

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

STATEWIDE

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
- Information about our New Director's Institute (NDI)
- A schedule of all our 2014 training workshops throughout NYS

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

230 Washington Avenue Extension | Albany, NY 12203

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

www.earlycareandlearning.org

ahahn@earlycareandlearning.org

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!



Institute Summary

The New Director's Institute (NDI) is an exciting opportunity for directors who have been in their position 18 months or less. You have moved into a position with exciting challenges and opportunities. Developing your management and leadership style is an important element for providing quality care for children and creating a vital and stable workforce for your center.

What is NDI?

A seven day (five part) intensive training series where you will be introduced to and explore:

- Orientation, supervision and development of staff
- Dealing with regulations and developing an effective process for compliance requirements and standards
- Developing an understanding of fiscal and budgetary components
- Creating effective policies and procedures for staff and families
- Developmentally appropriate practice and its application for your child care center
- Building effective leadership and management as core components of your organizational and professional development

What are the required workshops?

- New Director's Overview (2 days)
- New Director's Fiscal: The Budget (2 days)
- Orientation: The Process to Staff Integration (1 day)
- Strengthening Supervisory Skills for Child Care Center Directors (1 day)
- The Director's Role in Ensuring Developmentally Appropriate Practice (1 day)

When do I attend the workshops?

- Directors who enroll in NDI must complete all of the training workshops listed above within a two year period.
- The preferred sequence of Institute workshops is: New Director's Overview first, New Director's Fiscal Management second, and finally the three one day workshops

What does the New Director's Institute cost?

- NDI, like all of our Management Trainings, is funded by OCFS and is free for directors.

New Director's Overview (2 Day Workshop)

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

OCFS Area- 1,3,7 CBK Area-1,2,4,6

Training Code: NDO



Summary

This two-day workshop is designed for directors who have been in their position for 18 months or less and ideally should be the first component directors sign up for in the New Director's Institute. The workshop focus is a lateral exploration of key topics in Leadership and Management with small group discussion, lecture and interactive elements. Topics covered include: Regulations, Leadership, DAP, Emergent Trends, Family Connections, Ethics, and many others. Learn and network with other new directors in this exciting introduction to the complex dynamic of Early Childhood Administration.

New Director's Fiscal: The Budget (2 Day Workshop)

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

OCFS Area- 3,5 CBK Area-7

Training Code: NDF



Summary

This **two-day** workshop is designed for Directors who have been in their position for 18 months or less and ideally should be the **second component** directors sign up for in the New Director's Institute. This workshop is designed to give directors grounding in the steps necessary to provide 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 high 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. Business managers and accountants are welcome to attend with the director.

Orientation: The Process to Staff Integration (1 Day Workshop)

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

OCFS Area- 4,5,7 CBK Area 5,7

Training Code: OPS



Summary

Hiring and recruiting staff is one of the biggest challenges that child care directors face in this day of early care and education. YOU ARE NOT ALONE in the challenge of finding qualified, dedicated and knowledgeable staff while maintaining a high quality center as well as maintaining staff/child ratios. Once we find staff, we want them to learn and succeed which will ensure that the children in the program are learning and are successful. Often, we find ourselves hiring staff and having them start immediately in the classroom (on-the-job training) with a scant orientation. With the "sink or swim" mentality the new teacher/staff will often sink.

At this training we will explore the value of creating a progressive orientation process as a way to fully integrate teachers/staff into your program. We will focus on the hiring and orientation process as a method for retaining staff. We will discuss ways to lead new teachers/staff to become a part of your team with a common mission and vision, how to put into practice an effective mentor program and ways to produce satisfied teachers/staff. Directors will have the opportunity to network and to begin to develop an ongoing orientation process that will suit the needs of your center. You will leave this workshop with a tool that you can revise to meet your center's needs.

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

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

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)

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

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.

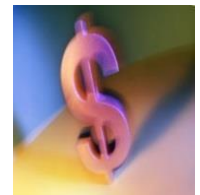
Participants will have the opportunity to explore tools and methods of guiding staff to ensure meaningful learning experiences based on the individual needs of the child as well as work within the context of realistic developmental stages. In addition, directors will be supported in the process of leading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

Fiscal Management: The Budget (2 Day Workshop)

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

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.

