

Big Sandy Area C.A.P., Inc. - HEAD START
Program Policies and Procedures

SUBJECT:

Training and Development

POLICY:

To provide orientation and structured training for all staff, consultants and volunteers.

- *This policy relates to [Head Start Performance Standards Part 1304.52](#)*

PROCEDURE:

1. The grantee and delegate Head Start programs will provide orientation to all new staff, consultants, and volunteers that include the goals, objectives and philosophy of the program, and the ways in which they are implemented. Methods for providing orientation will include: annual Pre-Service Training, new employee orientation by supervisors, Employee Handbooks, center/class room orientation programs for parents, staff and volunteers, and through regional, state and local in-service training.
2. The Grantee Office staff will provide an additional two-day training to all new classroom teachers and teacher assistants at the beginning of each program year covering, among other topics: the mission of Head Start, early childhood philosophy and best practices, appropriate classroom procedures, available resources, timelines, etc.
3. The program develops a structured approach to staff training and development. This will be done through several mechanisms: Staff training workshops and seminars; the grantee Career Development Program wherein staff will receive assistance with tuition costs for accredited college coursework; through contracts and professional services agreements with local and out-of-area consultants; and through the annual training and meeting calendar.
4. The grantee and delegate program will provide on-going opportunities for staff to acquire job knowledge and skills. The approach to staff development will; build on prior staff development activities; be linked to the employee's performance appraisals; support individual needs to staff; and makes use of locally available resources. Methods will include program pre-service and in-service training, collaborative training/workshops with local LEA and other agencies, state and cluster training, individual consultation/technical assistance and printed materials.

The program will ensure that staff development opportunities include:

- i. Methods for identifying and reporting child abuse and neglect.
 - . Provide staff with copy of relevant laws;
 - . Workshops on how to identify and report child abuse and neglect;
 - . The assignment of one individual to support staff in their efforts to prevent, identify, and report child abuse and neglect.
 - ii. Methods for supporting successful transitions of children and families.
 - . Preparing children and families for transition;
 - . Assisting parents in advocating for their children in school systems and exercising their rights;
 - . Supporting parents in identifying and selecting child care;
 - . Maintaining on-going communication and cooperation between Head Start and the elementary schools or other child care settings.
5. The grantee and delegate programs will provide orientation and training to the Head Start governing body members on an on-going basis through the provision of written reports, presentations and training sessions.
 6. The programs will also provide orientation and ongoing training to Head Start Policy Council and Policy Committee members to enable them to carry out their Program governance responsibilities effectively.
 7. The grantee office will schedule and conduct an annual training on ERSEA policies and procedures. This will be a comprehensive training that covers each area of the Eligibility, Recruitment, Selection, Enrollment, and Attendance of children. The training may be conducted in a face-to-face group setting, through written information provided to staff, or an online meeting.
 8. ERSEA training for new members of the BSACAP Governing Board as well as the Policy Council will consist of relevant information that will help members make informed decisions in their role including information from the OHS document: The Final Rule on Eligibility.
 9. The time frame for providing ERSEA training to individuals is as follows:
 - Staff members with duties that relate to ERSEA functions: Within 90 days of hire.
 - Governing Board members: Within 180 days of becoming a member
 - Policy Council Member: Within 180 days of becoming a member.