

# FY 2010 T/TA Plan



Approved by the Northwest Arkansas Head Start Policy Council on June 29, 2009  
Approved by the Northwest Arkansas Head Start Board of Directors on July 21, 2009

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This document is color coded referencing required trainings:

 Head Start Required Parent Training

 Head Start Required Staff Training

 Both Parent & Staff Training

 Licensing Required Staff Training

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Required Parent Training	Required Staff Training	Licensing Required Staff Training	Both Parent & Staff Training
<b>Timeline/Content Area/Strategy/Staff</b>			
<b>Regulation</b>			
<b>Resources</b>			
<b>Cost</b>			
<b>Outcome</b>			
<b>Evaluation</b>			
<b>January 2010</b>			
<b>Local Program Monthly Meeting (LPD)</b>	1306.23(b)	Training Packet	\$10.00
Education Training (CDS-E)	1304.21(a)(4)(iv)		
Child Abuse Training (CDS-W)	1304.52(k)(3)(i)		
Personnel Training (PDS-HR)	1304.52		
<b>All Staff Workshop (Management Team)</b>	1306.23(a)	Packet/Site and Trainers	\$400.00
Fatherhood Training	1304.40(d)(1)		
STEP Training	1304.21		
Safety Training (PDS-HR)	1304.22		
Administrative	1304.51		
Disability	1308.5		
Mental Health	1304.24		
Safety Training (if needed)	1304.22(a)		
<b>Local Program Director Meeting (ED)</b>	1306.23(b)	Packet/ Site and Mgt Team	\$300.00
Family Service Training	1304.40(a)(2)		
Agency Service Areas	1304.52		
<b>Local Program Parent Committee Meeting (LPD/FIS)</b>	1304.40(f)(1) 1304.40(d)(1)	Training Packet	\$10.00
Education	1304.21		
Mental Health	1304.40(b)(1)(ii)		
Safety and Health	1304.24(a)(3)(ii)		

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Parent Choice	1304.40(d)(1) 1304.40(f)(1)			To be determined by LP Parents	
<b>Policy Council Meeting (ED)</b>	1304.52(k)(4)	Packet/Site	\$150.00		
Fiscal	OMB Circular A-133			PC will gain an understanding of the "Audit Requirements" for Head Start.	Self-Assessment
Community Assessment	1304.52(k)(4)			PC will gain an understanding of the agency's Community Assessment	
<b>Board of Directors Meeting (ED)</b>	1304.52(k)(4)	Packet/Site	\$5.00		
Fiscal	OMB Circular A-133			BOD will gain an understanding of the "Audit Requirements" for Head Start.	Self-Assessment
Community Assessment	1304.52(k)(4)			BOD will gain an understanding of the agency's Community Assessment	
<b>Management Team Meetings (ED)</b>	1306.23(a)(b)	Training Packet	\$2.00		
Agency Program Director	1304.51			Review Local Program Monitoring & Follow-up Procedures	Ongoing Monitoring/Job Reviews
<b>Financial Meetings (FO)</b>	1306.23(a)(b)	Training Packet	\$2.00		
Business Conduct/Fraud Policy	OMB Circular A-110			Management Staff will gain understanding of Agency Business Conduct and Fraud Polices.	Ongoing Monitoring, Audit Results
<b>Weekly Communiqué (ED)</b>	1306.23(b)	Agency Email			
Week of 1-04	1304.21(c)			Inappropriate Words/On-going Monitoring System	Observation, Ongoing Monitoring (Internal and External), and Job Reviews
Week of 1-11	1304.21(a)			Adventures in Writing/On-going Monitoring System	
Week of 1-18	1304.21(a)			Build That Brain/Agency Community Assessment	
Week of 1-25	1304.21(a)			First Steps in Reading & Writing/Agency Community Assessment	
<b>Other (any applicable training as indentified or offered)</b>			\$32.42		
Child Development Associate	Head Start Act 648A(a)(3)(A)	CDA Packets, CDA Field Work	\$1,125.00	3 classroom staff/home visitors will complete CDA assessment and 3 classroom staff/home visitors will renew their CDA credential	Completion of CDA assessments and renewals
College Tuition for Teacher Mandate	Head Start Act 648A(a)(2)		\$3,750.00		Completion of AA Degrees
Region VI Mid-Winter Training Institutes: To be announced from Regional Office	1304.52(k)		\$2,000.00	Management Staff to better understand and improve agency systems	Ongoing Monitoring/Job Reviews

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Timeline/Content Area/Strategy/Staff	Regulation	Resources	Cost	Outcome	Evaluation
<b>February 2010</b>					
<b>Local Program Monthly Meeting (LPD)</b>	1306.23(b)	Training Packet	\$10.00		Ongoing Monitoring/Job Reviews
Education Training (CDS-E)	1304.21(a)(4)(iii)			The Local Program Staff will gain an understanding of Inclusion. The training is titled "People First Language".	Completed at end of training
Dental Health Training (CDS-W)	1304.22			The Local Program Staff will gain an understanding of dental health issues. The training is titled "Healthy Mouth, Health Body".	
Personnel Training (PDS-HR)	1304.52			Teaching staff will have a better understanding of the policies regarding meal periods, computer use, email use, internet use, network use, telephone use, personal appearance and conflicts of interest.	
<b>All Staff Workshop (Management Team)</b>	1306.23(a)	Packet/Site and Trainers	\$400.00		Completed at the end of training, Ongoing Monitoring and ECERS
Fatherhood Training	1304.40(d)(1)			Planning for Success.	Completed at the end of training
STEP Training	1304.21			Staff will have an understanding of Read Aloud through the use of a STEP video.	
Safety Training (PDS-C)	1304.22			Personal Protective Equipment	
Administrative	1304.51			LP Meeting	
Curriculum, Facilities, Materials, Equipment & Transportation	1304.21			Staff will have a greater understanding of the ECERS monitoring tool.	
<b>Local Program Director Meeting (ED)</b>	1306.23(b)	Packet/ Site and Mgt Team	\$300.00		Ongoing Monitoring, Job Reviews and ECERS
Family Services Training	1304.40(a)(1)			Partners in Decision Making Training Guide	Ongoing Monitoring and Job Reviews
<b>Local Program Parent Committee Meeting (LPD/FIS)</b>	1304.40(d)(1) 1304.40(f)(1)	Training Packet	\$10.00		Completed at the end of training
Education	1304.21			Weekly Themes, Monthly Activities & Field Trips	Completed at the end of training
Mental Health	1304.24(a)(3)(ii)			"Understanding Behavior" Handout	
Parent Education	1304.24(a)(1)(iv)			Basic Parenting Video & Handout, "The Essentials Of Successful Parenting"	
Parent Choice	1304.40(d)(1) 1304.40(f)(1)			To be determined by LP Parents	
<b>Policy Council Meeting (ED)</b>	1304.52(k)(4)	Packet/Site	\$150.00		
FY 2010 OHS Monitoring Protocol	1304.52(k)(4)			PC will gain an understanding of the Head Start FY 2010 OHS Monitoring Protocol.	Completed at the end of training
State/National Accreditation	1304.52(k)(4)			PC will gain an understanding of the state of Arkansas and NAEYC Accreditation requirements.	
<b>Board of Directors Meeting (ED)</b>	1304.52(k)(4)	Packet/Site	\$5.00		
FY 2010 OHS Monitoring Protocol	1304.52(k)(4)			BOD will gain an understanding of the Head Start FY 2010 OHS Monitoring Protocol.	Completed at the end of training

