



STEP Training Catalogue

For Early Childhood Educators



Steps To Excellence Project
Promoting Quality Child Care



Spring 2010

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

Steps To Excellence Project

Training Catalogue for Early Childhood Educators



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Printed February 2010 by the Office of Child Care
on behalf of the Policy Roundtable for Child Care

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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).

STEP¹ 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) and click on the Steps To Excellence Project link to view the most up-to-date STEP quality improvement training information.

¹ For more information about STEP, visit 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, 5th 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 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.

- **California Child Development Administrators Association**

To find conferences sponsored for administrators of publicly funded early education programs, visit: www.ccdaa.org.

- **California Association for Family Child Care**

To find conferences and workshops for family child care providers, visit: 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.

- **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.

- **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.

- **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.

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

Telephone: (213) 974-9526

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Telephone: (213) 974-4103

STEP Quality Improvement Trainings Spring 2010

Training Sessions

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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 25 participants

Dates/Locations: Select session A, B or C

Session	Location	Training Dates & Time
A	Inglewood City Hall 1 West Manchester Boulevard Inglewood, CA 90301 (Community room located in 1 st floor)	May 13, 2010 6:30 pm – 8:30 pm
B	Child Care Resource Center 42281 10 th St. West Lancaster, CA 93534 <i>Presentado en Español</i>	June 12, 2010 9:00 am – 11:00 am
C	Child Care Resource Center 42281 10 th St. West Lancaster, CA 93534	June 12, 2010 11:30 am – 1:30 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: Limited to 25 participants

Dates/Locations: Select Session A

Session	Location	Training Dates & Time
A	Child Care Resource Center 42281 10 th St. West Lancaster, CA 93534	May 8, 2010 1:30 pm – 3:30 pm

Training Descriptions

Creating a Quality Improvement Plan

- 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:** Limited to 10 participants
- Dates/Locations:** Select Session A or B

Session	Location	Training Dates & Time
A	Child Care Resource Center 42281 10 th St. West Lancaster, CA 93534	May 8, 2010 10:30 pm – 12:30 pm
B	Pomona Unified School District 1460 E. Holt Blvd. Suite 130 Pomona, CA 91767	May 15, 2010 9:00 am – 11:00 am

Training Descriptions

Infant/Toddlers Learning and Development System

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: Limited to 30 participants

Dates/Locations: Select Session A

Session	Location	Training Dates & Time
A	Lakeshore 2695 E. Dominguez Street Carson, CA 90895	June 5, 2010 9:00 am – 4:00 pm

Training Descriptions

Understanding Infant and Toddler Behaviors

Trainer: WestEd-PITC Partners for Quality

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

Course Description: This three session seminar is designed to support practitioners working with very young children to understand behaviors and support healthy development through relationship based responsive care.

Training topics:

- Essential Policies of the Program for Infant/Toddler Care
- Brain Development and Its Role in Children's Behavior
- Temperaments
- Environments and Culture
- Understanding Children's Behaviors.



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

Duration: 3 training session (6 hours each)

Class Size: Limited to 25 participants

Dates/Locations: You need to register to all three sessions **A, B, & C**

Session	Location	Training Dates & Time
A	Lakeshore 2695 E. Dominguez Street Carson, CA 90895	June 12, 2010 9:00 am – 4:00 pm
B	Lakeshore 2695 E. Dominguez Street Carson, CA 90895	June 19, 2010 9:00 am – 4:00 pm
C	Lakeshore 2695 E. Dominguez Street Carson, CA 90895	June 26, 2010 9:00 am – 4:00 pm

Training Descriptions

How to Use Child Developmental Screening Tools

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: Limited to 25 participants

Dates/Locations: Select Session A, B or C

Session	Location	Training Dates & Time
A	Long Beach City College Child Development Center 4630 Clark Avenue Long Beach, 90808	May 15, 2010 9:30 am – 4:00 pm
B	Child Care Resource Center 20001 Prairie Street Chatsworth, CA 91311 <i>Presentado en Español</i>	May 22, 2010 9:30 am – 4:00 pm
C	Crystal Stairs 5100 Goldleaf Circle, #201 Los Angeles, CA 90056	June 11, 2010 9:30 am – 4:00 pm

Training Descriptions

Developing Your STEP Portfolio

- Trainer:** L.A. County Office of Child Care Staff
- 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 criteria².
- 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:** Limited to 10 participants
- Dates/Locations:** Select Session A or B

Session	Location	Training Dates & Time
A	Los Angeles Unified School District 936 E. Yale Street Los Angeles, CA 90012 <i>Presented in English</i>	April 24, 2010 9:00 am – 11:00 am
B	Los Angeles Unified School District 936 E. Yale Street Los Angeles, CA 90012 <i>Presentado en Español</i>	April 24, 2010 11:30 am – 1:30 pm

² Refer to STEP's Quality Matrix (available online www.childcare.lacounty.gov) to review quality criteria.

SPRING 2010 TRAINING REGISTRATION FORM

NAME: _____

YOUR PROGRAM NAME:: _____

ADDRESS: _____
(STREET) (CITY) (ZIP CODE)

YOUR 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:

<p>Strategies in Working with Children with Special Needs <i>(Select Training Session)</i></p> <p><input type="checkbox"/> Session A Inglewood 5/13/10</p> <p><input type="checkbox"/> Session B Lancaster 6/12/10</p> <p><input type="checkbox"/> Session C Lancaster 6/12/10</p>	<p>Creating a Quality Learning Environment <i>(Select Training Session)</i></p> <p><input type="checkbox"/> Session A Lancaster 5/08/10</p>
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<p>Creating a Quality Improvement Plan <i>(Select Training Session)</i></p> <p><input type="checkbox"/> Session A Lancaster 5/8/10</p> <p><input type="checkbox"/> Session B Pomona 5/15/10</p>	<p>Infant & Toddler Learning & Development System <i>(Select Training Session)</i></p> <p><input type="checkbox"/> Session A Carson 6/5/10</p>
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<p>Understanding Infant/Toddler Behaviors <i>(Select All Training Sessions)</i></p> <p><input type="checkbox"/> Session A Carson 6/12/10</p> <p><input type="checkbox"/> Session B Carson 6/19/10</p> <p><input type="checkbox"/> Session C Carson 6/26/10</p>	<p>How to Use Child Developmental Screening Tools <i>(Select Training Session)</i></p> <p><input type="checkbox"/> Session A Long Beach 5/15/10</p> <p><input type="checkbox"/> Session B Chatsworth 5/22/10</p> <p><input type="checkbox"/> Session C Los Angeles 6/11/10</p>
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Developing your STEP Portfolio
(Select Training Session)

Session A Los Angeles 4/24/10

Session B Los Angeles 4/24/10

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

YES NO DON'T KNOW

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