Education Supervisor	PY 2026	\$135 x 2 \$270	
Renew CDA Certification.	CDA Council	Education Staff	Edu. Supervisor	PY 2026	\$250 x 2 \$500.00 T/TA	
Provide all staff with training on the new Child Plus online system.	Child Plus	All Staff	Director	PY 2026	\$3500 T/TA	

Region IV Head Start T/TA Plan
Grantee: Upper Cumberland Human Resource Agency
YEAR: 2026/2027
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
Include center managers in budget training to ensure complete understanding of financial accountability.	State, Regional and National trainings,	Center Managing Staff	HS Director	As they occur	\$2,000	
Provide an overview of Head Start's structure, helping parents grow as leaders and decision-makers	The Academy	Policy Council Members	Director	PY2026	\$250	
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	When program dollars allow	

Grantee: Upper Cumberland Human Resource Agency

YEAR: 2026/2027

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	
Staff will complete Pre-Service training to ensure the support of children and families (Head Start History Basics)	The Academy	All Staff	Director	PY2026	0	
Obtain Manager Credential to increase knowledge of data collected.	The Academy	Director/ Education Supervisor	Director	PY2026	\$1500 T/TA	
University of Tennessee Knoxville will observe each classroom, complete a CLASS observation and create a report of their findings.	UTK	Education Staff	Edu. Supervisor	PY 2026	\$850 = 2 x a year = \$1,700 T/TA	

UPPER CUMBERLAND HUMAN RESOURCE AGENCY

HEAD START REQUIRED TRAININGS

2026/2027

Region IV Head Start T/TA Plan
Grantee: Upper Cumberland Human Resource Agency
YEAR: 2026/2027
Part 2 Required Head Start Training

Required Training	T/TA Resource	Target Audience	Expected Outcomes	Responsible Manager	Timeline	Estimated Cost
1301.5 Training. An agency must provide appropriate training and technical assistance or orientation including performance standards and 1302.12 Determining, verifying, and documenting eligibility. Training to include : (i) methods on how to collect complete accurate eligibility information from families and third party sources (ii) strategies for treating families with dignity and respect and for dealing with possible issues of domestic violence, stigma, and privacy; (iii) Program policies and procedures that describe actions taken against staff, families, or	State, Regional, and/or National Conference T/A System	Governing Body, HSAC, Policy Council All Staff	Ensure the members understand the information they receive and can effectively oversee and participate in the programs in the Head Start agency.	Director/ FCPS	Within 180 days for Governing Bodies, Policy Council and HSAC 90 days for new staff Yearly In Service	\$3000.00

participants who attempt to provide or intentionally provide false information.						
1302.21 Center-based Option training (b)ratios and group size (Staff and volunteers who do not meet teacher qualifications during naptime must be trained in staff/child ratios and nap time procedures.	N/A	All Staff/ Volunteers /Parents	Ensure quality services	Education Supervisor	In-service, mid-year in-service, upon hire and prior to volunteering	Included Above
1302.31 Teaching and Learning environment. (a) Teaching and the learning environment Head Start Early Learning Outcomes Framework: Ages Birth to Five, including Children with Disabilities (b) Effective Teaching Practices. Implementation of such an environment with integration of regular and ongoing supervision and a system of individualized and ongoing professional development. (2)Dual Language Learners and (ii) Dual Language Volunteers Developing skills in working with children from non-English backgrounds to support children in the continued development of the home language.	State, Local and/or National Conference T/A System	All Staff, Consultants and Volunteers	Ensure to provide responsive care, effective teaching, and an organized learning environment that promotes healthy development and children's skills growth. Provide a system of staff Professional Development.	Education Supervisor/ Asst. Mentor Coach	In-service, Orientation Ongoing	Included Above
1302.32 Curricula (a)Curricula (1) Standardized training procedures for the implementation of curriculum materials to support implementation	State, Regional and/or National Conference	Education Staff/ Volunteers/Parents/ All Staff	Higher quality performance by teachers and support staff for future academic success of children	Education Supervisor/ Asst. Mentor Coach	In-service, Ongoing	\$2000

