

**HEAD START/EARLY HEAD START  
TRAINING POLICIES**

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**REGION 16 EDUCATION SERVICE CENTER**  
**Head Start/Early Head Start**

|                                 |                                    |                      |                        |
|---------------------------------|------------------------------------|----------------------|------------------------|
| <b>Subject:</b>                 | <b>Board Orientation</b>           | <b>Section:</b>      | <b>Training</b>        |
| <b>Program:</b>                 | <b>Head Start/Early Head Start</b> | <b>Date Revised:</b> | <b>January 5, 2016</b> |
| <b>Policy Council Approval:</b> | <b>January 20, 2016</b>            |                      |                        |

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**Regulation Reference:** 45 CFR Part(s): 1304.52(k)(4) 1305.4(m)

**Policy:**

Members of the Region 16 Education Service Center Board will receive annual orientation and training on the Head Start and Early Head Start programs.

**Procedure:**

1. The Director of Direct Services will conduct the board orientation.
2. Training will include, but will not be limited to, the following:
  - a. Mission and goals of the Head Start/Early Head Start programs
  - b. Description of the service area
  - c. Program configuration
  - d. Staff information
  - e. Community information including resources, demographics, strengths and difficulties
  - f. Strengths and challenges of families
  - g. Roles and responsibilities in governing the program
  - h. Head Start Performance Standards
  - i. Procedures for shared decision making between the Policy Council and the ESC Board
  - j. Newly elected ESC board members must complete eligibility training within 180 days of the beginning of their term. The training will include:
    - how to collect complete and accurate eligibility information from families and third party sources;
    - strategies for treating families with dignity and respect and for dealing with possible issues of domestic violence, stigma, and privacy; and
    - an explanation of the actions taken against staff, families, or participants who intentionally attempt to provide or provide false information. Staff, families, or participants who intentionally attempt to provide or provide false information will face appropriate administrative action which may include termination from the program.

**REGION 16 EDUCATION SERVICE CENTER**  
**Head Start/Early Head Start**

**Subject:** Child Abuse Prevention Training  
**Program:** Head Start/Early Head Start

**Section:** Training  
**Date Revised:** January 5, 2016

**Policy Council Approval:** January 20, 2016

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**Regulation Reference:** 45 CFR Part(s): 1304.22(a)(5); 1304.52(k)(3)(i) & (ii)

**Policy:**

All Head Start staff will be trained on Child Abuse Prevention annually.

**Procedure:**

1. The behavior specialists will plan Child Abuse and Neglect Prevention training annually for Head Start staff.
2. Information will be provided on the following topics:
  - a. Identification of child abuse and neglect
  - b. Reporting procedures for suspected cases of child abuse and neglect
  - c. Current state laws regarding child abuse and neglect
  - d. Using a helpful rather than a punitive attitude toward abusing or neglecting parents and other caregivers
3. Certificates are generated and the training on the participants' staff development record is entered. Attendance at the training will then be reflected on each employee's Record of Training.
4. Sign-in sheets and final roster will be filed in administrative assistant area.
5. Copy of training certificates will be filed in the administrative assistant's office.

**REGION 16 EDUCATION SERVICE CENTER**  
**Head Start/Early Head Start**

|                                 |  |                      |                        |
|---------------------------------|--|----------------------|------------------------|
| <b>Subject:</b>                 | <b>Child Development Associate (CDA)<br/>Renewal</b> | <b>Section:</b>      | <b>Training</b>        |
| <b>Program:</b>                 | <b>Head Start/Early Head Start</b>                   | <b>Date Revised:</b> | <b>January 5, 2016</b> |
| <b>Policy Council Approval:</b> | <b>January 20, 2016</b>                              |                      |                        |

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**Regulation Reference:** 45 CFR Part(s): 1306.21 Head Start Act: Section 648A

**Policy:**

All Head Start/Early Head Start staff with a Child Development Associate (CDA) credential will renew the certification prior to the expiration date.

