



# STEP Training Catalogue

For Early Childhood Educators



**Steps To Excellence Project**  
*Promoting Quality Child Care*



## Winter 2010

Los Angeles County Office of Child Care  
222 South Hill Street, 5<sup>th</sup> Floor  
Los Angeles, CA 90012

# Steps To Excellence Project

## Training Catalogue for Early Childhood Educators



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[www.childcare.lacounty.gov](http://www.childcare.lacounty.gov)

# Introduction

The Los Angeles County Office of Child Care is pleased to offer a series of quality improvement trainings for early education professionals as part of the Steps To Excellence Project (STEP).

STEP<sup>1</sup> is Los Angeles County's first child care quality rating and improvement system, designed for child development centers and family child care homes caring for children ages 0-5. The trainings featured in this catalogue are meant to support and improve STEP participants' performance in specific Quality Areas that will be rated by the STEP system.

## STEP Quality Areas



1. Teacher/Child Relationships



2. Learning Environment



3. Identification and Inclusion of Children with Special Needs



4. Staff Qualifications and Working Conditions



5. Family and Community Connections



6. Regulatory Compliance

All trainings listed in this catalogue are offered **free of charge** to eligible participants. It is our office's intent to release a STEP Training Catalogue featuring new quality improvement trainings each quarter. Please visit our Web site ([www.childcare.lacounty.gov](http://www.childcare.lacounty.gov)) and click on the Steps To Excellence Project link to view the most up-to-date STEP quality improvement training information.

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<sup>1</sup> For more information about STEP, visit [www.childcare.lacounty.gov](http://www.childcare.lacounty.gov) or call the Los Angeles County Office of Child Care at (213) 974-4103.

## Who Can Participate in STEP Trainings

Any person that works in an early education/child care setting serving children ages 0-5 is eligible to participate in any of the quality improvement trainings featured in this catalogue. Other professionals that support the work of such individuals are also welcome.

Preference will be given to individuals employed in a family child care home or child development center that is participating in STEP. All others will be enrolled in the order registration forms are received.

## How to Register in STEP Trainings

To register in any of the trainings listed in this catalogue, return a completed Training Registration Form (page 15) via mail or fax to:

Los Angeles County Office of Child Care  
Attention: Doris Monterroso  
222 South Hill Street, 5<sup>th</sup> Floor  
Los Angeles, CA 90012

Fax: (213) 687-1152

Prior registration is required as space is limited.

## Additional Training Resources

A variety of additional quality improvement training resources exist for early education professionals. The following organizations currently offer trainings for early care and education staff in Los Angeles County:

- **Child Care Resource and Referral Agencies (R&Rs)**

There are 10 R&Rs in Los Angeles County. Each offers different trainings and professional development workshops. To find your local R&R, visit: [www.rnetwork.org/resources-and-links/los-angeles-county-child-care.html](http://www.rnetwork.org/resources-and-links/los-angeles-county-child-care.html) or call (888) 922-4453.

- **NAEYC, CAEYC and SCAEYC**

To find conferences and workshops sponsored by NAEYC and Affiliate Groups, visit their conference calendar: [www.naeyc.org/conferences/affiliate.asp](http://www.naeyc.org/conferences/affiliate.asp).

- **California Child Development Administrators Association**  
To find conferences sponsored for administrators of publicly funded early education programs, visit: [www.ccdaa.org](http://www.ccdaa.org).
- **California Association for Family Child Care**  
To find conferences and workshops for family child care providers, visit: [www.cafcc.org](http://www.cafcc.org).
- **California Preschool Instructional Network (CPIN)**  
CPIN provides professional development and technical assistance to preschool teachers and administrators. To find conferences and workshops sponsored by CPIN, visit: [www.cpin.us](http://www.cpin.us).
- **Infant Development Association (IDA) of California**  
A multidisciplinary organization of parents and professionals committed to optimal developmental, social and emotional outcomes for infants, birth to three, with a broad range of special needs, and their families. For additional information visit: [www.idaofcal.org](http://www.idaofcal.org).
- **WestEd: Center for Prevention and Early Intervention (CPEI)**  
WestEd is a nonprofit research, development and service agency dedicated to enhancing and increasing education and human development within schools, families and communities. For additional information visit: [www.wested.org](http://www.wested.org).
- **Zero to Three**  
Provides multidisciplinary professionals working with very young children and their families an extensive collection of resources aimed at supporting their work in a variety of early childhood settings. For more information about their services visit: [www.zerotothree.org](http://www.zerotothree.org).

