

*Training Workshops offered at NO COST  
For Directors and Management of Child Care Centers*

# SYRACUSE, NY

## 2014 Early Care Management Trainings



*This program is conducted by:*

Early Care & Learning Council  
230 Washington Ave. Ext. | Albany, NY 12203  
Phone: (518) 690-4217 | Fax: (518) 690-2887



*This program is funded by:*

NYS Office of Children and Family Services  
52 Washington Street | Rensselaer, NY 12144-2796  
Phone: (518) 473-7793 | Fax: (518) 486-7550

# Early Care Management Training

Directing a child care center is a complex and demanding job. Directors must have an in-depth understanding of how to provide children with high quality, developmentally appropriate early care and learning experiences. At the same time, they must master an array of skills needed to operate their centers efficiently. Supported by the New York State Office of Children and Family Services (OCFS), the Early Care & Learning Council's Management Training workshops provide training and technical assistance designed to help center directors meet these challenges. These programs are offered to all center directors and CCR&R staff members at no cost.

In this booklet you will find:

- Information about our training workshops
- A schedule of all our 2014 training workshops for this region

There are three ways to register:

**Online:** Go to <http://www.earlycareandlearning.org/programs/management-training/>

**Mail** completed registration form to Early Care & Learning Council, Early Care Management Training

**Fax** completed registration form to: (518) 690-2887.

All of our workshops, including the NDI, are offered at no cost.

If you have any questions about this program please feel free to contact us:

## Early Care & Learning Council

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Phone: (518) 690-4217 | Fax: (518) 690-2887

[www.earlycareandlearning.org](http://www.earlycareandlearning.org)

[ahahn@earlycareandlearning.org](mailto:ahahn@earlycareandlearning.org)

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## Register online!

We invite and encourage you to use our online registration system (NACCRRAware's TTAM).

Please visit us at: <http://www.earlycareandlearning.org/programs/management-training/> for detailed instructions and do not hesitate to call and speak to one of us if you need assistance!



**Phone #:** (518) 690-4217

Abbe Hahn Hook ext 26

Karen Harkness ext 21

Brooke Ricci ext 15

This system will assist the Early Care & Learning Council to easily track training sessions and registrations, and best of all, you will have a place to review your own training schedule whenever you wish.

Please register early to ensure your enrollment!

## Cultural Sensitivity: Promoting Peaceful Relationships (1 Day Workshop)

Time: 9:00 am - 4:00 pm with one-hour lunch

May 6, 2014 | Watertown, NY

OCFS Area-1,3,4  
CBK Area- 1,2  
Training Code: CSP

### Summary

Overall, cultural sensitivity is about being open to the perspectives of other co-workers, families and children. It is a key component in building positive relationships with children and families and therefore an integral piece of providing developmentally appropriate practice. Directors and their staff must first have an understanding of the process of realizing their own cultural identity in order to help every child understand and value his/her identity. This workshop will begin with self-reflection about your own cultural identity. Then we will focus on three aspects of cultural sensitivity: Promoting Peacemaking, Managing Diverse Human Resources, and Supporting Family Inclusion.

Through interactive exercises and small group discussions, directors will have the opportunity to enhance their leadership skills, plan professional development activities for staff and develop center policies and practices that will help create an overall atmosphere that promotes cultural sensitivity and respect for all individuals.

## Developmentally Appropriate Practice: Room Arrangement (1 Day Workshop)

Time: 9:00 am - 4:00 pm with one-hour lunch

June 24, 2014 | Oriskany, NY

OCFS Area- 1,3,4  
CBK Area- 1,4,5  
Training Code: DRA

### Summary

In an early childhood classroom, the space communicates different messages, and the arrangement affects the behavior of children, staff and parents. Walking into an early childhood classroom should be like walking into a comfortable, inviting space where stimulating, safe choices are found. The focus of this workshop will be on the physical arrangement of classroom learning areas. Easily implemented guidelines for placement, display, aesthetics, organization and storage will all be provided. These guidelines will apply to any early childhood classroom regardless of the age of the children. Following this discussion, we will address those special considerations for setting up classrooms for each age group (infants, toddlers, preschoolers and school-agers).

In the second half of the workshop, participants will use the information presented to assess one of their own classroom arrangements. Room arrangement checklists for each age group will be provided to assist participants in this process. Participants will have an opportunity to brainstorm options with one another for improving their current arrangements.

The workshop will conclude with a discussion on the Director's role in ensuring effective classroom arrangement. Challenges related to teaching staff about, and holding them accountable for, classroom arrangement will be addressed.