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State/National Accreditation	1304.52(k)(4)			BOD will gain an understanding of the state of Arkansas and NAEYC Accreditation requirements.	
<b>Management Team Meetings (ED)</b>	1306.23(a)(b)	Training Packet	\$2.00		
PDS-Human Resources	1304.53, 1304.22			Review any facility issues and review safety procedures	Ongoing Monitoring and Job Reviews
<b>Financial Meetings (FO)</b>	1306.23(a)(b)	Training Packet	\$2.00		
General ledger/ Chart of Accounts	1304.51(h)(2)			Management Staff will gain understanding of Agency General Ledger and Chart Accounts	Ongoing Monitoring
<b>Weekly Communiqué (ED)</b>	1306.23(b)	Agency Email			
Week of 2-01	1304.21(a)			When a Child's Play Themes are Violent/Child Outcomes	Ongoing Monitoring
Week of 2-08	1304.21(a)			Emotional Intelligence/Child Outcomes	
Week of 2-15	1304.21(a)(1)(ii)			Inside an Inclusive Classroom/Fatherhood Initiative	
Week of 2-22	1304.40(d)(1)			Creating Closeness/Fatherhood Initiative	
<b>Other (any applicable training as indentified or offered)</b>			\$32.42		
Arkansas Children's Program Administrator Certificate	1304.21	Training Packet	\$300.00	4 LPD's will attend one of three required trainings to increase their competency in areas related to financial, personnel, and program management.	ECERS, Licensing Reviews, Job Reviews
WIPFLi Webinar	1301	Training Packet	\$295.00	Management, Financial Staff will increase their proficiency in Grants Administration.	Audit, Job Reviews, PRISM
New Director's Orientation	1304.21	Training Packet & Vehicle	\$200.00	New LPD's and Management Staff will be oriented to State Licensing Regulations.	Job Reviews, ECERS, Licensing Reviews

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Timeline/Content Area/Strategy/Staff	Regulation	Resources	Cost	Outcome	Evaluation
<b>March 2010</b>					
<b>Local Program Monthly Meeting (LPD)</b>	1306.23(b)	Training Packet	\$10.00		Ongoing Monitoring/Job Reviews
Education Training (CDS-E)	1304.21(a)(3)(i) (A)			The Local Program Staff will gain an understanding of how to communicate with children through a training titled "Sticks And Stones: Words Can Hurt".	Completed at the end of training and Ongoing Monitoring
Health Training (CDS-W)	1304.22			The Local Program Staff will gain an understanding of health issues. The training is titled "Sun Safety".	
Personnel Training (PDS-HR)	1304.52			Teaching staff will have a better understanding of the policies regarding smoking, workplace violence, drugs, alcohol, weapons and firearms.	
<b>Local Program Director Meeting (ED)</b>	1306.23(b)	Packet/ Site and Mgt Team	\$300.00		Ongoing Monitoring, Job Reviews and ECERS
Family Service Training	1304.40(b)(1)(i)			Supporting Families in Crisis Training Guide	Ongoing Monitoring and Job Reviews
<b>Local Program Parent Committee Meeting (LPD/FIS)</b>	1304.40(d)(1) 1304.40(f)(1)	Training Packet	\$10.00		Completed at the end of training
Education	1304.21			Weekly Themes, Monthly Activities & Field Trips	
Nutrition	1304.23(d)			Parents will gain an understanding of nutrition issues through a training titled "Portion Distortion".	
Parent Education/Substance Abuse	1304.40(b)(1)(ii)			Video & Handout "Fetal Alcohol Syndrome".	
Parent Choice	1304.40(d)(1) 1304.40(f)(1)			To be determined by LP Parents	
<b>Policy Council Meeting (ED)</b>	1304.52(k)(4)	Packet/Site	\$150.00		Completed at the end of training
ERSEA and Agency Recruitment Area	1304.52(k)(4)			PC will gain an understanding of the Head Start Eligibility, Recruitment, Selection, Enrollment, & Attendance (ERSEA) requirements and the agency's recruitment area.	
OMB Circular A-110-Administrative Requirements	1304.52(k)(4)			PC will gain an understanding of the Head Start's OMB Circular A-110, which details Administrative Requirements.	
<b>Board of Directors Meeting (ED)</b>	1304.52(k)(4)	Packet/Site	\$5.00		
ERSEA and Agency Recruitment Area	1304.52(k)(4)			BOD will gain an understanding of the Head Start Eligibility, Recruitment, Delection, Enrollment, & Attendance (ERSEA) requirements and the agency's recruitment area.	Completed at the end of training
OMB Circular A-110-Administrative Requirements	1304.52(k)(4)			BOD will gain an understanding of the Head Start's OMB Circular A-110, which details Administrative Requirements.	
<b>Management Team Meetings (ED)</b>	1306.23(a)(b)	Training Packet	\$2.00		

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PDS-Human Resources	1304.52			Review Personnel Manual and Procedures	Ongoing Monitoring and Job Reviews
<b>Financial Meetings (FO)</b>	1306.23(a)(b)	Training Packet	\$2.00		
Purchasing Policies/Procedures	A-110.46			Management Staff will gain understanding of the agency's purchasing policies and procedures.	Ongoing Monitoring
<b>Weekly Communiqué (ED)</b>	1306.23(b)	Agency Email			
Week of 3-01	1304.21			Easy as 1,2,3/STEP Initiative	Ongoing Monitoring
Week of 3-08	1304.21			Express Yourself/STEP Initiative	
Week of 3-15	1304.21(a)(4)			For the Love of Words/ELLCO Overview	
Week of 3-22				Spring Break	
Week of 3-29	1304.21			7 Fun Ways to Learn with Charts/ State Accreditation	
<b>Other (any applicable training as indentified or offered)</b>			\$32.42		



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Timeline/Content Area/Strategy/Staff	Regulation	Resources	Cost	Outcome	Evaluation
<b>April 2010</b>					
<b>Local Program Monthly Meeting (LPD)</b>	1306.23(b)	Training Packet	\$10.00		Ongoing Monitoring/Job Reviews
Education Training (CDS-E)	1304.21(a)(5)(i)			Local Program Staff will gain an understanding of outdoor curriculum through a training titled "Teacher Tested Ideas For Outdoor Fun".	Completed at the end of training and Ongoing Monitoring
Child Abuse Training (CDS-W)	1304.52(k)(3)(i)			Local Program Staff will recognize Child Abuse Prevention Month through a training titled "Preventing Abuse In Your Childcare Center".	
Personnel Training (PDS-HR)	1304.52			Teaching staff will have a better understanding of the policies regarding staff health, staff safety, and medical procedures.	
<b>All Staff Workshop (Management Team)</b>	1306.23(a)	Packet/Site and Trainers	\$400.00		Completed at the end of training, Ongoing Monitoring and ECERS
Fatherhood Training	1304.40(d)(1)			Bringing a Fatherhood Plan to Life.	Completed at the end of training
STEP Training	1304.21			Staff will have an understanding of Phonological Awareness through the use of a STEP video.	
Safety Training (PDS-C)	1304.22			Slips, Trips & Falls	
Administrative	1304.51			LP Meeting	
<b>Local Program Director Meeting (ED)</b>	1306.23(b)	Packet/ Site and Mgt Team	\$300.00		Ongoing Monitoring, Job Reviews and ECERS
Family Service Training	1304.40			Record Keeping, Family Partnerships Training Guide	
Agency Service Areas	1304.52			LPD's will gain more in-depth knowledge of management skills, supervision and laws, and "Getting Cooperation: Team Building that Works".	
<b>Local Program Parent Committee Meeting (LPD/FIS)</b>	1304.40(d)(1) 1304.40(f)(1)	Training Packet	\$10.00		Completed at the end of training
Education	1304.21			Weekly Themes, Monthly Activities & Field Trips	
Parent Education	1304.40(h)(1)			Transition Activities Handout: "Arkansas Kindergarten Readiness Indicators"	
Nutrition	1304.23(d)			Handout "Picnic Safety"	
Parent Choice	1304.40(d)(1) 1304.40(f)(1)			To be determined by LP Parents	
<b>Policy Council Meeting (ED)</b>	1304.52(k)(4)	Packet/Site	\$150.00		
Planning-Agency T/TA Plan	T/TA Plan			PC will gain an understanding and have input into the Agency's T/TA.	Completed at the end of training
Fiscal	45 CFR Part-74			PC will gain an understanding of Head Start financial management regulations.	
<b>Board of Directors Meeting (ED)</b>	1304.52(k)(4)	Packet/Site	\$5.00		
Planning-Agency T/TA Plan	T/TA Plan			BOD will gain an understanding and have input into the Agency's T/TA.	Completed at the end of training