Contact our office if you would like to be featured in our next STEP Training Catalogue as a quality improvement training resource for the child care field.

## STEP Contact Information

If you have questions or comments about any of the STEP trainings listed in this publication, please contact:

**Doris Monterroso,**  
**STEP Training Coordinator**  
Email: [dmonterroso@ceo.lacounty.gov](mailto:dmonterroso@ceo.lacounty.gov)  
Telephone: (213) 974-9526

**Helen E. Chavez,**  
**STEP Project Manager**  
Email: [hchavez@ceo.lacounty.gov](mailto:hchavez@ceo.lacounty.gov)  
Telephone: (213) 974-4103

# STEP Quality Improvement Winter 2010 Trainings

## Training Sessions

Strategies in Working with Children with Special Needs	7
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## Training Descriptions

### Strategies in Working with Children with Special Needs

**Trainer:** Doris Monterroso, L.A. County Office of Child Care

**Target Audience:** Family Child Care Home Providers  
Child Development Center Staff

**Training Description:** Provides an overview of the Recognition and Response Framework designed to help early childhood professionals plan and implement high quality instruction and intervention strategies to facilitate the inclusion of children with special needs in early childhood programs.

**Training Topics:**



- Implement content-specific interventions
- Design strategic learning interventions to engage and support children with special needs.
- Document children's progress

**Relevance to STEP Quality Areas:** Inclusion of Children with Special Needs

**Duration:** 1 training session (2 hours)

**Class Size:** Limited to 20 participants

**Dates/Locations:** Select session A

Session	Location	Training Dates & Time
A	Lakeshore 2695 E. Dominguez Street Carson, CA 90895	March 25, 2010 6:30 pm – 8:30 pm

## Training Descriptions

### Developing Your STEP Portfolio

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- Trainer:** Helen Chavez  
L.A. County Office of Child Care
- Target Audience:** Family Child Care Home Providers enrolled in STEP  
Child Development Center Staff enrolled in STEP
- Course Description:** Offers information on how to build your STEP Portfolio, which will be reviewed during the STEP Quality Assessment Visit. Specific instructions will be given to ensure your portfolio is complete and clearly documents how your program meets quality criteria<sup>2</sup>.
- Training Topics:**
- How to prepare for the STEP quality site visit
  - How to document family and community connection strategies
  - How to complete STEP Portfolio reporting forms for each of the STEP Quality Areas.
- Duration:** 1 training session (2 hours)
- Class Size:** 10 maximum
- Dates/Locations:** Select session A or B

Session	Location	Training Dates & Time
<b>A</b>	<b>Los Angeles Unified School District</b> 936 E. Yale Street Los Angeles, CA 90012 <i>Presentado en Español</i>	<b>February 27, 2010</b> 9:30 am – 11:30 am
<b>B</b>	<b>Los Angeles Unified School District</b> 936 E. Yale Street Los Angeles, CA 90012 <i>Presented in English</i>	<b>February 27, 2010</b> 12:00 pm – 2:00 pm

<sup>2</sup> Refer to STEP's Quality Matrix (available online [www.childcare.lacounty.gov](http://www.childcare.lacounty.gov)) to review quality criteria.

## Training Descriptions

### Creating a Quality Improvement Plan

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- Trainer:** STEP Early Childhood Specialists  
Los Angeles County Office of Child Care
- Target Audience:** Family Child Care Home Providers enrolled in STEP  
Child Development Center Staff enrolled in STEP
- Course Description:** Offers guidance on how to improve your child care program's quality based on your STEP rating results. Participants will engage in a reflective process to improve quality in a systematic, coordinated, and continuous manner.
- Training topics:**
- Use reflective process to identify your program's strengths and needs
  - Use the STEP Self Assessment Tool
  - Develop a STEP Quality Improvement Plan
- Duration:** 1 training session (2 hours)
- Class Size:** 10 maximum
- Dates/Locations:** Select session A or B

Session	Location	Training Dates & Time
<b>A</b>	<b>Inglewood City Hall</b> 1 West Manchester Boulevard Inglewood, CA 90301 (Community room located in 1 <sup>st</sup> floor)	<b>March 19, 2010</b> 6:30 pm – 8:30 pm
<b>B</b>	<b>Crystal Stairs</b> 5100 Goldleaf Circle, #201 Los Angeles, CA 90056	<b>March 24, 2010</b> 6:30 pm – 8:30 pm

## Training Descriptions

### Building Positive Relationships with Children

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**Trainer:** Billie Weiser, Child Development Specialist  
L.A. County Office of Child Care

**Target Audience:** Family Child Care Home Providers  
Child Development Center Staff

**Course Description:** Focuses on the importance of adults' active and sensitive interactions with young children and relevant best practices. Provides information to help early childhood educators increase their overall quality of adult-child interactions.

