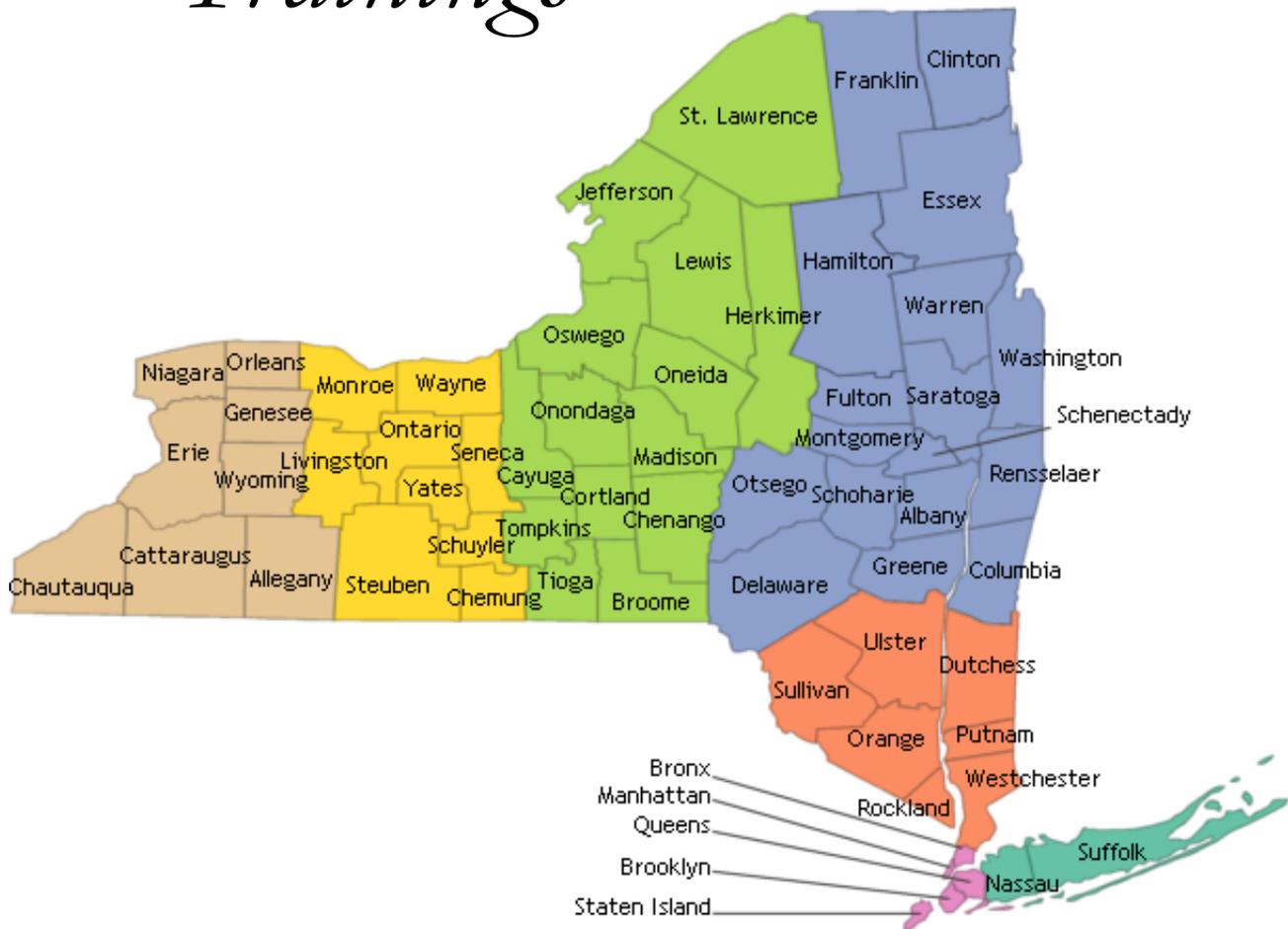


*Training Workshops offered at NO COST
For Directors and Management of Child Care Centers*

ALBANY, NY

2014 Early Care Management Trainings



This program is conducted by:

Early Care & Learning Council
230 Washington Ave. Ext. | Albany, NY 12203
Phone: (518) 690-4217 | Fax: (518) 690-2887



This program is funded by:

NYS Office of Children and Family Services
52 Washington Street | Rensselaer, NY 12144-2796
Phone: (518) 473-7793 | Fax: (518) 486-7550

Early Care Management Training

Directing a child care center is a complex and demanding job. Directors must have an in-depth understanding of how to provide children with high quality, developmentally appropriate early care and learning experiences. At the same time, they must master an array of skills needed to operate their centers efficiently. Supported by the New York State Office of Children and Family Services (OCFS), the Early Care & Learning Council's Management Training workshops provide training and technical assistance designed to help center directors meet these challenges. These programs are offered to all center directors and CCR&R staff members at no cost.