## Fiscal Management: The Budget (2 Day Workshop)

Time: 9:00 am - 4:00 pm with one-hour lunch

July 23-24, 2014 | Syracuse, NY

OCFS Area- 3,5  
CBK Area- 7  
Training Code: FMB

### Summary

While there are many components of fiscal management, this workshop will focus on the cornerstone - THE BUDGET. Without a budget based on sound and realistic financial expectations, it is impossible to provide quality child care services to your community. Many directors, having come up through the ranks of the teaching staff, have not had the opportunity to receive formal instruction on developing and managing a budget. This TWO-DAY workshop is designed to give or refresh directors in the steps necessary to give sound oversight to the fiscal aspects of the center program.

This workshop will focus on the aspects of developing a realistic budget. Throughout the process of creating this budget, we will continually discuss the fiscal impact of your center's choices and goals. Together, we will also identify ways to meet the common challenge of providing quality care. In order to meet this challenge, we will look at the fiscal impact of staffing patterns, a method for projecting realistic income, how to create a program budget, how to calculate the cost of care and how to set fees at appropriate levels. We will conclude with the tools of good budget management.

## **Strengthening Supervisory Skills for Child Care Center Directors (1 Day Workshop)**

Time: 9:00 am - 4:00 pm with one-hour lunch

**August 20, 2014 | Syracuse, NY**

OCFS Area- 3,5  
CBK Area- 6,7  
Training Code: SSS

### **Summary**

Reflecting on and strengthening one's supervisory skills is perhaps the most important responsibility of the day care center director.

Directors have the challenge of negotiating and meeting the needs of staff, parents, children and many times, board members as well as owners. Having well-developed supervisory skills will greatly enhance the director's ability to successfully meet this challenge.

The first portion of this workshop will focus on the skills and strategies necessary for effective team building and leadership. The importance of trust, conflict resolution, commitment, accountability and attention to quality will be discussed, as will methods to foster these things with, and among, the staff. We will also address tailoring your communication style, ensuring developmentally appropriate practice and effectual delegation. The afternoon portion of the training will focus on performance situations which will be examined in detail. The numerous considerations involved in assessing and intervening in performance problems will be described, and a systematic approach for addressing these considerations will be introduced. Participants will then have an opportunity to apply this approach to a specific performance dilemma by carefully analyzing the nature of the problem and the potential solutions.

## **The Director's Role in Ensuring Developmentally Appropriate Practice (1 Day Workshop)**

Time: 9:00 am - 4:00 pm with one-hour lunch

**September 23, 2014 | Watertown, NY**

OCFS Area- 1,3,5  
CBK Area-1,2,3  
Training Code: DAP

### **Summary**

Directors make decisions based on their knowledge of early childhood education and current child development theories and research. They guide curriculum development by building and leading an early childhood team. The term Developmentally Appropriate Practice (DAP) was originally coined by the National Association for the Education of Young Children (NAEYC). In order to ensure quality, this training explores five key areas of Developmentally Appropriate Practice: shared vision and center goal setting, child development, observation and assessment, lesson plan development and appropriate materials. The training will assist directors in meeting the developmental needs of each child by implementing purposeful and relationship based curriculum.

Participants will have the opportunity to explore tools and methods of guiding staff to ensure meaningful learning experiences based on the individual needs of the child as well as work within the context of realistic developmental stages. In addition, directors will be supported in the process of leading and guiding staff to incorporate their experiences and cultural backgrounds into a diverse developmentally appropriate curriculum.

# 2014 Early Care Management Trainings Registration Form

(Please check the trainings you plan to attend).

**Note: Fiscal Management: The Budget is a two-day training.**  
If you register for these trainings, you are required to attend both days.

Confirmation will be sent by email prior to the training session  
with the location and directions to the training site.

Workshop Title	Date	Location
<input type="checkbox"/> Cultural Sensitivity	May 6, 2014	Watertown, NY
<input type="checkbox"/> DAP: Room Arrangement	June 24, 2014	Oriskany, NY
<input type="checkbox"/> Fiscal Management	July 23-24, 2014	Syracuse, NY
<input type="checkbox"/> Strengthening Supervisory Skills	August 20, 2014	Syracuse, NY
<input type="checkbox"/> Ensuring DAP	September 23, 2014	Watertown, NY

## PLEASE PRINT CLEARLY!

Name: \_\_\_\_\_ SSN # (last 4 digits) \_\_\_\_\_

Position: \_\_\_\_\_ Time in position: \_\_\_\_\_

Agency: \_\_\_\_\_

Address: \_\_\_\_\_

City: \_\_\_\_\_ County: \_\_\_\_\_ State: \_\_\_\_\_ Zip: \_\_\_\_\_

Phone:(work) \_\_\_\_\_ (cell) \_\_\_\_\_

Email: \_\_\_\_\_

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