**Procedure:**

1. The CDA administrative assistant will maintain records indicating expiration dates of staff CDA credentials.
2. The CDA administrative assistant will notify the candidate (Region 16 employee, Regional HS instructional aide, or Early Head Start teacher working for an Early Head Start collaborating child care center) of the expiration date of the CDA credential and advise them on renewal requirements.
3. The CDA administrative assistant completes the "Letter of Recommendation" form. The "Letter of Recommendation" form is located on the HS Share/Training/CDA/CDA Renewal letter-MASTER.
4. The CDA administrative assistant fills out the "Renewal Application" form. The CDA Advisor signs the Early Childhood Education Review Information.
5. After checking with the child care director/principal, the CDA administrative assistant types a letter verifying the candidate has at least 80 hours of current work experience with young children.
6. The CDA administrative assistant obtains documentation that the candidate has a minimum of 4.5 CEU's or one 3-hour college class in Early Childhood Education and has a current first aid certificate. Copies of this information are obtained from the candidate's training file located in the Head Start master files.
7. The CDA administrative assistant completes a requisition form for the \$50.00 renewal fee.
8. The CDA administrative assistant submits the renewal application, required documentation, and the renewal fee to the Council for Professional Recognition.
9. Upon receipt of the renewal certificate, the candidate submits a copy of the certificate to the CDA administrative assistant. The submitted copy is filed in the candidate's training file.

**REGION 16 EDUCATION SERVICE CENTER**  
**Head Start/Early Head Start**

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|---------------------------------|--|----------------------|------------------------|
| <b>Subject:</b>                 | <b>Child Development Associate (CDA)<br/>Training and Credential</b> | <b>Section:</b>      | <b>Training</b>        |
| <b>Program:</b>                 | <b>Head Start/Early Head Start</b>                                   | <b>Date Revised:</b> | <b>January 5, 2016</b> |
| <b>Policy Council Approval:</b> | <b>January 20, 2016</b>  |                      |                        |

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**Regulation Reference:** 45 CFR Part(s): 1306.21 Head Start Act: Section 648A

**Policy:**

**Head Start:** All instructional/classroom assistants will obtain the Child Development Associate (CDA) credential within two years from the date of employment. Any variance from this policy must be documented and approved by the Head Start administrative team.

**Early Head Start:** All Early Head Start teachers hired by Region 16 ESC and all Early Head Start teachers working in an Early Head Start classroom in a childcare that collaborates with Region 16 Early Head Start through contracted services will obtain the CDA Infant/Toddler credential within one year from the date of employment. If an employee has an associate's degree or bachelor's degree in early childhood, they are not required to obtain a CDA.

**Procedure:**

1. Region 16 Head Start/Early Head Start assists staff in acquiring the CDA credential.
2. All Head Start instructional/classroom assistants and Early Head Start teachers will enroll in seven hours of college course work. Courses to be taken are Child Growth and Development and Practicum.
3. College classes will be offered. Courses will be scheduled in fall, spring, and summer semesters and online as deemed appropriate.
4. The CDA administrative assistant will provide advisement and assistance. However, it is the responsibility of the CDA candidate to complete all necessary course work and documentation as required for the credential.
5. Upon completion of the required course work and documentation, the CDA candidate will apply for the CDA credential. The Head Start/Early Head Start program will pay the assessment fee.
6. CDA candidates will meet with a CDA representative, and will be assessed in five areas: early childhood studies review test, parent questionnaires, resource file, statements of competence, classroom observation, and an oral interview.
7. Upon review by The Council for Early Childhood Professional Recognition, a Child Development Associate Credential will be either awarded or denied.

## Child Development Associate (CDA) Training and Credential

### Page 2

8. If the CDA credential is awarded, the employee will inform the CDA administrative assistant and submit a copy of the credential.
9. The CDA administrative assistant will submit a copy of the credential to the appropriate administrator and file a copy in the training file.
10. For Region 16 staff the Head Start Director of Direct Services will:
  - a. Complete a "Change of Employee Status" form and submits to the CFO who will approve and send to the Director of Human Resource Services.
  - b. Send a letter and a copy of the certification to the appropriate Principal or CSS.
  - c. Notify the designated administrative assistant to update the staff information database.
11. The CDA administrative assistant will file a copy of the staff member's certificate in their training file.
12. For regional staff the CDA administrative assistant will:
  - a. Send a letter with the Head Start Director of Direct Services signature to the district's business office with a copy to the campus principal informing him/her of the completion of the CDA credential and the availability of Head Start funds to support an increase in pay.
  - b. File a copy in the regional staff member's training file.
  - c. Notify the designated administrative assistant to update the staff information database.
13. If the CDA credential is denied, the employee will work with the CDA administrative assistant to prepare for reassessment as soon as possible.