Enhancing Your Outdoor Play Environment (1 Day Workshop)

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

OCFS Area- 1,3,5 CBK Area- 1,4,5

Training Code: EOE



Summary

Since directors are ultimately responsible for creating and maintaining the proper environments for children, this training is designed to help them work with staff to enhance their outdoor play environments with new learning opportunities, as well as maintain safe and appropriate outdoor areas. In addition to many health benefits, outdoor play provides numerous opportunities for physical activities that, due to general space constraints, are nearly impossible to create indoors. Children also experience an array of opportunities for social interactions and sensory experiences that differ extremely from those that they are able to experience indoors. Playgrounds that are designed with children's development in mind, can offer many of these natural benefits for children. However, the playground can also be a hazardous place when it is not created, maintained or supervised in an appropriate and safe manner.

We will begin by reviewing the four recommended learning areas for an outdoor play area and the types of activities and materials that enhance development in each learning area. Next we will review the steps for designing and/or enhancing a child care center outdoor play environment. During this process, participants will be provided with guidelines and checklists to help them evaluate their own playgrounds. Included in these evaluations will be a discussion about maintenance and supervision of the outdoor play environments. The workshop will conclude with an opportunity for participants to work in small groups to develop solutions and plans for their specific challenges.

Developmentally Appropriate Practice: Room Arrangement (1 Day Workshop)

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

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

Developing Center Policy (Half-Day Workshop)

9:00 am - 12:00 pm

OCFS Area- 5 CBK Area- 7

Training Code: DCP



Summary

This **half-day** workshop is designed for the seasoned director as well as NDI participants who have attended Strengthening Supervisory Skills and Fiscal Management. “Developing Center Policy” builds on information presented in the aforementioned trainings to identify, develop and refine the use of center policy as a management tool. Understanding the complexities and challenges of policy, offers managers a chance to increase regulatory compliance and develop realistic best practice components for their centers. Prerequisite for success in training: Strengthening Supervisory Skills and/or Fiscal Management within the past three years.

Marketing Your Business (1 Day Workshop)

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

OCFS Area- 5,3 CBK Area- 2,7

Training Code: MCC



Summary

Directors work hard to maintain high quality care in their early care and learning programs, but how do they let others know about it? Effective marketing is essential for any business to survive and thrive. In this workshop we will discuss marketing and some practical approaches to reaching your marketing goals. Directors will have a chance to analyze their needs, identify their strengths and fully utilize their resources.

In addition, we will cover basics such as logos, taglines and talking points as well as delving into more nuanced marketing strategies, including getting buy-in from your staff and using your current clientele to your advantage. The challenge of how to best use social networking media is also a topic of this workshop. We will discuss options that exist and what directors can do to manage their program’s online image. The cost of marketing is a concern for all directors; we will explore many free and inexpensive options for getting your message out as well as cost saving strategies and fund development for traditional marketing tactics. You will leave this workshop with an outline for a marketing plan, an understanding of how to reach your market and some easy and effective steps to take right away.

Cultural Sensitivity: Promoting Peaceful Relationships (1 Day Workshop)

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

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.

Developing a Business Plan (Half-day Workshop)

9:00 am - 12:00 pm

OCFS Area- 5 CBK Area- 6, 7

Training Code: DBP



Summary

This half day workshop is designed to have participants receive an overview of the process for determining the needs for child care in their communities. The participants will gain an understanding of the types of care options, as well as the types of business structures to choose from when opening a business. They will also learn how to find their niche and practice marketing it. They will be able to define high quality care including key components of the Program for Infant/Toddler Care.

The participants will receive resources; both materials and community resources that will assist them in the development of a business plan. These resources include a business plan template, an excel template for budgetary purposes and an ECLC training calendar with additional trainings being offered. A CCR&R directory will be provided for additional training opportunities in local counties.

The Recruiting and Selection Process (Online Workshop)

A two week online workshop with a follow-up webinar on the final day

OCFS Area- 5 CBK Area- 7

Training Code: RSP



Summary

This is a self-paced online training workshop; participants will have two weeks to complete the workshop requirements. During this two week period you will explore job requirements and rewards analyses, posting and recruitment options, using the selection process to find the right person and the basics of employment law. There are four videos for you to view and assignments that go along with each video. You will also have the opportunity to discuss the videos and assignments with other participants. After the two-week period we will schedule a follow-up webinar. This webinar will be an opportunity for you to further discuss the Recruiting and Selection Process and have a dialogue with your cohorts about your own challenges and successes. Upon completion of the online training and follow-up webinar participants will receive a certificate for 3 hours of training. Hours can be applied toward the required 30 hours of training.

- **September 8-21, 2014 (follow-up webinar on September 22)**
- **December 1-14, 2014 (follow-up webinar on December 15)**

2014 Early Care Management Trainings Registration Form

(Please check the trainings you plan to attend).

Note: New Directors Overview and Fiscal are BOTH L two-day trainings.
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.