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Fiscal	45 CFR Part-74			BOD will gain an understanding of Head Start financial management regulations.	
<b>Management Team Meetings (ED)</b>	1304.23(a)(b)	Training Packet	\$2.00		
PDS-Systems	1304.51			Review COPA and Systems Procedures	Ongoing Monitoring and Job Reviews
<b>Financial Meetings (FO)</b>	1304.23(a)(b)	Training Packet	\$2.00		
Political Intervention	OMB Circular A-122.25			Management Staff will gain understanding of Agency Political interventions.	Ongoing Monitoring
<b>Weekly Communiqué (ED)</b>	1306.23(b)	Agency Email			
Week of 4-05	1304.21			Natural Learning/ECERS Overview	Ongoing Monitoring
Week of 4-12	1304.21(a)(4)			Let's Experiment/Transition to Next Placement	
Week of 4-19	1304.21(a)(3)			Resolving Conflicts/Transition to Next Placement	
Week of 4-26	1304.21(a)(4)			The Power of Language/NRS Overview	
<b>Other (any applicable training as identified or offered)</b>			\$32.42		
Board of Directors Training: Strategic Planning with Non-Profit Development Solutions	1304.50(d)(1)(iii) 1305.50(d)(1)(iv)	Training Packet	\$85.00	Board of Directors and key staff will better understand the true purpose behind strategic planning.	Completion of strategic plan
Non-Profit BOD: Governing from the Mission Statement with Non-Profit Development Solutions	1304.52(k)(4)	Training Packet	\$35.00	Board of Directors and key staff will better understand the difference between management and governance.	Implementation of the BOD
Human Resource Webinar with WIPFLi	1304.52	Training Packet	\$390.00	Agency management staff will better understand Human Resource issues.	Ongoing Monitoring
Maximizing the Message: Communication Techniques with Executive Communication Consultants	1304.41(a)(3)	Training Packet	\$35.00	Community Involvement Specialist will improve public relation techniques.	Ongoing Monitoring and Job Reviews
National Head Start Association Annual Conference	1304.52	Training Packet	\$6,000.00	Staff will improve understanding and job performance in their various "component areas".	Ongoing Monitoring and Job Reviews

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Timeline/Content Area/Strategy/Staff	Regulation	Resources	Cost	Outcome	
<b>May 2010</b>					
<b>Local Program Monthly Meeting (LPD)</b>	1306.23(b)	Training Packet	\$10.00		Ongoing Monitoring/Job Reviews
Nutrition Training (CDS-W)	1304.23			The Local Program Staff will gain an understanding of nutritional issues through a "Handling Food Safely On The Road" training.	Completed at the end of training
Personnel Training (PDS-HR)	1304.52			Agency staff will have a better understanding of policies regarding layoff, recall and employee recognition.	Observation/Monitoring by Management staff during the year
<b>Local Program Director Meeting (ED)</b>	1306.23(b)	Packet/ Site and Mgt Team	\$300.00		Ongoing Monitoring, Job Reviews and ECERS
Family Service Training	1305.5			LPD's will discuss recruitment strategies and develop a recruitment plan for their respective areas.	
Agency Service Areas	1304.52			LPD's will gain more in-depth knowledge of management skills, supervision and laws, and "Arrest that Stress: How to depressurize your Work Life".	
<b>Local Program Parent Committee Meeting (LPD/FIS)</b>	1304.40(d)(1) 1304.40(f)(1)	Training Packet	\$10.00		Completed at the end of training
Education	1304.21			Weekly Themes, Monthly Activities & Field Trips	Completed at the end of training
Parent Education/Transition Activities	1304.40(h)(1) & (2) 1304.40(e)(3)			Handouts "Effective Parent-Teacher Communication", "Rights & Responsibilities In School Settings"	
Transportation Safety	1310 1304.22(d)(1) & (2)			Transportation Safety Handout: "Kids and Cars"	
Parent Choice	1304.40(d)(1) 1304.40(f)(1)			To be determined by LP Parents	
<b>Policy Council Meeting (ED)</b>	1304.52(k)(4)	Packet/Site	\$150.00		
Fiscal	45 OMB Circular A-122 Federal Cost Principles			PC will gain an understanding of Head Start Financial regulations.	Completed at the end of training
<b>Board of Directors Meeting (ED)</b>	1304.52(k)(4)	Packet/Site	\$5.00		
Fiscal	45 OMB Circular A-122 Federal Cost Principles			BOD will gain an understanding of Head Start Financial regulations.	Completed at the end of training
<b>Management Team Meetings (ED)</b>	1304.23(a)(b)	Training Packet	\$2.00		
Executive Director	1304.51			Review Agency Plans	Ongoing Monitoring and Job Reviews
<b>Financial Meetings (FO)</b>	1304.23(a)(b)	Training Packet	\$2.00		

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Accounts Payable Management	1304.51(h)(2)			Management Staff will gain understanding of Agency Accounts Payable.	Ongoing Monitoring
<b>Weekly Communiqué (ED)</b>	1306.23(b)	Agency Email			
Week of 5-03	1304.21(a)(4)			Try, Try Again/Six Myths About Stress	Ongoing Monitoring
Week of 5-10	1304.21			Outdoor Art-ventures/Summer Activities	
Week of 5-17	1304.41(c)(1)(iv)			Ready for Kindergarten/Summer Nutrition	
<b>Other (any applicable training as identified or offered)</b>			\$32.42		
Arkansas Division of Volunteerism Summit Conference	1304.41(a)(3)	Conf. Packet	\$500.00	Annual Arkansas Volunteer, Philanthropy and Non-Profit Conference	Volunteer, collaboration, board participation
OSHA Training: Lorman Education Services	1304.53	Training Packet	\$600.00	Facilities Specialist and Agency Program Director will become more aware of OSHA regulations and implementation.	Ongoing Monitoring and Job Reviews
Human Resource Training: Cross Gunter Witherspoon Galchus TBA	1304.52	Training Packet	\$600.00	Human Resource staff will be updated on Arkansas Personnel Issues.	Ongoing Monitoring
Public Relations Training: Executive Communication Consultants	1304.41(a)(3)	Training Packet	\$50.00	Community Involvement Specialist will improve public relation techniques, "Reaching Peak Performance.	Ongoing Monitoring and Job Reviews
Team Building: LIFE Adventure Center	1304.52	Training Packet	\$300.00	Management team will become more effective and cohesive to fulfill the agency's mission statement.	Ongoing Monitoring and Job Reviews