**REGION 16 EDUCATION SERVICE CENTER**  
**Head Start/Early Head Start**

|                                 |   |                       |                          |
|---------------------------------|---|-----------------------|--------------------------|
| <b>Subject:</b>                 | <b>Consultant and Volunteer Orientation</b> | <b>Section:</b>       | <b>Training</b>          |
| <b>Program:</b>                 | <b>Head Start/Early Head Start</b>          | <b>Date Revised:</b>  | <b>February 13, 2013</b> |
|                                 |   | <b>Date Reviewed:</b> | <b>January 5, 2016</b>   |
| <b>Policy Council Approval:</b> | <b>February 24, 2016</b>                    |                       |                          |

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**Regulation Reference:** 45 CFR Part(s): 1304.52(k)(1); 1306.23

**Policy:**

All new consultants, providers, and volunteers will participate in an orientation prior to working with the Head Start/Early Head Start program.

**Procedure:**

1. The Head Start/Early Head Start content area staff that serves as the liaison between the consultant or provider and the Head Start/Early Head Start program will be responsible for conducting orientation.
2. The center manager, the teacher, or a designee will conduct orientation for classroom volunteers.
3. Orientation will include but not be limited to the following:
  - a. Overview of the Head Start/Early Head Start program
  - b. Appropriate policies and procedures of the Head Start/Early Head Start program
  - c. Screened for Tuberculosis in accordance with state, Tribulorlocul laws.
  - d. Other topics as required for the volunteer/consultant assignment.

**REGION 16 EDUCATION SERVICE CENTER**  
**Head Start/Early Head Start**

|                                 |  |                      |                         |
|---------------------------------|--|----------------------|-------------------------|
| <b>Subject:</b>                 | <b>CPR and Basic First Aid Certification</b> | <b>Section:</b>      | <b>Training</b>         |
| <b>Program:</b>                 | <b>Head Start/Early Head Start</b>           | <b>Date Revised:</b> | <b>January 13, 2016</b> |
| <b>Policy Council Approval:</b> | <b>January 20, 2016</b>                      |                      |                         |

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**Regulation Reference:** 45 CFR Part(s): 1304.22 (a)

**Policy:**

All classroom staff are encouraged and assisted to maintain current CPR and Basic First Aid credentials.

**Procedure:**

1. Pediatric CPR and Basic First Aid certification is required for the following staff:
  - a. At least one staff member in each classroom
  - b. All family services assistants
  - c. Staff acquiring the CDA credential
  - d. Staff seeking CDA renewal
2. The Head Start training assistant maintains a database of information that specifies when every staff member's CPR/Basic First Aid certificate expires.
3. The health specialists will arrange CPR/Basic First Aid training as needed in order to ensure that certification remains current for those employees for which it is required.
4. The Head Start training assistant will notify employees when it is time for them to recertify in CPR/Basic First Aid.
5. Amarillo staff will attend the CPR/Basic First Aid classes set up and paid for by Head Start. Regional staff has the option of attending CPR/Basic First Aid locally. If a regional staff member chooses the local option, Head Start will reimburse the staff member for the registration fee upon completion of the course, but will not compensate for time spent attending the course. A receipt must be submitted to Head Start prior to reimbursement of the registration fee.
6. The CPR/Basic First Aid instructor will submit copies of the certification cards to the training assistant after making copies. The original will be distributed to the employee and a copy will be placed in the employee's training file. The appropriate data will be entered into the training database.
7. Classroom staff will post the original certification cards in the classroom.
8. Employees will complete recertification before the current certification expires.



**REGION 16 EDUCATION SERVICE CENTER**  
**Head Start/Early Head Start**

|                                 |                                    |                      |                        |
|---------------------------------|------------------------------------|----------------------|------------------------|
| <b>Subject:</b>                 | <b>Defensive Driving</b>           | <b>Section:</b>      | <b>Training</b>        |
| <b>Program:</b>                 | <b>Head Start/Early Head Start</b> | <b>Date Revised:</b> | <b>January 5, 2016</b> |
| <b>Policy Council Approval:</b> | <b>January 20, 2016</b>            |                      |                        |

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**Regulation Reference:** 45 CFR Part(s): 1304.52(i)(2) and 1306.23

**Policy:**

Defensive Driving certification is required for regional staff members who transport children and/or families in the Head Start/Early Head Start program to incidental dental/medical/or behavioral appointments.

