

First Year Training Syllabus for Housed Substitutes

Overview NEO All Staff 1 → 2 days	Center Specifics Training within the first ten days 1 → 10 days	CPC Orientation and Introduction and Continued Center Specifics 1 → 30 days	Additional First Year Training Topics listed below may be delivered or revisited depending on need identified by the employee, supervisor, and content area expert. 31 → 365 days		
<p>Day 1</p> <ul style="list-style-type: none"> • Head Start and Agency Overview; Professional Development • Technology Overview with IT Staff as support • PR Intro/Overview; Imminent Danger; Facility Overview • HR Basic Orientation/ Benefits • Paycom Overview • Moodle and ChildPlus Passwords Issued • BCCL Overview • Procurement Overview • Fiscal Group Overview <p>Day 2</p> <ul style="list-style-type: none"> • HNS and Medication Overview • Recognizing and Reporting Child Abuse and Neglect • Blood Borne Pathogens • Food Services/CACFP Overview • FCP Overview • Ethics • Child-Parent Overview * 	<p>Children Services</p> <ul style="list-style-type: none"> • LOL Curriculum Overview* • Lesson Plans* • Overview of the Assessment System- as identified <p>Health and Safety</p> <ul style="list-style-type: none"> • Line of sight • Child supervision <p>Overview of Program Year</p> <ul style="list-style-type: none"> • Parent interviews • CPO • Phase-In • Full Enrollment • Parent Contacts • Holiday Philosophy • Curriculum Planning Days • Before, During and After children arrive responsibilities <p>FCP (CS delivers)</p> <ul style="list-style-type: none"> • Disabilities* • Mental Health * • Language of Relating* <p>HNS and Food Services Moodle Trainings</p> <ul style="list-style-type: none"> • Health and Safety <ul style="list-style-type: none"> ○ Sanitizing Toys/Materials <p>Program Services-Site Supervisors will follow up with individual staff:</p> <ul style="list-style-type: none"> • Welcome • Introduction to Employees, Center • Overview of NEO Trainings and Reflections • Roles and Responsibilities <ul style="list-style-type: none"> ○ General Expectations and Job Specific Expectations • Center Specifics • Child Information <ul style="list-style-type: none"> ○ Names and Ages of Children* • Supervision <ul style="list-style-type: none"> ○ Overview of annual review process (including Probationary 	<p>Children Services</p> <ul style="list-style-type: none"> • Care of Materials • OWL and/or RTTT overview • Overview of Ages and Stages- as identified • Overview of Assessment System • Recording Anecdotal Notes • Review of LOL Implementation <p>FCP (CS delivers)</p> <ul style="list-style-type: none"> • Language of Relating • Positive Guidance <p>HNS and Food Services Moodle Trainings</p> <ul style="list-style-type: none"> • Enrollment Processes and Health Requirements • Accommodation Plans • Medication Administration • [Coming Soon: Dental Procedures] <p>HNS and Food Services</p> <p>HNSS/HNSC/FSC will follow up with individual staff to address any questions from the Moodle trainings and/or other emerging issues [SS may be reviewing the topics below with the new employee. And HNS can support, provide coaching as needed; coordinate with SS]</p> <p>HNS Forms, Procedures and Techniques Overview</p> <ul style="list-style-type: none"> • Emergency 1st Aid Procedures, Kits/Fanny Packs, Inventory • Bus Monitor roles with Accommodations • Hand Washing Techniques • Toileting/diapering Procedures • Table Sanitation • Toy/materials sanitation • Blue Cards, Immunization (Manual) • Accommodation Plans, Special Diets • Referral of Inadequate 	<p>First Year CS Training</p> <ul style="list-style-type: none"> • Curriculum • Curriculum Resources • Individual Goal Plans • Review of LOL implementation • RIF/WREN Overview <p>Teaching Strategies GOLD</p> <ul style="list-style-type: none"> • Introduction • Curriculum Implementation • Modules • Individualized Goals • Social Summaries <p>Lead Teacher Role</p> <p>Provide Specific Shadowing Experience</p> <ul style="list-style-type: none"> • LOL Curriculum Planning • Environment • Materials • Side by Side assessment entries • Documentation 	<p>First Year FCP Training (CS Delivers)</p> <ul style="list-style-type: none"> • Overview of Disabilities • Disabilities Forms and Referrals • Accommodation and Inclusion • Positive Guidance • Mental Health <p>First Year HNS Training</p> <p>HNS to keep participants up to date, follow up with new staff to address any questions or other issues emerging. Some topics may be covered during staff meetings, pre-service, etc.</p> <ul style="list-style-type: none"> • Health Requirements • Medical and Dental Exams • Sensory Screenings • Growth Assessments and Charts • Blood Lead • Hemoglobin • Medical/Dental Home • Health Notices, Screening Notifications, Health Profiles-FPA • Task Organizer • AFRHI/Information Change Form • Oral Health • Critical Issues Chart • Health and Safety Support Visits 	<p>First Year PSD Training</p> <ul style="list-style-type: none"> • Parent Engagement <ul style="list-style-type: none"> ○ Introduction to FPA/Procedures and goals • Safety • Enrollment Application • Parent Interview/Contacts • Family Partnership Agreement (FPA)/Goals • Set up of child's file documents & distribute • Child Plus • Volunteer • Recruitment & Enrollment • Transition planning with families: Parent-Child Plus Data Entry: parent contacts; disabilities; mental health updates • Culture of Conversations: <ul style="list-style-type: none"> ○ Module 1 & 2 ○ Module 3 & 4 ○ Module 5 & 6 ○ Module 7 & 8 ○ Module 9 & 10 <p>First Year Human Resources Training</p> <ul style="list-style-type: none"> • Paycom Self Service tutorials (ie benefit enrollment, policy acknowledgements, personal data updates, etc.)

*BCCL checklist items

Site Supervisors are responsible for signing off on each of the BCCL checklist items after making content applicable at center level

	<p>Period, PPS&E process, and Professional Development Plan)</p> <ul style="list-style-type: none"> • Child Supervision <ul style="list-style-type: none"> ○ Overview of System and Monitoring • Field Trip* • Licensing* • Bus Monitor* • Sun Safety* • Safety Policies and Procedures Training • Emergency Planning Training • Safety Plan Specific to Center • Electronic Timecard Entry Paycom 	<p>Immunizations</p> <ul style="list-style-type: none"> • Health Notice / Notice of Incomplete Records <p>Food Service</p> <ul style="list-style-type: none"> • Nutrition Philosophy • Point of Service Meal Counts • Family Style Meal Services • Kitchen Orientation and Procedures <p>Program Services-Site Supervisors will follow up with individual staff:</p> <ul style="list-style-type: none"> • Child Sign In Sign Out Logs(Manual) • Electronic Timecard Entry Paycom • Parent Interview • ERSEA <p>All positions will go through Shadow Experience- Classroom, Custodial, Kitchen</p> <p>Physical Resources (Moodle)?</p> <ul style="list-style-type: none"> • Cleaning Procedures (Prevention of Work Related Injuries) <p>Method of Assessment to be determined</p> <p>Information Technology</p> <ul style="list-style-type: none"> • Information Security Awareness • CPC Alerts/One Call Now <p>Other 30 day Requirements</p> <ul style="list-style-type: none"> • CPR and First Aid Training • Food Handlers Permit • Growing Together 		
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