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<b>June 2010</b>					
<b>Local Program Monthly Meeting (LPD)</b>	1306.23(b)	Training Packet	\$10.00		Ongoing Monitoring/Job Reviews
Agency Service Areas	1304.52			LPD's will gain more in-depth knowledge of management skills, supervision and laws, and "everyone's Team Work Role".	Ongoing Monitoring and Job Reviews
<b>Policy Council Meeting (ED)</b>	1304.52(k)(4)	Packet/Site	\$150.00		
Program Design and Management, Curriculum, Facilities, Equipment, Materials & Transportation	State of Arkansas Licensing Regulations			PC will gain an understanding of the Arkansas Licensing Regulations.	Completed at the end of training
<b>Board of Directors Meeting (ED)</b>	1304.52(k)(4)	Packet/Site	\$5.00		
Program Design and Management, Curriculum, Facilities, Equipment, Materials & Transportation	State of Arkansas Licensing Regulations			BOD will gain an understanding of the Arkansas Licensing Regulations.	Completed at the end of training
<b>Management Team Meetings (ED)</b>	1304.23(a)(b)	Training Packet	\$2.00		
Management Staff & CO Staff	1304.51			Planning for upcoming Program Year	Ongoing Monitoring and Job Reviews
<b>Financial Meetings (FO)</b>	1304.23(a)(b)	Training Packet	\$2.00		
Budgeting Policies/Development	OMB Circular A-110.21			Management team will gain understanding of agency budgeting policies and development.	Ongoing Monitoring
<b>College Tuition for Teacher Mandate</b>	Head Start Act 648A(a)(2)		\$3,750.00		Completion of AA Degrees
<b>Other (any applicable training as identified or offered)</b>			\$32.42		
Non-Profit Resource Center at the Fayetteville Public Library	1304.40(b)	Training Packet	\$50.00	Community Involvement Specialist and Family Involvement Specialist will expand their knowledge of community resources.	Ongoing Monitoring and Job Reviews
Grant Seeking Academy with Thomas-Forbes & Kester, LLC, Grants Professionals	1301	Training Packet	\$50.00	Community Involvement Specialist will improve grant writing techniques.	Ongoing Monitoring and Job Reviews

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<b>July 2010</b>					
<b>Local Program Director Meeting (ED)</b>	1306.23(b)	Packet/ Site and Mgt Team	\$300.00		Ongoing Monitoring, Job Reviews and ECERS
Agency Service Areas	1304.52			Review agency policies and procedures	Ongoing Monitoring and Job Reviews
ERSEA	1305			Strategies for implementation	
Family Partnership Agreement	1304.40(a)(2)			Review of new process, form, & timelines	
Parent Meetings	1304.50(e)(2)			Discuss strategies for implementing formal monthly meetings & training opportunities	
<b>Policy Council Meeting (ED)</b>	1304.52(k)(4)	Packet/Site	\$150.00		
Family Partnership	Fatherhood Initiative			PC will have an understanding of the Head Start Fatherhood Initiative.	Completed at the end of training
<b>Board of Directors Meeting (ED)</b>	1304.52(k)(4)	Packet/Site	\$5.00		
Family Partnership	Fatherhood Initiative			BOD will have an understanding of the Head Start Fatherhood Initiative.	Completed at the end of training
<b>Management Team Meetings (ED)</b>	1304.23(a)(b)	Training Packet	\$2.00		
Management Staff & CO Staff	1304.51			Planning for upcoming Program Year	
<b>Financial Meetings (FO)</b>	1304.23(a)(b)	Training Packet	\$2.00		
Annual Audit Review	OMB Circular A-133			Management team will gain understanding of the agency's annual audit review.	Ongoing Monitoring
<b>Other (any applicable training as identified or offered)</b>			\$32.42		
Arkansas Head Start Association Summer Institute	1304.52(k)(2)	Conf. Packet	\$1,500.00	Annual Arkansas Head Start Association Summer Institute	Ongoing Monitoring and Job Reviews

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Timeline/Content Area/Strategy/Staff	Regulation	Resources	Cost	Outcome	
<b>August 2010</b>					
<b>Local Program Monthly Meeting (LPD)</b>	1306.23(b)	Training Packet	\$10.00		Ongoing Monitoring/Job Reviews
Nutrition Training (CDS-W)	1304.22			Staff will have a better understanding of personal health with a training titled "Building Healthy Eating Habits".	Ongoing Monitoring and Job Reviews
Personnel Training (PDS-HR)	1304.52			Release of Information, PPM #605, PPM# 645	
<b>Pre-Service Training (Management Team)</b>	1306.23(a) 1306.32(b)(7) 1306.33(4) 1304.20(e)(3) 1304.22(c)(2) 1304.22(c)(6)	Packet/Site and Trainers	\$3,150.00		Completed at the end of training, Ongoing Monitoring & Job Reviews
Safety Training (PDS-HR)				Defensive Driving	
Safety Training (PDS-HR)	1304.22(d)(1)			Fire Extinguisher, Fire Safety	
Safety Training	1304.22(a)			CPR & First Aid	
Child Abuse and Neglect (CDS-W)	1304.52(k)(3)			Agency Policy, Procedure, and forms	
New Staff Orientation (PDS-HR/LPD)	1304.52(k)(1)			See Orientation Agenda	
Crisis Procedures (FIS)	1304.40(b)(1)(i)			Review of Crisis Procedures and Paperwork	
Service Plans and Procedures (ED)	1304.51			Introductions of Service plans/related procedures for the PY08-09 and related forms and timelines for staff implementation	
Personnel Training (PDS-HR)	1304.52			Workers Comp, Staff Binder	
Mass Screening Training (CDS-E)	1304.20(b)(2)			Training on screenings, implementation, and recording	
Cook Training (CDS-W)	1304.23(b)(1)			Training on CCFP with instructor	
<b>Local Program Director Meeting (ED)</b>	1306.23(b)	Packet/ Site and Mgt Team	\$300.00		Ongoing Monitoring, Job Reviews and ECERS
Family Service Training	1304.40			Engaging Parents Training Guide	
Volunteer Component	1304.41(a)			Implementation of the Volunteer Component/Paperwork	
Fiscal Training	1304.51			Introduction to the Agency Financial Manual	
Human Resources Training	1304.51(i)			Follow-up on Management Mapping for Accelerated Performance, Performance Monitoring.	
On-going Monitoring	1304.51(i)(2)-(3)			LPD's will obtain updated information on the agency's new on-going monitoring policies and procedures	
<b>Policy Council Meeting (ED)</b>	1304.52(k)(4)	Packet/Site	\$150.00		
Program Design and Management, Fiscal	1304.52(k)(4)			PC will gain an understanding of the Head Start Grant process.	Completed at the end of training
<b>Board of Directors Meeting (ED)</b>	1304.52(k)(4)	Packet/Site	\$5.00		
Program Design and Management, Fiscal	1304.52(k)(4)			BOD will gain an understanding of the Head Start Grant process.	Completed at the end of training
<b>Management Team Meetings (ED)</b>	1304.23(a)(b)	Training Packet	\$2.00		

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CDS-Education/Disabilities	1304.21 1308.4			Agency curriculum, disability & education procedures, Child Outcomes	Ongoing Monitoring and Job Reviews
<b>Financial Meetings (FO)</b>	1304.23(a)(b)	Training Packet	\$2.00		
Fixed Asset Management	OMB Circular A- 110.34			Management Staff will gain understanding of Agency Fixed Asset Management.	Ongoing Monitoring
<b>Weekly Communiqué (ED)</b>	1306.23(b)	Agency Email			
Week of 8-25	1304.41(c)(1)(iv)			A Great Start to School/Head Start Introduction and Acronyms	
<b>College Tuition for Teacher Mandate</b>	Head Start Act 648A(a)(2)		\$3,750.00		Completion of AA Degrees
<b>Other (any applicable training as identified or offered)</b>			\$32.42		