Region I – Buffalo Workshops	Date	Location
<input type="checkbox"/> Marketing	June 18 th	Buffalo
<input type="checkbox"/> Strengthening Supervisory Skills	July 23 rd	Buffalo
<input type="checkbox"/> Fiscal Management	Aug. 5-6 th	Buffalo
<input type="checkbox"/> Developing Center Policy	Sept. 24 th	Buffalo
<input type="checkbox"/> Cultural Sensitivity	Nov. 13 th	Niagara Falls
<input type="checkbox"/> Developing Business Plan	Nov. 14 th	Niagara Falls
Region II – Rochester Workshops	Date	Location
<input type="checkbox"/> New Director's Overview	May 21 st & 30 th	Rochester
<input type="checkbox"/> New Director's Fiscal	June 10 th & 17 th	Rochester
<input type="checkbox"/> Orientation	September 9 th	Rochester
<input type="checkbox"/> Strengthening Supervisory Skills	October 16 th	Rochester
<input type="checkbox"/> Ensuring DAP	November 3 rd	Rochester
Region III- Syracuse Workshops	Date	Location
<input type="checkbox"/> Cultural Sensitivity	May 6 th	Watertown
<input type="checkbox"/> DAP: Room Arrangement	June 24 th	Oriskany
<input type="checkbox"/> Fiscal Management	July 23-24 th	Syracuse
<input type="checkbox"/> Strengthening Supervisory Skills	Aug. 20 th	Syracuse
<input type="checkbox"/> Ensuring DAP	Sept. 23 rd	Watertown
Region IV – Albany Workshops	Date	Location
<input type="checkbox"/> New Director's Overview	April 30 th –May 1 st	Albany
<input type="checkbox"/> New Director's Fiscal	June 19 th -20 th	Ballston Spa
<input type="checkbox"/> Orientation	July 17 th	Ballston Spa
<input type="checkbox"/> Strengthening Supervisory Skills	August 22 nd	Ballston Spa
<input type="checkbox"/> Ensuring DAP	October 22 nd	Ballston Spa

Region V - New York City Workshops	Date	Location
<input type="checkbox"/> Ensuring DAP	July 16 th	NYC
<input type="checkbox"/> Marketing	July 17 th	NYC
<input type="checkbox"/> Fiscal Management	Oct. 21-22 nd	NYC
<input type="checkbox"/> DAP: Room Arrangement	Nov. 18 th	NYC
<input type="checkbox"/> Outdoor	Nov. 19 th	NYC
Region VI - Spring Valley Workshops	Date	Location
<input type="checkbox"/> New Director's Overview	April 23-24 th	Spring Valley
<input type="checkbox"/> Ensuring DAP	May 13 th	Poughkeepsie
<input type="checkbox"/> New Director's Fiscal	June 11 th -12 th	Spring Valley
<input type="checkbox"/> Orientation	July 31 st	Rockland County
<input type="checkbox"/> Strengthening Supervisory Skills	October 28 th	Scarsdale
Region VII- Long Island Workshops	Date	Location
<input type="checkbox"/> Strengthening Supervisory Skills	May 30 th	Franklin Square
<input type="checkbox"/> Fiscal Management	June 24-25 th	Hauppauge
<input type="checkbox"/> Ensuring DAP	July 15 th	Commack
<input type="checkbox"/> DAP: Room Arrangement	Aug. 19 th	Commack
<input type="checkbox"/> Outdoor Environment	Sept. 10 th	Franklin Square
ONLINE WORKSHOPS	Date	
<input type="checkbox"/> The Recruiting and Selection Process	September 8 th through September 21 st	follow-up webinar on September 2 nd
	December 1 st through December 14 th	follow-up webinar on December 15 th

PLEASE PRINT CLEARLY!

Name: _____ SSN # (last 4 digits) _____

Position: _____ Time in Position: _____

Agency: _____

Address: _____

City: _____ County: _____ State: _____ Zip: _____

Phone: (work) () _____ (home) () _____

Email: _____



MISSION STATEMENT

The mission of the Early Care and Learning Council a statewide, not-for-profit membership organization is to promote excellence in early care and education with equal access for all families. We do this primarily through the support of and in partnership with a strong network of community-based organizations that provide Child Care Resource and Referral services.

VISION STATEMENT

All New Yorkers will have affordable child care choices that optimize the education and healthy development of children and promote strong families and communities.



The Early Care & Learning Council wishes to express its appreciation to the Child Care Resource and Referral agencies throughout the state that have faithfully supported this project. CCR&Rs have been invaluable in advertising training sessions and in locating and providing training space and on-site refreshments. We are very grateful for their contributions!



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