**Procedure:**

1. The Head Start administrative assistant will arrange Defensive Driving training as needed in order to ensure that certification remains current for those employees for which it is required.
2. The administrative assistant will notify employees when it is time for them to recertify in Defensive Driving.
3. The employee will submit the original certification card to the administrative assistant.
4. Head Start classroom staff will post the original certification card in the classroom or office.
5. Employees will complete recertification before the current certification expires.

**REGION 16 EDUCATION SERVICE CENTER  
Head Start/Early Head Start**

**Subject: New Employee Orientation**  
**Program: Head Start/Early Head Start**  
**Policy Council Approval: May 6, 2015**

**Section: Training**  
**Date Revised: April 16, 2015**

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**Regulation Reference:** 45 CFR Part(s): 1304.52(k)(1); 1306.23

**Policy:**

All staff working with Head Start/Early Head Start will participate in Head Start orientation.

**Procedure:**

**Head Start and Early Head Start Employees of Region 16 Education Service Center and regional and contracted staff working with the Region 16 Education Service Center Head Start Program**

1. New employee orientation will be conducted by the Head Start staff members.
2. Training will include, but will not be limited to, the following:
  - a. Head Start Performance Standards.
  - b. Mission, goals, and overview of the Head Start/Early Head Start program.
  - c. Detecting and reporting child abuse and neglect.
  - d. Required program documentation including but not limited to travel reports, in-kind reporting forms, monitoring reports, time sheets, and monthly reports.
  - e. Blood Borne Pathogens/Universal Precautions
  - f. Civil rights and safe food handling
3. Individual participation in the training will be documented (see Training Documentation).

**REGION 16 EDUCATION SERVICE CENTER**  
**Head Start/Early Head Start**

**Subject: Parent Leadership Training**  
**Program: Head Start/Early Head Start**  
**Policy Council Approval: January 20, 2016**

**Section: Training**  
**Date Revised: January 5, 2016**

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**Regulation Reference:** 45 CFR Part(s): 1304.52(k)(4)

**Policy:**

Head Start/Early Head Start campus parent group officers will receive Parent Leadership training.

**Procedure:**

1. Parent Leadership training will be provided for parent leaders and/or officers for parent committees.
2. Parent Leadership training will include, but will not be limited to the following:
  - a. Team Building and Ice Breaker activities
  - b. Roles and responsibilities of each office
  - c. Parent Newsletters; Bulletin Board
  - d. How to Conduct a Meeting Training
  - e. Provide Policy Council meeting minutes/information to parent committees
  - f. Collect in-kind from parents contributing to program
3. Training is conducted by family services specialists and the family services staff.
4. Documentation of Parent Leadership Training is maintained by the family services staff.

**REGION 16 EDUCATION SERVICE CENTER**  
**Head Start/Early Head Start**

**Subject:** Policy Council Training  
**Program:** Head Start/Early Head Start  
**Policy Council Approval:** January 20, 2016

**Section:** Training  
**Date Revised:** January 5, 2016

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**Regulation Reference:** 45 CFR Part(s): 1304.40(h)(3)(i)-(ii), 1304.50(d)(2);  
1304.52(k)(4); 1305.4 (m)(n)

**Family Engagement Outcomes:** Families as Advocates and Leaders  
**Relationships-Based Competencies:** Parent-Child Relationships and Families as Lifelong Educators, Family Connections to Peers and Community

**Policy:**

To ensure that newly elected Head Start/Early Head Start Policy Council Representatives are prepared to serve in their responsibilities, they will receive orientation and training on the Head Start/ Early Head Start programs prior to the first business meeting. Representatives will complete eligibility training within 180 days of the beginning of their term and ongoing training will be provided at each Policy Council meeting during the year.