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Timeline/Content Area/Strategy/Staff	Regulation	Resources	Cost	Outcome	Evaluation
<b>September 2010</b>					
<b>Local Program Monthly Meeting (LPD)</b>	1306.23(b)	Training Packet	\$10.00		Ongoing Monitoring/Job Reviews
Education Training (CDS-E)	1304.21(a)(1)(iii)			Local Program Staff will gain an understanding of English As A Second Language through a training titled "How Do They Do It? Second Language Acquisition".	
Mental Health Training (CDS-W)	1304.52(k)(3)			Local Program Staff will gain an understanding of mental health issues through a training titled "Dealing With Feelings-Emotional Health".	
Personnel Training (PDS-HR)	1304.52			Teaching staff will have a better understanding of the new Personnel Policy manual including policies regarding employment at will, equal employment opportunities, employee categories, hiring procedures, promotions, transfers and employment references.	
<b>Local Program Parent Committee Meeting (LPD/FIS)</b>	1304.40(d)(1) 1304.40(f)(1)	Training Packet	\$10.00		Completed at the end of training
Education	1304.21			Weekly Themes, Monthly Activities & Field Trips	Completed at the end of training
Dental Health Training (CDS-W)	1304.40(f)(1)			Parents will gain an understanding of dental health issues through a training titled "Tooth Decay in Young Children".	
Safety Education	1304.20(e)(4)			Health and Safety Handout: "Immunization Vaccine Safety"	
Parent Choice	1304.40(d)(1) 1304.40(f)(1)			To be determined by LP Parents	
<b>Management Team Meetings (ED)</b>	1304.23(a)(b)	Training Packet	\$2.00		
Community Involvement Specialist	1304.41			Volunteer Opportunities & Volunteer Handbook	Ongoing Monitoring and Job Reviews
<b>Financial Meetings (FO)</b>	1304.23(a)(b)	Training Packet	\$2.00		
Administrative Requirements	OMB Circular A-110			Management Staff will gain understanding of Agency Administrative Requirements.	Ongoing Monitoring and Job Reviews
<b>Policy Council Meeting (ED)</b>	1304.52(k)(4)	Packet/Site	\$150.00		
Head Start Grant Approval	1304.50(d)(1)(i)				Grant Award
<b>Weekly Communiqué (ED)</b>	1306.23(b)	Agency Email			
Week of 9-07	1304.20(b)			The Power of Preschool/Screening, Assessment, Evaluation	Ongoing Monitoring
Week of 9-14	1304.21(c)			Defining Developmentally Appropriate/Research	
Week of 9-21	1304.23(b)(3)			Tooth-Brushing and Head Start/Curriculum Definition	
Week of 9-28	1304.21(c)			Set the Stage for Literacy-Literally/Agency Curriculum	
<b>Other (any applicable training as identified or offered)</b>			\$32.41		
Pedestrian Safety Training	1310.21(a)	Training Packet	\$5.00	Training for Parents and Children in pedestrian safety.	Completed at the end of training

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Timeline/Content Area/Strategy/Staff	Regulation	Resources	Cost	Outcome	Evaluation
<b>October 2010</b>					
<b>Local Program Monthly Meeting (LPD)</b>	1306.23(b)	Training Packet	\$10.00		Ongoing Monitoring/Job Reviews
Education Training (CDS-E)	1304.21(a)(4)(i)			Local Program Staff will gain an understanding of curriculum through a training entitled "Help Children To Be Keen Observers".	Completed at the end of training
Child Abuse Training (CDS-W)	1304.52(k)(3)(i)			Local Program Staff will gain an understanding of child abuse issues through a training entitled "Violence Prevention-What Childcare Providers Can-Must-Do About It!".	Observation/Monitoring by Management staff during the year
Personnel Training (PDS-HR)	1304.52			Teaching staff will have a better understanding of the policies regarding performance reviews/evaluations, training, discipline, separations, layoffs, recalls and employee complaints/concerns procedures.	
<b>All Staff Workshop (Management Team)</b>	1306.23(a)	Packet/Site and Trainers	\$400.00		Completed at the end of training, Ongoing Monitoring and ECERS
Fatherhood Training	1304.40(d)(1)			First Thoughts on Getting Fathers Involved in Head Start.	Completed at the end of training
STEP Training	1304.21			Staff will gain an understanding of written expression through the use of a STEP video.	
Safety Training (PDS-C)	1304.22			Hazards in the Workplace and MSDS	
Curriculum	1304.21			Staff will gain a greater understanding of the agency's Creative Curriculum.	
Administrative	1304.51			LP Meeting	
Mental Health	1304.24			There was not a topic identified	
<b>Local Program Director Meeting (ED)</b>	1306.23(b)	Packet/ Site and Mgt Team	\$300.00		Ongoing Monitoring, Job Reviews and ECERS
Agency Service Areas	1304.52			LPD's will gain more in-depth knowledge of management skills, supervision and laws, and "High Impact Communication Skills- Volume 1.	Ongoing Monitoring and Job Reviews
Family Service Training (FIS)	1304.40			Family Partnership Agreements, Family Partnerships Training Guide	
<b>Local Program Parent Committee Meeting (LPD/FIS)</b>	1304.40(d)(1) 1304.40(f)(1)	Training Packet	\$10.00		Completed at the end of training
Education	1304.21			Weekly Themes, Monthly Activities & Field Trips	Completed at the end of training
Parent Education/Family Literacy	1304.40(e)(4)(i), 1304.40(e)(4)(ii)			Handout "Family Literacy Tips from A to Z"	
Nutrition	1304.23(e)(4)			Handout "Food Allergies"	
Parent Choice	1304.40(d)(1) 1304.40(f)(1)			To be determined by LP Parents	
<b>Policy Council Meeting (ED)</b>	1304.52(k)(4)				

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Policy Council Orientation	1304.52(k)(4)	Packet/Site and Trainers	\$750.00	PC will gain an understanding of Head Start content areas	Completed at the end of training
Curriculum	1304.21 9(c)(1)			PC will gain an understanding of the agency's curriculum	
<b>Board of Directors Meeting (ED)</b>	1304.52(k)(4)	Packet/Site	\$5.00		
Governing Board Orientation	1304.21(k)(4)			BOD will gain an understanding of Head Start content areas	Completed at the end of training
Curriculum	1304.21(c)(1)			BOD will gain an understanding of the agency's curriculum	
<b>Management Team Meetings (ED)</b>	1304.23(a)(b)	Training Packet	\$2.00		
Family Involvement Specialist	1304.40			Family Partnerships & Male Involvement	Ongoing Monitoring and Job Reviews
<b>Financial Meetings (FO)</b>	1304.52(a)(b)	Training Packet	\$2.00		
Federal Cost Principles	OMB Circular A-122			Management Staff will gain understanding of Agency Federal Cost Principles.	Ongoing Monitoring
<b>Weekly Communiqué (ED)</b>	1306.23(b)	Agency Email			
Week of 10-05	1304.53(a)			5 Signs of a Well Organized Classroom/Curriculum Q&A	Ongoing Monitoring
Week of 10-12	1304.21			Classroom Conversations/Program Governance	
Week of 10-19	1304.53(a)(10(v))			Fire Prevention Week/Policy Council	
Week of 10-26	1304.21(a)(4)			How Your Child Learns to Problem Solve/BOD	
<b>Other (any applicable training as identified or offered)</b>			\$32.41		
Region VI Head Start Association: Annual Conference	1304.52(k)	Conf. Packet	\$2,254.00	Management Staff will better understand and improve agency systems	Ongoing Monitoring and Job Reviews