In this booklet you will find:

- Information about our training workshops
- Information about our New Director's Institute (NDI)
- A schedule of our 2014 training workshops for this region

There are three ways to register:

Online: Go to <http://www.earlycareandlearning.org/programs/management-training/>

Mail completed registration form to Early Care & Learning Council, Early Care Management Training

Fax completed registration form to: (518) 690-2887.

All of our workshops, including the NDI, are offered at no cost.

If you have any questions about this program please feel free to contact us:

Early Care & Learning Council

230 Washington Avenue Extension | Albany, NY 12203

Phone: (518) 690-4217 | Fax: (518) 690-2887

www.earlycareandlearning.org

ahahn@earlycareandlearning.org

Register online!

We invite and encourage you to use our online registration system (NACCRRAware's TTAM).

Please visit us at: <http://www.earlycareandlearning.org/programs/management-training/> for detailed instructions and do not hesitate to call and speak to one of us if you need assistance!



Phone #: (518) 690-4217

Abbe Hahn Hook ext 26

Karen Harkness ext 21

Brooke Ricci ext 15

This system will assist the Early Care & Learning Council to easily track training sessions and registrations, and best of all, you will have a place to review your own training schedule whenever you wish.

Please register early to ensure your enrollment!

New Director's Institute (NDI)

Attention
New
Directors!



Institute Summary

The New Director's Institute (NDI) is an exciting opportunity for directors who have been in their position 18 months or less. You have moved into a position with exciting challenges and opportunities. Developing your management and leadership style is an important element for providing quality care for children and creating a vital and stable workforce for your center.

What is NDI?

A seven day (five part) intensive training series where you will be introduced to and explore:

- Orientation, supervision and development of staff
- Dealing with regulations and developing an effective process for compliance requirements and standards
- Developing an understanding of fiscal and budgetary components
- Creating effective policies and procedures for staff and families
- Developmentally appropriate practice and its application for your child care center
- Building effective leadership and management as core components of your organizational and professional development

What are the required workshops?

- New Director's Overview (2 days)
- New Director's Fiscal: The Budget (2 days)
- Orientation: The Process to Staff Integration (1 day)
- Strengthening Supervisory Skills for Child Care Center Directors (1 day)
- The Director's Role in Ensuring Developmentally Appropriate Practice (1 day)

When do I attend the workshops?

- Directors who enroll in NDI must complete all of the training workshops listed above within a two year period.
- The preferred sequence of Institute workshops is: New Director's Overview first, New Director's Fiscal Management second, and finally the three one day workshops

What does the New Director's Institute cost?

- NDI, like all of our Management Trainings, is funded by OCFS and is free for directors.

New Director's Overview (2 day workshop)

Time: 9:00 am - 4:00 pm with one-hour lunch

April 30 - May 1, 2014 | Albany, NY

OCFS Area- 1,3,7
CBK Area-1,2,4,6
Training Code: NDO

Summary

This **two-day** workshop is designed for directors who have been in their position for 18 months or less and ideally should be the **first component** directors sign up for in the New Director's Institute. The workshop focus is a lateral exploration of key topics in Leadership and Management with small group discussion, lecture and interactive elements. Topics covered include: Regulations, Leadership, DAP, Emergent Trends, Family Connections, Ethics, and many others. Learn and network with other new directors in this exciting introduction to the complex dynamic of Early Childhood Administration.

New Director's Fiscal: The Budget (2 Day Workshop)

Time: 9:00 am - 4:00 pm with one-hour lunch

June 19-20, 2014 | Ballston Spa, NY

OCFS Area- 3,5
CBK Area-7
Training Code: NDF

Summary

This **two-day** workshop is designed for Directors who have been in their position for 18 months or less and ideally should be the **second component** directors sign up for in the New Director's Institute. This workshop is designed to give directors grounding in the steps necessary to provide sound oversight to the fiscal aspects of the center program.

This workshop will focus on the aspects of developing a realistic budget. Throughout the process of creating this budget, we will continually discuss the fiscal impact of your center's choices and goals. Together, we will also identify ways to meet the common challenge of providing high quality care. In order to meet this challenge, we will look at the fiscal impact of staffing patterns, a method for projecting realistic income, how to create a program budget, how to calculate the cost of care and how to set fees at appropriate levels. We will conclude with the tools of good budget management. Business managers and accountants are welcome to attend with the director.