**Procedure:**

1. Orientation and training prior to the first Policy Council business meeting will include, but not limited to the following:
  - Mission and Overview of Head Start/Early Head Start programs;
  - Team building activities;
  - How to resolve concerns;
  - How to read and interpret policies and operational plans; and
  - Leadership roles and responsibilities; and
  - How to make a motion
  
2. Eligibility training will include:
  - how to collect complete and accurate information from families and third party sources;
  - strategies for treating families with dignity and respect and for dealing with possible issues of domestic violence, stigma, and privacy;
  - an explanation of the actions taken against staff, families, or participants who intentionally attempt to provide false information; and
  - Staff, families, or participants who intentionally attempt to provide false information will face appropriate administrative action which may include termination of the program.
  
3. Other trainings will be provided to Policy Council representatives as requested.
  
4. All Policy Council documentation will be maintained by the family services staff.

**REGION 16 EDUCATION SERVICE CENTER**  
**Head Start/Early Head Start**

|                                 |                                       |                      |                         |
|---------------------------------|---------------------------------------|----------------------|-------------------------|
| <b>Subject:</b>                 | <b>Professional Development Plans</b> | <b>Section:</b>      | <b>Training</b>         |
| <b>Program:</b>                 | <b>Head Start/Early Head Start</b>    | <b>Date Revised:</b> | <b>January 13, 2016</b> |
| <b>Policy Council Approval:</b> | <b>January 20, 2016</b>               |                      |                         |

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**Regulation Reference:** Improving Head Start for School Readiness Act of 2007, Section 648A(f)

**Policy:**

Region 16 Head Start/Early Head Start supervisors shall create, in consultation with each full-time employee, a professional development plan and shall ensure that such plans are regularly evaluated for their impact on teacher and staff effectiveness.

**Procedure:**

1. Each year, at their annual performance evaluation, staff members will discuss a professional development plan with their direct supervisor to develop growth targets. For educational staff these growth targets will be aligned with data derived from CLASS, ITERS-R/HOVRS observations, Assessment Technology Incorporated (ATI) Galileo On-line Curriculum and Assessment System, Teaching Strategies Creative Curriculum, GOLD and classroom walk-throughs. For other staff, these growth targets will be aligned with job performance responsibilities as outlined on job descriptions.
2. Each staff member is responsible for attending training or professional development opportunities aligned with growth targets.
3. Each staff member will provide documentation of trainings attended to fulfill expectations listed on individual growth targets.
4. For educational staff, supervisors will evaluate the effectiveness of growth targets through CLASS observations, ITERS-R/HOVRS, ATI Galileo On-line Curriculum and Assessment System, Teaching Strategies Creative Curriculum, GOLD and classroom walk-throughs. For other staff, supervisors will evaluate the effectiveness of growth targets through observations, discussions, and documentation.

**REGION 16 EDUCATION SERVICE CENTER**  
**Head Start/Early Head Start**

|                                 |                                    |                      |                        |
|---------------------------------|------------------------------------|----------------------|------------------------|
| <b>Subject:</b>                 | <b>Record of Training</b>          | <b>Section:</b>      | <b>Training</b>        |
| <b>Program:</b>                 | <b>Head Start/Early Head Start</b> | <b>Date Revised:</b> | <b>January 5, 2016</b> |
| <b>Policy Council Approval:</b> | <b>January 20, 2016</b>            |                      |                        |

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**Regulation Reference:** 45 CFR Part(s): 1304.52(k)(2)

**Policy:**

A current Staff Development Record will be maintained by each Head Start employee through ESC Works.

**Procedure:**

1. Each employee has an account in the Region 16 ESC works system which documents all trainings attended. Each Region 16 ESC employee prints their own training record annually to be filed with their Performance Evaluation.
2. All training sessions attended by employee that are registered through ESC works are automatically saved in the employee professional development training record.
3. Trainings attended by employee that are not registered by ESC works can be entered by the employee and maintained in their professional development record.

**REGION 16 EDUCATION SERVICE CENTER**  
**Head Start/Early Head Start**

|                                 |                                    |                      |                       |
|---------------------------------|------------------------------------|----------------------|-----------------------|
| <b>Subject:</b>                 | <b>Scheduling Training</b>         | <b>Section:</b>      | <b>Training</b>       |
| <b>Program:</b>                 | <b>Head Start/Early Head Start</b> | <b>Date Revised:</b> | <b>April 16, 2015</b> |
| <b>Policy Council Approval:</b> | <b>May 6, 2015</b>                 |                      |                       |

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**Regulation Reference:** 45 CFR Part(s): 1304.52(k)(2)

**Policy:**

All training will be scheduled through the office of the Head Start administrative assistant.