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Timeline/Content Area/Strategy/Staff	Regulation	Resources	Cost	Outcome	Evaluation
<b>November 2010</b>					
<b>Local Program Monthly Meeting (LPD)</b>	1306.23(b)	Training Packet	\$10.00		Ongoing Monitoring/Job Reviews
Education Training (CDS-E)	1304.21(a)(4)(iii)			Local Program Staff will gain an understanding of how to communicate with children through a training entitled, "Revisiting Bloom's Taxonomy: Asking Better Questions".	Completed at the end of training, Ongoing Monitoring
Dental Health Training (CDS-W)	1304.22			The Local Program Staff will gain an understanding of dental health issues through a training entitled "Dental Healthy Snacks".	
Personnel Training (PDS-HR)	1304.52			Teaching Staff will have a better understanding of the new Personnel Policy manual including policies regarding all policies in the payroll and benefits sections.	
<b>Local Program Director Meeting (ED)</b>	1306.23(b)	Packet/ Site and Mgt Team	\$300.00		Ongoing Monitoring, Job Reviews and ECERS
Family Service Training (FIS)	1304.40			Family Support Skills Training Guide	Ongoing Monitoring and Job Reviews
<b>Local Program Parent Committee Meeting (LPD/FIS)</b>	1304.40(d)(1) 1304.40(f)(1)	Training Packet	\$10.00		Completed at the end of training
Education	1304.21		\$2.00	Weekly Themes, Monthly Activities & Field Trips	Completed at the end of training
Mental Health	1304.24(a)(1) (iii)			Video & Handout "Positive Discipline Without Shaking Or Spanking"	
Transportation	1310 & 1304.22(d)(1)			Handout "Winter Driving Tips"	
Parent Choice	1304.40(d)(1) 1304.40(f)(1)			To be determined by LP Parents	
<b>Policy Council Meeting (ED)</b>	1304.52(k)(4)	Packet/Site	\$150.00		
Head Start Act	1304.52(k)(4)			PC will gain an understanding of the Head Start Act	Completed at the end of training
Head Start Measures	1304.52(k)(4)			PC will gain an understanding of the Head Start Performance Measures	
<b>Board of Directors Meeting (ED)</b>	1304.52(k)(4)	Packet/Site	\$5.00		
Head Start Act	1304.52(k)(4)			BOD will gain an understanding of the Head Start Act	Completed at the end of training
Head Start Measures	1304.52(k)(4)			BOD will gain an understanding of the Head Start Performance Measures	
<b>Management Team Meetings (ED)</b>	1304.23(a)(b)	Training Packet	\$2.00		
CDS-Wellness	1304.23, 1304.24, 1304.22			Review CCFP, Mental Health Procedures & Health Issues	Ongoing Monitoring and Job Reviews
<b>Financial Meetings (FO)</b>	1304.23(a)(b)	Training Packet	\$2.00		
Financial Management Regulations	45 CFR Part 74			Management Staff will gain understanding of Agency Financial Management Regulations.	Ongoing Monitoring
<b>Weekly Communiqué (ED)</b>	1306.23(b)	Agency Email			

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Week of 11-02	1304.21(a)(4)			Help Your Child Think Big/Standards, Guidance, Monitoring, Measures	Ongoing Monitoring
Week of 11-09	1304.21(a)(3)			Temperament/Performance Standards	
Week of 11-16	1304.21(c)			Learning Styles/Performance Standards	
Week of 11-23	1304.21(c)			Ease the Temptation to Tease/Performance Standards	
Week of 11-30	1304.21(c)			Significance of Play- Part 1/FY 2010 OHS Monitoring Protocol	
Other (any applicable training as identified or offered)			\$32.41		

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Timeline/Content Area/Strategy/Staff	Regulation	Resources	Cost	Outcome	Evaluation
<b>December 2010</b>					
<b>Local Program Monthly Meeting (LPD)</b>	1306.23(b)	Training Packet	\$10.00		Ongoing Monitoring/Job Reviews
Education Training (CDS-E)	1304.21(a)(5)(ii)			The Local Program Staff will gain an understanding of helping children enhance their fine motor skills through a training entitled, "Puzzles: Set The Table For Learning".	Completed at the end of training
Health Training (CDS-W)	1304.22(c)(2) & (6)			The Local Program Staff will gain an understanding of health issues through a training entitled "Administering Medications In Childcare".	
Personnel Training (PDS-HR)	1304.52			The teaching staff will have a better understanding of all the policies regarding FMLA, paid leave, unpaid leave and general absence from work procedures.	Observation/Monitoring by Management staff during the year
<b>All Staff Workshop (Management Team)</b>	1306.23(a)	Packet/Site and Trainers	\$400.00		Completed at the end of training, Ongoing Monitoring and ECERS
Fatherhood Training	1304.40(d)(1)			Planning for Success.	Completed at the end of training
STEP Training	1304.21			Staff will have an understanding of Letter of Knowledge through use of a STEP video	
Safety Training (PDS-C)	1304.22			Reporting and Recording Occupational Injuries	
Administrative	1304.51			LP Meeting	
<b>Local Program Director Meeting (ED)</b>	1306.23(b)	Packet/ Site and Mgt Team	\$300.00		Ongoing Monitoring, Job Reviews and ECERS
Family Service Training	1304.40			Engaging Parents Training Guide	Ongoing Monitoring and Job Reviews
<b>Local Program Parent Committee Meeting (LPD/FIS)</b>	1304.40(d)(1) 1304.40(f)(1)	Training Packet	\$10.00		Completed at the end of training
Education	1304.21			Weekly Themes, Monthly Activities & Field Trips	Completed at the end of training
Health/Safety	1304.40(f)(2)(iii)			Video & Handout "Safety Starts At Home"	
Parent Education/Child Abuse	1301.31 Appendix A(B)(2)			Child Abuse Handout: "Signs and Symptoms of Child Abuse".	
Parent Choice	1304.40(d)(1) 1304.40(f)(1)			To be determined by LP Parents	
<b>Policy Council Meeting (ED)</b>	1304.52(k)(4)	Packet/Site	\$150.00		
Child Outcomes	1304.52(k)(4)			PC will gain an understanding of the Head Start Child Outcomes	
<b>Board of Directors Meeting (ED)</b>	1304.52(k)(4)	Packet/Site	\$5.00		
Child Outcomes	1304.52(k)(4)			BOD will gain an understanding of the Head Start Child Outcomes	
<b>Management Team Meetings (ED)</b>	1304.23(a)(b)	Training Packet	\$2.00		
Agency Program Director	1304.51			Review Local Program Monitoring & Follow-up Procedures	Ongoing Monitoring and Job Reviews
<b>Financial Meetings (FO)</b>	1304.23(a)(b)	Training Packet	\$2.00		

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Audit Requirement	OMB Circular A-133			Management Staff will gain understanding in Agency Audit Requirements.	Ongoing Monitoring
<b>Weekly Communiqué (ED)</b>	1306.23(b)	Agency Email			
Week of 12-07	1304.21(c)			Significance of Play- Part 2/Performance Measures	Ongoing Monitoring
Week of 12-14	1304.21(c)			Benefits of Board Games/Performance Measures	
Week of 12-21	1304.21(c)			Play with Paper/Performance Measures	
Week of 12-28	1304.21(c)			Crayon Creations/Agency Self Assessment	
<b>Other (any applicable training as identified or offered)</b>			\$32.41		
ARRA 2010 Increase			\$5,125.00		
<b>Training Total</b>		\$38,868.00	\$43,993.00		