1302.32 (2) & 1302.40 (a) Provide effective professional development for all staff to understand how they support school readiness						\$600 All other costs projected previously
1302.33 (c) (1) Staff who perform screening and assessment must be trained in its use	Consultants/ Content Service Area Staff	Education Staff / All Staff	Staff can implement developmentally appropriate research-based early Screening and Assessment	Education Supervisor/ Asst. Mentor Coach	Yearly/ As Needed	Included Above
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	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

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 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	Locally Produced Guides for Orientation	All Staff, Consultants and Volunteers	Program Staff, 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

fulfilling their roles and responsibilities.						
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 implemented. Must Include at a minimum, the system must include: (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	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 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.	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

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.						
1302.92 Training and Professional Development (c)(iii) Utilize a coach with adequate training and experience in adult learning and in using assessment data	N/A	Education Staff	To drive coaching strategies aligned with program performance goals	Mentor Coach/Asst. Mentor Coach	When Available	\$200.00
1302.101 Management system (a)(b) Provide supervision, support, and sufficient time for individual Professional Development 1302.102 Achieving program goals. Assess effectiveness of Professional development in program self-assessment using multiple data sources. 1302.103 Implementation of Program Performance Standards. (b) 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.	N/A	All Staff	To ensure effective management and oversight	Director and Education Supervisor	In-service, Mid service, upon hire, ongoing	\$1000.00
1303.72 Vehicle Operation (d) Driver Training	Content Area Specialist, Agency	Drivers	Transportation services provided to safely and efficiently,	HS Director/	Prior to assuming duty and ongoing	Program Funds/ Staff Time

A program must ensure any person employed as a driver receives training prior to transporting any enrolled child and receives refresher training each year. 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 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.	Transportation Education Staff		to prevent incidents of injury	Trans. Manager and Agency Trans. Safety Manager.	Fall and Mid-Year In-service and Mid-Year 2 Times Annually at a Minimum Agency Safety Rodeo Upon Request	\$600.00 and \$90.00 for Each DOT Renewal and \$80.00 for Each Random Drug/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, and how to conduct and pre-and post-trip vehicle checks. Bus	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

monitors are also subject to staff safety training requirements in §1302.47(b)(4) of this chapter, including Cardiopulmonary Resuscitation (CPR) and first aid.						
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 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.	Transportation Specialist with HDSS	In Service, Mid Service, Upon Hire, Upon Need	1000.00

UPPER CUMBERLAND HUMAN RESOURCE AGENCY

STATE REQUIRED TRAININGS

Region IV Head Start T/TA Plan
Grantee: Upper Cumberland Human Resource Agency
YEAR: 2026/2027

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> 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 15. Information on risks of cytomegalovirus (CMV) to female employees of childbearing age	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

16. Early Literacy A minimum of two (2) hours pre-service training as recognized by the Department.						
<i>Within the first two weeks on the job each employee shall receive training in:</i> 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 a child care facility) 8. Handling and storage of hazardous materials and appropriate disposal of bio contaminants 9. Precautions in transporting children	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. <u>ProSolutions</u> New hire before you begin

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.						
<u>During the first year of employment, a new Director</u> shall have evidence of at least thirty hours of administrator training through the 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 have 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 provide high quality services	Service Delivery Specialist	Ongoing	New hires

<i>A maximum of two hours of training annually for CACFP</i> At least three (3) hours of training on the applicable developmental learning standards within the first three months. <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. 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. Educators shall have evidence of completing training in Adverse Childhood Experiences every five (5) years. <i>Credit for TECTA 30-hour orientation</i>						
<u><i>Transportation Training:</i></u> All bus staff shall be required to obtain annual training that is utilized for school bus drivers offered by the Dept. Of Safety <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> 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 6. The proper procedures for the evacuation of the vehicle -<i>Drills must occur at a minimum Quarterly.</i>	N/A	All Staff	To ensure staff and volunteers have the knowledge to provide high quality services	Service Delivery Specialist/ Consultants	Ongoing	Renewal to maintain CDL 84.50 on a five-year rotation for 5 staff at a minimum 84.50 year 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

7. Developmentally appropriate practices applicable to behavior management and supervision of children during transportation <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> 1. Infant/Pediatric Cardiopulmonary Resuscitation (CPR) 2. A first aid course <u>On-going Training for all staff</u> 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 <i>*All staff shall have training on transportation rules every 6 months by state licensing</i>						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
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