

Community-based Training

The Head Start Act 2007 (as amended 12/12/07)

§ 648A (a) (5)

Each Head Start teacher shall attend no less than 15 clock hours of professional development per year. Such professional development shall be high quality, sustained, intensive and classroom-focused in order to have a positive and lasting impact on classroom instruction and the teacher's performance in the classroom, and regularly evaluated by the program for effectiveness.

Policy

To improve staff qualifications and enhance professional development, Community Action Early Head Start (EHS) and Head Start (HS) will ensure all staff meet required professional development based on job position federal and state regulations. Professional development is provided by a combination of grantee-provided training, trainings offered through community partners, offsite services and by attendance at conferences.

The **Training and Technical Assistance Plan (T&TA Plan)** outlines the training and professional development used by the program with details on tuition assistance and training priorities for staff, Policy Council, Governing Board, and parents.

Community Action Head Start will offer financial assistance (contingent upon available funds) to employees who are full-time equivalency and have a **Professional Development Plan approved by their supervisor**. Goals written in the Professional Development Plan must be aligned with request for professional development funds.

A tiered approach is used with priority given to staff as listed in our T&TA Plan and below:

1. Staff who are in positions requiring only a high school diploma/GED who wish to obtain their CDA or to take classes that will enhance their professional development.
2. Staff who wish to obtain their AA degree in Early Childhood Education (ECE) or obtain an ECE certificate in the field of Early Childhood.
3. Staff who wish to obtain their BS/BA degree in Early Childhood or related field.
4. Staff who request professional development to support their current position.
5. Staff who are in leadership positions and wish to increase their confidence in leadership and supervisory skills.

Staff who receive grants, scholarships, or combination thereof sufficient to pay for courses **are not eligible for financial assistance through Community Action Head Start (CAHS)**. Community Action will provide financial assistance for staff.

Procedure

Community-based Training with Washington County Child Care Resource and Referral (CCR&R) for Staff

Employee will:

- Meet with their supervisor to complete their **Professional Development Plan** as part of their employee evaluation, which indicates the goal of taking training.
- Complete a **Community Education Request Form**.
- At least two weeks prior to the class date, submit the following forms to their supervisor:
 - Completed and signed Community Education Request Form
 - Completed Payment Request Form (obtained from the commonly used forms section of the employee intranet). Instructions on how to complete the payment request form are below:
 - Date: Date of which the form is being completed
 - Requested By: Name of employee requesting the funds
 - Vendor Code: leave blank
 - Vendor Name: CCR&R
 - Hold Check: leave blank
 - Description and Purpose: Registration for (employee name), Training ID (training ID number(s))
 - Expense Account: 54950
 - Project Codes must be split: 106001 (32%), 107001 (68%)
 - A screenshot or information regarding the fee for training(s).
- **If paperwork is not submitted less than one week in advance CAHS has the right to reject the request.

Supervisor will:

- Review all documents submitted by the employee as outlined above for accuracy.
- Once reviewed and verified, supervisor will sign Education Request and Payment Request Forms.
- Attach a copy of the staff member's professional development plan with appropriate signatures.
- Supervisor will compile and email all paperwork to the PDS via email for review.

Professional Development Supervisor and/or CCR&R Team Member will:

- Review and submit all paperwork to the appropriate manager for review. The manager will sign and return to PDS.



- At least 7 days prior to the training date, the PDS will send the completed documents, once approved, to the CCR&R email crr@caowash.org requesting registration for the staff member. The staff member and supervisor will also be copied on the email.
- A CCR&R Team Member will register the staff member for the training(s) indicated on the Registration Form. Staff may not be able to be registered for a course due to one or more of the following reasons:
 - The requested training may have already occurred, due to the timing of CCR&R receiving the completed paperwork.
 - The requested training may have reached full capacity.
 - Registration cut-off is 4pm the previous business day.
- If a staff member is unable to be registered for the requested course, a member of the CCR&R team will notify the PDS, staff member, and staff member's supervisor.
- The supervisor will adjust the **Community Education Request Form** and/or **Payment Request Form**, if applicable, to reflect the new cost; if multiple courses were selected and only one course is unavailable, the cost will reflect this, and the Payment Request Form will be sent back to CCR&R to proceed with registering the staff member for the other requested courses. If the only course requested is unavailable, the documents submitted will be shredded.
- CCR&R staff will send a confirmation email to the staff member for confirmation of the courses for which they are successfully registered.
 - The confirmation email will include the training title, date, time, and location.
 - The confirmation email also includes CCR&R attendance policies that participants should read and be aware of.