Head Start Required Parent Training		
Both Parent & Staff Training		
Performance Standard	Training	Ref. Month
1301.31 Appendix A	B. Special Provisions	December
	2. Training. Head Start agencies and delegate agencies shall provide orientation and training for staff on the identification and reporting of child abuse and neglect. They should provide an orientation for parents on the need to prevent abuse and neglect and provide protection for abused and neglected children. Such orientation ought to foster a helpful rather than a punitive attitude toward abusing or neglecting parents and other caretakers.	
1304.20(c)(2)	(c) Extended follow-up and treatment.	Parent Trainings
	(2) Grantee and delegate agencies must provide assistance to the parents, as needed, to enable them to learn how to obtain any prescribed medications, aids or equipment for medical and dental conditions.	
1304.20(e)(2)	(e) Involving parents. In conducting the process, as described in Sec. Sec. 1304.20 (a), (b), and (c), and in making all possible efforts to ensure that each child is enrolled in and receiving appropriate health care services, grantee and delegate agencies must:	Parent Trainings
	(2) Familiarize parents with the use of and rationale for all health and developmental procedures administered through the program or by contract or agreement, and obtain advance parent or guardian authorization for such procedures. Grantee and delegate agencies also must ensure that the results of diagnostic and treatment procedures and ongoing care are shared with and understood by the parents;	
1304.20(e)(3)	(e) Involving parents. In conducting the process, as described in Sec. Sec. 1304.20 (a), (b), and (c), and in making all possible efforts to ensure that each child is enrolled in and receiving appropriate health care services, grantee and delegate agencies must:	Parent Trainings
	(3) Talk with parents about how to familiarize their children in a developmentally appropriate way and in advance about all of the procedures they will receive while enrolled in the program;	
1304.20(e)(4)	(e) Involving parents. In conducting the process, as described in Sec. Sec. 1304.20 (a), (b), and (c), and in making all possible efforts to ensure that each child is enrolled in and receiving appropriate health care services, grantee and delegate agencies must:	September December
	(4) Assist parents in accordance with 45 CFR 1304.40(f)(2) (i) and (ii) to enroll and participate in a system of ongoing family health care and encourage parents to be active partners in their children's health care process; and	
1304.21(a)(2)(ii)	(a) Child development and education approach for all children.	January
	(2) Parents must be:	
	(ii) Provided opportunities to increase their child observation skills and to share assessments with staff that will help plan the learning experiences; and	
1304.22(d)(1)	(d) Injury prevention. Grantee and delegate agencies must:	August
	(1) Ensure that staff and volunteers can demonstrate safety practices;	
1304.22(d)(2)	(d) Injury prevention. Grantee and delegate agencies must:	March, May, October
	(2) Foster safety awareness among children and parents by incorporating it into child and parent activities.	
1304.23(d)	(d) Family assistance with nutrition. Parent education activities must include opportunities to assist individual families with food preparation and nutritional skills.	March May
	(a) Mental health services.	
	(1) Grantee and delegate agencies must work collaboratively with parents (see 45 CFR 1304.40(f) for issues related to parent education) by:	



1304.24(a)(1)(i)(ii) (iii)(iv)(v)(vi)	(i) Soliciting parental information, observations, and concerns about their child's mental health;	October
	(ii) Sharing staff observations of their child and discussing and anticipating with parents their child's behavior and development, including separation and attachment issues;	
	(iii) Discussing and identifying with parents appropriate responses to their child's behaviors;	
	(iv) Discussing how to strengthen nurturing, supportive environments and relationships in the home and at the program;	
	(v) Helping parents to better understand mental health issues; and	
	(vi) Supporting parents' participation in any needed mental health interventions.	
1304.24(a)(3)(ii)	(a) Mental health services. (3) Mental health program services must include a regular schedule of on-site mental health consultation involving the mental health professional, program staff, and parents on how to:	January February
	(ii) Promote children's mental wellness by providing group and individual staff and parent education on mental health issues;	
1304.40(b)(1)(ii)(iii)	(b) Accessing community services and resources.  (1) Grantee and delegate agencies must work collaboratively with all participating parents to identify and continually access, either directly or through referrals, services and resources that are responsive to each family's interests and goals, including:	January
	(ii) Education and other appropriate interventions, including opportunities for parents to participate in counseling programs or to receive information on mental health issues that place families at risk, such as substance abuse, child abuse and neglect, and domestic violence; and	
	(iii) Opportunities for continuing education and employment training and other employment services through formal and informal networks in the community.	
1304.40(d)(1)	(d) Parent involvement--general. (1) In addition to involving parents in program policy-making and operations (see 45 CFR 1304.50), grantee and delegate agencies must provide parent involvement and education activities that are responsive to the ongoing and expressed needs of the parents, both as individuals and as members of a group. Other community agencies should be encouraged to assist in the planning and implementation of such programs.	January February March April May September October November December
	(e) Parent involvement in child development and education. (3) Grantee and delegate agencies must provide opportunities for parents to enhance their parenting skills, knowledge, and understanding of the educational and developmental needs and activities of their children and to share concerns about their children with program staff (see 45 CFR 1304.21 for additional requirements related to parent involvement).	
1304.40(e)(4)(i)(ii)	(e) Parent involvement in child development and education. (4) Grantee and delegate agencies must provide, either directly or through referrals to other local agencies, opportunities for children and families to participate in family literacy services by:	November
	(i) Increasing family access to materials, services, and activities essential to family literacy development; and	
	(ii) Assisting parents as adult learners to recognize and address their own literacy goals.	
1304.40(f)(1)	(f) Parent involvement in health, nutrition, and mental health education. (1) Grantee and delegate agencies must provide medical, dental, nutrition, and mental health education programs for program staff, parents, and families.	September
	(h) Parent involvement in transition activities. (1) Grantee and delegate agencies must assist parents in becoming their children's advocate as they transition both into Early Head Start or Head Start from the home or other child care setting, and from Head Start to elementary school, a Title I of the Elementary and Secondary Education Act preschool program, or a child care setting.	
1304.40(h)(2)	(h) Parent involvement in transition activities. (2) Staff must work to prepare parents to become their children's advocate through transition periods by providing that, at a minimum, a staff-parent meeting is held toward the end of the child's participation in the program to enable parents to understand the child's progress while enrolled in Early Head Start or Head Start.	April

1304.40(h)(3)(i)	<p>(h) Parent involvement in transition activities.</p> <p>(3) To promote the continued involvement of Head Start parents in the education and development of their children upon transition to school, grantee and delegate agencies must:</p> <p>(i) Provide education and training to parents to prepare them to exercise their rights and responsibilities concerning the education of their children in the school setting;</p>	April
1304.52(k)(1)	<p>(k) Training and development.</p> <p>(1) Grantee and delegate agencies must provide an orientation to all new staff, consultants, and volunteers that includes, at a minimum, the goals and underlying philosophy of Early Head Start and/or Head Start and the ways in which they are implemented by the program.</p>	August
1304.52(k)(4)	<p>(k) Training and development.</p> <p>(4) Grantee and delegate agencies must provide training or orientation to Early Head Start and Head Start governing body members. Agencies must also provide orientation and ongoing training to Early Head Start and Head Start Policy Council and Policy Committee members to enable them to carry out their program governance responsibilities effectively.</p>	January February March April August October November December
1310.21(a)	<p>(a) Each agency must provide training for parents and children in pedestrian safety. The training provided to children must be developmentally appropriate and an integral part of program experiences. The need for an adult to accompany a preschool child while crossing the street must be emphasized in the training provided to parents and children. The required transportation and pedestrian safety education of children and parents, except for the bus evacuation drills required by paragraph (d) of this section, must be provided within the first thirty days of the program year.</p>	September