Orientation: The Process to Staff Integration (1 Day Workshop)

Time: 9:00 am - 4:00 pm with one-hour lunch

July 17, 2014 | Ballston Spa, NY

OCFS Area- 4,5,7
CBK Area 5,7
Training Code: OPS

Summary

Hiring and recruiting staff is one of the biggest challenges that child care directors face in this day of early care and education. YOU ARE NOT ALONE in the challenge of finding qualified, dedicated and knowledgeable staff while maintaining a high quality center as well as maintaining staff/child ratios. Once we find staff, we want them to learn and succeed which will ensure that the children in the program are learning and are successful. Often, we find ourselves hiring staff and having them start immediately in the classroom (on-the-job training) with a scant orientation. With the "sink or swim" mentality the new teacher/staff will often sink.

At this training we will explore the value of creating a progressive orientation process as a way to fully integrate teachers/staff into your program. We will focus on the hiring and orientation process as a method for retaining staff. We will discuss ways to lead new teachers/staff to become a part of your team with a common mission and vision, how to put

into practice an effective mentor program and ways to produce satisfied teachers/staff. Directors will have the opportunity to network and to begin to develop an ongoing orientation process that will suit the needs of your center. You will leave this workshop with a tool that you can revise to meet your center's needs.

Strengthening Supervisory Skills for Child Care Center Directors (1 Day Workshop)

Time: 9:00 am - 4:00 pm with one-hour lunch

August 22, 2014 | Ballston Spa, NY

OCFS Area- 3,5
CBK Area- 6,7
Training Code: SSS

Summary

Reflecting on and strengthening one's supervisory skills is perhaps the most important responsibility of the day care center director.

Directors have the challenge of negotiating and meeting the needs of staff, parents, children and many times, board members as well as owners. Having well-developed supervisory skills will greatly enhance the director's ability to successfully meet this challenge.

The first portion of this workshop will focus on the skills and strategies necessary for effective team building and leadership. The importance of trust, conflict resolution, commitment, accountability and attention to quality will be discussed, as will methods to foster these things with, and among, the staff. We will also address tailoring your communication style, ensuring developmentally appropriate practice and effectual delegation. The afternoon portion of the training will focus on performance situations which will be examined in detail. The numerous considerations involved in assessing and intervening in performance problems will be described, and a systematic approach for addressing these considerations will be introduced. Participants will then have an opportunity to apply this approach to a specific performance dilemma by carefully analyzing the nature of the problem and the potential solutions.

The Director's Role in Ensuring Developmentally Appropriate Practice (1 Day Workshop)

Time: 9:00 am - 4:00 pm with one-hour lunch

October 22, 2014 | Ballston Spa, NY

OCFS Area- 1,3,5
CBK Area-1,2,3
Training Code: DAP

Summary

Directors make decisions based on their knowledge of early childhood education and current child development theories and research. They guide curriculum development by building and leading an early childhood team. The term Developmentally Appropriate Practice (DAP) was originally coined by the National Association for the Education of Young Children (NAEYC). In order to ensure quality, this training explores five key areas of Developmentally Appropriate Practice: shared vision and center goal setting, child development, observation and assessment, lesson plan development and appropriate materials. The training will assist directors in meeting the developmental needs of each child by implementing purposeful and relationship based curriculum.

Participants will have the opportunity to explore tools and methods of guiding staff to ensure meaningful learning experiences based on the individual needs of the child as well as work within the context of realistic developmental stages. In addition, directors will be supported in the process of leading and guiding staff to incorporate their experiences and cultural backgrounds into a diverse developmentally appropriate curriculum.

2014 Early Care Management Trainings Registration Form

(Please check the trainings you plan to attend).

Note: New Director's Overview and Fiscal are both two-day trainings.

If you register for these trainings, you are required to attend both days.

Confirmation will be sent by email prior to the training session
with the location and directions to the training site.

WORKSHOP TITLE	DATE	LOCATION
<input type="checkbox"/> New Director's Overview	April 30-May 1, 2014	Albany, NY
<input type="checkbox"/> New Director's Fiscal	June 19-20, 2014	Ballston Spa, NY
<input type="checkbox"/> Orientation	July 17, 2014	Ballston Spa, NY
<input type="checkbox"/> Strengthening Supervisory Skills	August 22, 2014	Ballston Spa, NY
<input type="checkbox"/> Ensuring DAP	October 22, 2014	Ballston Spa, NY

PLEASE PRINT CLEARLY!

Name: _____ SSN # (last 4 digits) _____

Position: _____ Time in position: _____

Agency: _____

Address: _____

City: _____ County: _____ State: _____ Zip: _____

Phone: (work) _____ (cell) _____

Email: _____

You can register one of three ways:

Online: Go to <http://www.earlycareandlearning.org/programs/management-training/>

Mail: Completed registration form to: Early Care & Learning Council

230 Washington Ave. Ext. | Albany, NY 12203

Fax: Completed registration form/or enrollment form to: (518) 690-2887