**Training topics:**



- How teacher-child relationships and interactions are assessed by STEP
- Introduction to the Adult Involvement Scale
- How to make objective and reflective observations through the use of videos

**Relevance to STEP Quality Areas:** Teacher/Child Relationships

**Duration:** 1 training session (2 hours)

**Class Size:** 20 maximum

**Dates/Locations:** Select A or B

Session	Location	Training Dates & Time
<b>A</b>	<b>Inglewood City Hall</b> 1 West Manchester Boulevard Inglewood, CA 90301 (Community room located in 1 <sup>st</sup> floor)	<b>February 22, 2010</b> 6:30 pm – 8:30 pm
<b>B</b>	<b>Crystal Stairs</b> 5100 Goldleaf Circle, #201 Los Angeles, CA 90056	<b>February 25, 2010</b> 6:30 pm – 8:30 pm

## Training Descriptions

### Infant/Toddlers Learning and Development System

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**Trainer:** WestEd-PITC Partners for Quality

**Target Audience:** Family Child Care Home Providers  
Child Development Center Staff

**Course Description:** To provide an overview of California's Infant/Toddlers Learning and Development System. The seminar focuses on two major publications by the California Department of Education, Child Development Division:

- Infant/Toddler Guidelines
- Infant/Toddler Learning and Development Foundations



**Relevance to STEP Quality Areas:** Teacher/Child Relationships  
Learning Environments  
Family and Community Connections

**Duration:** 1 training session (6 hours)

**Class Size:** 25 maximum

**Dates/Locations:** Select session A

Session	Location	Training Dates & Time
<b>A</b>	TBA <i>Presentado en Español</i>	<b>March 6, 2010</b> 9:00 am – 4:00 pm

## Training Descriptions

### Creating a Quality Learning Environment

- Trainer:** Early Childhood Specialists
- Target Audience:** Family Child Care Home Providers  
Child Development Center Staff
- Course Description:** Offers information and practical strategies on how to create a high quality learning environment based upon criteria found in the Family Child Care Environment Rating Scale (FCCERS) and Early Childhood Environment Rating Scale (ECERS). Providers will be prepared to make meaningful changes to the environment, materials, space, furnishings, daily activities and interactions with children.

**Training topics:**



- Creating developmentally appropriate learning centers
- Developing developmentally appropriate activities for young children
- How to make objective and reflective observations of the learning environment

**Relevance to STEP Quality Areas:** Learning Environment

**Duration:** 1 training session (2 hours)

**Class Size:** 25 maximum

**Dates/Locations:** Select A or B

Session	Location	Training Dates & Time
<b>A</b>	<b>Lakeshore</b> 2695 E. Dominguez Street Carson, CA 90895	February 18, 2010 <b>6:30 pm – 8:30 pm</b>
<b>B</b>	<b>The Center for Community and family Services</b> 649 E. Albertoni Street. Carson, CA 90745	March 11, 2010 <b>6:30 pm – 8:30 pm</b>
<b>C</b>	<b>Los Angeles Unified School District</b> 936 E. Yale Street Los Angeles, CA 90012	March 20, 2010 <b>9:30 am – 11:30 am</b>

## Training Descriptions

### How to Use Child Developmental Screening Tools

**Trainer:** Early Developmental Screening and Intervention (EDSI)

**Target Audience:** *Pacoima/Arleta and Santa Monica* Family Child Care Home Providers and Child Development Center Staff

**Course Description:** Offers instruction on how to use the Ages and Stages Questionnaire (ASQ) developmental screening tool to identify children who may have special needs.

**Training topics:**

- Make Identify each child's strengths and areas in need of support
- Educate parents on the ages and stages of their child's development
- Learn how to talk to parents about screening results and make referrals to community resources



**Relevance to STEP Quality Areas:** Inclusion of Children with Special Needs  
Family and Community Connections

**Duration:** 2 training sessions (2 hours each)  
(This is a two-part training. You must register for both sessions)

**Class Size:** 20 minimum

**Dates/Locations:** Select A and B

Session	Location	Training Dates & Time
<b>A</b>	<b>Connections for Children</b> 2701 Ocean Park Blvd., Suite 253 Santa Monica, CA 90405	February 10, 2010 <b>7:00 pm – 9:00 pm</b>
<b>B</b>	<b>Connections for Children</b> 2701 Ocean Park Blvd., Suite 253 Santa Monica, CA 90405	February 17, 2010 <b>7:00 pm – 9:00 pm</b>

## Training Descriptions

### How to Use Child Developmental Screening Tools

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**Trainer:** Child Development Institute (CDI)

**Target Audience:** Family Child Care Home Providers  
Child Development Center Staff

**Course Description:** Offers instruction on how to use developmental screening tools to identify children that may have special needs within the context of strengthening families.