If staff have not received a confirmation email by 2pm the day of the training, staff will call or email CCR&R to inquire about this at 971.223.6100 or crr@caowash.org.

Community-based Training *(not provided through Washington County CCR&R)*

Community Action will ***reimburse the cost of pre-approved*** community-based trainings or college level classes for staff who, as part of their professional development plan, are requesting to increase their ORO Step for career advancement or are requesting training to increase skills which will support their current position. Please refer to the Tuition Policy and Procedure for guidance.

Staff who are laid off in the summer

Staff who are laid off in the summer and wish to be reimbursed for training may request reimbursement upon their return in the fall.



Community Based Training with Washington County Child Care Resource and Referral (CCR&R) for Parents

Family Services Teacher/Home Visitor will:

- Discuss goals with the family.
- Create a Family Goal event in ChildPlus under the Family Services Tab.
- If a fee is associated with the requested training, the Family Services Teacher/Home Visitor will complete the **Family Education Request Form** and send to the Family Services Supervisor via email for review.

Family Services Supervisor will:

- At least 14 days prior to the CCR&R training date, complete a **Payment Request Form**.
 - Completed and signed Family Education Request Form
 - Completed Payment Request Form (obtained from the commonly used forms section of the employee intranet). Instructions on how to complete the payment request form are below:
 - Date: Date of which the form is being completed
 - Requested By: Name of employee requesting the funds
 - Vendor Code: leave blank
 - Vendor Name: CCR&R
 - Hold Check: leave blank
 - Description and Purpose: Registration for (Parent/Guardian name), Training ID (training ID number(s))
 - Expense Account: 55031
 - Project Codes must be split: 106001 (32%), 107001 (68%)
- Send the Family Education Request, Payment Request and fee information to the Professional Development Supervisor via email.

Professional Development Supervisor and/or CCR&R Team Member will:

- At least 7 days prior to the training date, the PDS will send the completed documents, once received, to the CCR&R email ccr@caowash.org requesting registration for the parent. The Family Services Teacher and Family Services Supervisor will also be copied on the email.
- A CCR&R Team Member will register the parent/guardian for the training(s) indicated on the Registration Form. Parent/Guardian may not be able to be registered for a course due to one or more of the following reasons:
 - The requested training may have already occurred, due to the timing of CCR&R receiving the completed paperwork.



- The requested training may have reached full capacity.
- Registration cut-off is 4pm the previous business day.
- If a parent/guardian is unable to be registered for the requested course, a member of the supervisory CCR&R team will notify the PDS. The PDS will inform the FST/Home Visitor and Family Services Supervisor.
- The FST/Home Visitor will adjust the Green Sheet, if applicable, to reflect the new cost; if multiple courses were selected and only one course is unavailable, the cost will reflect this, and the Payment Request Form will be sent back to CCR&R to proceed with registering the staff member for the other requested courses. If the only course requested is unavailable, the Payment Request Form will be shredded.
- CCR&R staff will send a confirmation email to the PDS, Family Services Teacher, and Family Services Supervisor for confirmation of the courses for which the parent/guardian successfully registered.
 - The confirmation email will include the training title, date, time and location.
 - The confirmation email also includes CCR&R attendance policies that participants should read and be aware of. They are also included on the CCR&R Registration Form.

If the parent has not received a confirmation email by 2pm the day of the training, the parent must call or email CCR&R to inquire about this at 971.223.6100 or ccrr@caowash.org.