**Procedure:**

1. Administrators and specialists needing to schedule Head Start/Early Head Start training will complete a training request form and submit it to the administrative assistant to schedule the training.
2. The administrative assistant will enter the training information into ESCWorks and place it in a folder created for each training.
3. The training will be approved by the designated administrative team member on ESCWorks.
4. Training supplies, such as markers, name tags, etc. will be provided by the administrative assistant upon request. The specialist in charge of the meeting will arrange any special items, such as decorations, food, etc.; the administrative assistant will be in charge of sign-in sheets, requesting evaluations, and certificates.
5. Upon completion of the training, the specialist or administrator in charge will immediately return the sign-in sheet, registration and evaluation forms to the administrative assistant.
6. The administrative assistant will multi-enroll stand-by participants in ESCWorks, and email or fax the sign-in sheets to the registration administrative assistant. The Workshop Roster, Staff Development Evaluation and certificates of attendance will be generated from ESCWorks.
7. Original sign-in sheets and agenda will be placed in the training notebook and kept in the office of the administrative assistant. The CEU certificates of attendance will be copied. The originals will be distributed to the appropriate staff. The copy will be placed in the staff files in the administrative assistant's office.

**REGION 16 EDUCATION SERVICE CENTER**  
**Head Start/Early Head Start**

**Subject: Training**  
**Program: Head Start/Early Head Start**  
**Policy Council Approval: May 6, 2015**

**Section: Training**  
**Date Revised: April 16, 2015**

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**Regulation Reference:** 45 CFR Part(s): 1306.23

**Policy:**

**Head Start and Early Head Start** staff will attend applicable training each program year. All staff will have access to on-going training during the program year to ensure they are capable of performing job responsibilities and meet or exceed the qualifications for their job description.

**Procedure:**

**Head Start and Early Head Start**

1. The Head Start administrative team and specialists will select topics for training. Selection of topics will be based on:
  - a. Head Start Performance Standards
  - b. Monitoring and technical assistance visits by Head Start, licensing agencies, Texas Department of Human Services, and other organizations
  - c. Day Care Minimum Standards
  - d. Areas for growth on the employee's performance evaluation
  - e. Individualized training plans
  - f. Program self-assessment
  - g. On-going Child Outcomes Assessment Data
  - h. CLASS/ITER's observation data
2. The administrative team and specialists will establish the training schedule and format.
3. A Head Start Coordinator will be responsible for consultants, the specialists will be responsible for agendas and handouts, and the training assistant/secretary will be responsible for registrations and requesting evaluations for training.
4. Training records will be kept according to the procedure outlined in the Training Documentation policy.



**REGION 16 EDUCATION SERVICE CENTER**  
**Head Start/Early Head Start**

|                                 |                                    |                      |                       |
|---------------------------------|------------------------------------|----------------------|-----------------------|
| <b>Subject:</b>                 | <b>Training Documentation</b>      | <b>Section:</b>      | <b>Training</b>       |
| <b>Program:</b>                 | <b>Head Start/Early Head Start</b> | <b>Date Revised:</b> | <b>April 16, 2015</b> |
| <b>Policy Council Approval:</b> | <b>May 6, 2015</b>                 |                      |                       |

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**Regulation Reference:** 45 CFR Part(s): 1306.23

**Policy:**

Appropriate documentation will be maintained for all training sessions.

**Procedure:**

1. A sign-in sheet, CEU's, if applicable and registration forms, will be prepared by the administrative assistant for all trainings. These forms will be placed in a folder and given to the specialist responsible for the training session on the day prior to the training if the session is out-of-town. For in-town trainings, the administrative assistant will set up the registration table the day before.
2. Each participant at the training will sign-in and complete a registration, if they have not pre-registered.
3. At the end of the training, the administrative assistant will gather all forms along with an agenda used in the training and file them.
4. After multi-enrolling stand-by participants in ESCWorks, the information will be automatically entered into ESCWorks. Subsequent reports will indicate training participation for each staff member.
5. Evaluation and certificate for the trainings are emailed to each workshop participant. After the participant fills out the workshop evaluation, the participant will receive their certificate.
6. The administrative assistant will make copies of all CEU certificates and place them in the participants' training file.
7. The attendance documentation will be kept on file in the store room or administrative assistants' office for seven years.