**Training Topics:**

- Building relationships with families
- Benefits of developmental screening tools
- How to administer the Parent Evaluation of Developmental Status (PEDS) screening tool
- How to administer the Ages and Stages Questionnaire (ASQ) screening tool



**Relevance to STEP Quality Areas:** Inclusion of Children with Special Needs  
Family and Community Connections

**Duration:** 1 training session (6 hours)

**Class Size:** 25 maximum

**Dates/Locations:** Select session C

Session	Location	Training Dates & Time
C	<b>Los Angeles Unified School District</b> 936 E. Yale Street Los Angeles, CA 90013 <i>Presentado en Español</i>	<b>March 27, 2010</b> 9:00 am – 4:00 pm

## TRAINING REGISTRATION FORM

NAME: \_\_\_\_\_

PROGRAM NAME: \_\_\_\_\_

ADDRESS: \_\_\_\_\_  
(STREET) (CITY) (ZIP CODE)

CONTACT PHONE NO.: \_\_\_\_\_ E-MAIL ADDRESS: \_\_\_\_\_

Where do you work?	WHICH BEST DESCRIBES YOU:		
Center <input type="checkbox"/>	<input type="checkbox"/> Family Child Care Business Owner	<input type="checkbox"/> Teaching Assistant	
Family Child Care <input type="checkbox"/>	<input type="checkbox"/> Lead Teacher	<input type="checkbox"/> R&R Staff	
Home <input type="checkbox"/>	<input type="checkbox"/> Center Director/Supervisor	<input type="checkbox"/> Other: _____	

SELECT YOUR PRIMARY LANGUAGE:  English  Spanish  Other: \_\_\_\_\_

**SELECT THE STEP TRAININGS YOU WOULD LIKE TO ATTEND:**

<b style="color: #0070C0;">Strategies in Working with Children with Special Needs</b> <i>(Select Training Session)</i> <input type="checkbox"/> Session A Carson 3/25/10	<b style="color: #800080;">Developing Your STEP Portfolio</b> <i>(Select Training Session)</i> <input type="checkbox"/> Session A Los Angeles 2/27/10 <input type="checkbox"/> Session B Los Angeles 2/27/10
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<b style="color: #0070C0;">Building Positive Relationships with Children</b> <i>(Select Training Session)</i> <input type="checkbox"/> Session A Inglewood 2/22/10 <input type="checkbox"/> Session B Los Angeles 2/25/10	<b style="color: #800080;">Creating a Quality Improvement Plan</b> <i>(Select Training Session)</i> <input type="checkbox"/> Session A Inglewood 3/19/10 <input type="checkbox"/> Session B Los Angeles 3/24/10
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<b style="color: #0070C0;">Infant/Toddler Learning and Development Foundations</b> <i>(Select Training Session)</i> <input type="checkbox"/> Session A To Be Arranged 3/6/10	<b style="color: #800080;">Creating a Quality Learning Environment</b> <i>(Select Training Session)</i> <input type="checkbox"/> Session A Carson 2/18/10 <input type="checkbox"/> Session B Carson 3/11/10 <input type="checkbox"/> Session C Los Angeles 3/20/10
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**How to Use Child Developmental Screening Tools**  
*(Select Training Session - you may attend only Sessions A and B OR Session C)*

Session A and B Santa Monica 2/10/10 and 2/17/10 **OR**

Session C Los Angeles 3/27/10

**IS YOUR FAMILY CHILD CARE HOME OR CHILD DEVELOPMENT CENTER PARTICIPATING IN THE STEPS TO EXCELLENCE PROJECT?**

YES  NO  DON'T KNOW

DATE: \_\_\_\_\_ SIGNATURE: \_\_\_\_\_

**YOU MUST RETURN YOUR COMPLETED REGISTRATION FORM TO THE OFFICE OF CHILD CARE EITHER BY MAIL OR FAX. CHANGES TO TIMES AND LOCATION MAY OCCUR.**

*Mailing Address: STEP, Attn: Doris Monterroso - 222 S. Hill St., 5th Floor, Los Angeles, CA 90012*  
*Fax: (213) 687-1152. For questions call (213) 974-9526*