**REGION 16 EDUCATION SERVICE CENTER**  
**Head Start/Early Head Start**

**Subject:** Training Plan  
**Program:** Head Start/Early Head Start

**Section:** Training  
**Date Revised:** April 24, 2013  
**Date Reviewed:** January 6, 2016

**Policy Council Approval:** February 24, 2016

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**Regulation Reference:** 45 CFR Part(s): 1306.23

**Policy:**

A training plan will be completed in order to ensure quality services to Head Start/Early Head Start families.

**Procedure:**

1. Each spring, Head Start/Early Head Start Specialists will review the trainings offered.
2. Input for the training needs will come from the following:
  - Growth targets from staff members' annual evaluations
  - Program Self-Assessment Results which includes:
    - Assessment for Continuous Excellence (ACE)
    - Child outcome results
    - Progress towards goals and objectives
  - Formal and informal surveys of training needs
3. The Region VI Training & Technical Assistance Specialist will review the plan and assist with follow-up trainings as requested.
4. Head Start and Early Head Start staff or outside consultants will provide training as determined by the training plan.

**REGION 16 EDUCATION SERVICE CENTER**  
**Head Start/Early Head Start**

**Subject: Transition Training**

**Section: Training**

**Program: Early Head Start**

**Date Revised: January 6, 2016**

**Policy Council Approval: January 20, 2016**

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**Regulation Reference:** 45 CFR Part(s): 1304.52(k)(3)(ii)

**Policy:**

Early Head Start staff involved with families will be trained in the transition process. Joint transition-related trainings for Early Head Start, Head Start and other child development staff will be provided.

**Procedure:**

1. The Early Head Start staff will offer information and processes to ensure smooth placement of families.
2. The Early Head Start staff will initiate conversations, joint meetings and cross content area training to ensure staff is equipped to assist families through the transition process.
3. The family services staff will be responsible for initiating conversations with families concerning transition 6 months prior to the child's 3<sup>rd</sup> birthday.
4. See Timeline - EHS for transition documentation forms.
  - a. Transition summary initiated 6 months prior to the child's 3<sup>rd</sup> birthday (EHS.44)
  - b. Transition summary to be completed before final withdrawal of family from Early Head Start program and before transition date.

**REGION 16 EDUCATION SERVICE CENTER**  
**Head Start/Early Head Start**

**Subject:** Transition Training  
**Program:** Head Start

**Section:** Training  
**Date Revised:** April 24, 2013  
**Date Reviewed:** January 6, 2016

**Policy Council Approval:** February 24, 2016

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**Regulation Reference:** 45 CFR Part(s): 1304.22(a)(5); 1304.52(k)(3)(ii)

**Policy:**

Designated staff from each Head Start site will attend in-service on transition into and out of Head Start annually.

**Procedure:**

1. The early childhood principals and coordinated services specialists in conjunction with the administrative team and other specialists will establish the transition in-service schedule and format.
2. The early childhood principals and coordinated services specialists will be responsible for consultants, agendas, handouts, registrations and evaluations for in-service on transition.
3. In the spring, staff will receive transition packets to distribute to Head Start parents at the final home visit. The packets will include the following:
  - a. "Journey to the Future" – A Parent's Guide to Transition
  - b. Parent's list of items needed for entrance into the next appropriate program
  - c. A calendar of summer activities
  - d. Receipt of Transition folder
  - e. Information to prepare parents to exercise their rights and responsibilities concerning the education of their children in the school setting.



## INSTRUCTIONS FOR TRANSITION FOLDER



### 1. **Child Health Summary/Transition**

- ◆ Go over the form in detail with the parent.
- ◆ Leave the form with the parent.

### 2. **Receipt of Transition Folder**

- ◆ Go over the form in detail with the parent.
- ◆ Parent signs the form.
- ◆ You sign and date the form.
- ◆ The yellow copy stays in the child's Region 16 ESC folder.
- ◆ The white copy remains in the child's transition folder.



### 3. **A Summer Transition Activity-based Packet**

- ◆ Hand this booklet to the parent **last**.
- ◆ Explain that this booklet was written for parents with suggestions for activities to work with their children.
- ◆ The questionnaire on the back can be filled out and used if the parent wishes.

*Revised 04/24/13*