Head Start Required Staff Training		
Both Parent & Staff Training		
Performance Standard	Training	Ref. Month
Appendix A to 1301.31 303.5	B. Special Provisions	December
	2. Training. Head Start agencies and delegate agencies shall provide orientation and training for staff on the identification and reporting of child abuse and neglect. They should provide an orientation for parents on the need to prevent abuse and neglect and provide protection for abused and neglected children. Such orientation ought to foster a helpful rather than a punitive attitude toward abusing or neglecting parents and other caretakers.	
1304.20(b)(2)	(b) Screening for developmental, sensory, and behavioral concerns.	August
	(2) Grantee and delegate agencies must obtain direct guidance from a mental health or child development professional on how to use the findings to address identified needs.	
302.7 1304.22(a)(1) 303.4	(a) Health emergency procedures. Grantee and delegate agencies operating center-based programs must establish and implement policies and procedures to respond to medical and dental health emergencies with which all staff are familiar and trained. At a minimum, these policies and procedures must include:	February
	(1) Posted policies and plans of action for emergencies that require rapid response on the part of staff (e.g., a child choking) or immediate medical or dental attention (Under Guidance: With consultation from their Health Services Advisory Committee, agencies provide training and post concise directions to staff on administering first aid, contacting emergency care providers, seeing to emergency transportation, and contacting parents)	
1304.22(c)(2) 302.7	(c) Medication administration. Grantee and delegate agencies must establish and maintain written procedures regarding the administration, handling, and storage of medication for every child. Grantee and delegate agencies may modify these procedures as necessary to satisfy State or Tribal laws, but only where such laws are consistent with Federal laws. The procedure must include:	August
	(2) Designating a trained staff member(s) or school nurse to administer, handle and store child medications	
1304.22(c)(6) 302.7	(c) Medication administration. Grantee and delegate agencies must establish and maintain written procedures regarding the administration, handling, and storage of medication for every child. Grantee and delegate agencies may modify these procedures as necessary to satisfy State or Tribal laws, but only where such laws are consistent with Federal laws. The procedure must include:	August
	(6) Ensuring that appropriate staff members can demonstrate proper techniques for administering, handling, and storing medication, including the use of any necessary equipment to administer medication.	
302.7 1304.22(d)(1) 303.5	(d) Injury Prevention. Grantee and delegate agencies must:	August
	(1) Ensure that staff and volunteers can demonstrate safety practices.	
1304.23(d) 302.7	(d) Family assistance with nutrition. Parent education activities must include opportunities to assist individual families with food preparation and nutritional skills.	March May
1304.24(a)(1)(i)(ii) (iii)(iv)(v)(vi) 302.7	(a) Mental health services.	October December
	(1) Grantee and delegate agencies must work collaboratively with parents (see 45 CFR 1304.40(f) for issues related to parent education) by:	
	(i) Soliciting parental information, observations, and concerns about their child's mental health;	
	(ii) Sharing staff observations of their child and discussing and anticipating with parents their child's behavior and development, including separation and attachment issues;	
	(iii) Discussing and identifying with parents appropriate responses to their child's behaviors;	
	(iv) Discussing how to strengthen nurturing, supportive environments and relationships in the home and at the program;	
	(v) Helping parents to better understand mental health issues; and	
(vi) Supporting parents' participation in any needed mental health intervention		

1304.24(a)(3)(i)(ii)(iii)(iv) 302.7 303.5	(a) Mental health services.	January February
	(3) Mental health program services must include a regular schedule of on-site mental health consultation involving the mental health professional, program staff, and parents on how to:	
	(i) Design and implement program practices responsive to the identified behavioral and mental health concerns of an individual child or a group of children;	
	(ii) Promote children's mental wellness by providing group and individual staff and parent education on mental health issues	
	(iii) Assist in providing special help for children with atypical behavior or development; and	
1304.40(f)(1) 303.4 302.7	(f) Parent involvement in health, nutrition, and mental health education.	September
	(1) Grantee and delegate agencies must provide medical, dental, nutrition, and mental health education programs for program staff, parents and families.	
1304.41(c)(1)(iv) 302.7	(c) Transition Services.	May August
	(1) Grantee and delegate agencies must establish and maintain procedures to support successful transitions for enrolled children and families from previous child care programs into Early Head Start or Head Start and from Head Start into elementary school, a Title I of the Elementary and Secondary Education Act preschool program, or other child care settings. These procedures must include:  (iv) Initiating joint transition related training for Early Head Start or Head Start staff and school or other child development staff.	
1304.52(k)(1)-(3) 302.6 303.5 302.5 303.3	(k) Training and Development	January April August September October
	(1) Grantee and delegate agencies must provide an orientation to all new staff, consultants, and volunteers that includes, at a minimum, the goals and underlying philosophy of early head start and/or Head Start and the ways in which they are implemented by the program.	
	(2) Grantee and delegate agencies must establish and implement a structured approach to staff training and development, attaching academic credit whenever possible. This system should be designed to help build relationships among staff and to assist staff in acquiring or increasing the knowledge and skills needed to fulfill their job responsibilities, in accordance with the requirements of 45 CFR 1306.23	
1304.52(k)(3)(i) & (ii)	(3) At a minimum, this system must include ongoing opportunities for staff to acquire the knowledge and skills necessary to implement the content of the Head Start Program Performance Standards. This program must also include: 1304.52(k)(3)(i) & (ii)	April September October
	(i) Methods for identifying and reporting child abuse and neglect that comply with applicable State and local laws using, so far as possible, a helpful rather than a punitive attitude toward abusing or neglecting parents and other caretakers; and	
1304.53(a)(10)(v) 302.7	(ii) Methods for planning for successful child and family transitions to and from the Early Head Start or Head Start program	October
	(a) Head Start physical environment and facilities.	
1306.23(a) & (b) 302.6 302.5 303.3	(10) Grantee and delegate agencies must conduct a safety inspection, at least annually, to ensure that each facility's space, light, ventilation, heat, and other physical arrangements are consistent with the health, safety and developmental needs of children. At a minimum, agencies must ensure that:	January February March April May June July August September October November December
	(v) Approved, working fire extinguishers are readily available (Under Guidance: Providing training to staff on the use of fire extinguishers, and posting instructions for their use on or near the extinguishers themselves)	
	(a) Head Start grantees must provide pre-service training and in-service training opportunities to program staff and volunteers to assist them in acquiring knowledge and skills they need to fulfill their job responsibilities. This training must be directed toward improving the ability of staff and volunteers to deliver services required by Head Start regulations and policies.	
	(b) Head Start grantees must provide staff with information and training about the underlying philosophy and goals of Head Start and the program options being implemented.	

<p>1306.32(b)(7) 303.3</p>	<p>302.6</p> <p>(b) Center-based program option requirements:</p> <p>(7) Staff must be employed for a sufficient time to allow them to participate in pre-service training, to plan and set up the program at the start of the year, to conduct home visits, to conduct health examinations, screening and immunization activities, to maintain records, and to keep service component plan and activities current and relevant. These activities should take place outside of the time scheduled for classes in center-based programs or home visits in home-based programs.</p>	<p>August</p>
<p>1306.33(4) 303.3</p>	<p>302.6</p> <p>(a) Grantees implementing a home-based program option must:</p> <p>(4) Allow staff sufficient employed time to participate in pre-service training, to plan and set up the program at the start of the year, to close the program at the end of the year, to maintain records, and to keep component and activities plans current and relevant. These activities should take place when no home visits or group socialization activities are planned.</p>	<p>August</p>
<p>1308.4(k)</p>	<p>(k) The grantee must ensure that the disabilities service plan addresses grantee efforts to meet State standards for personnel serving children with disabilities by the 1994-1995 program year. Special education and related services must be provided by or under the supervision of personnel meeting State qualifications by the 1994-1995 program year.</p>	<p>August</p>

1310.17(a)	(a) Each agency providing transportation services must ensure that persons employed to drive vehicles used in providing such services will have received the training required under paragraphs (b) and (c) of this section no later than 90 days after the effective date of this section and as established by Sec. 1310.2 of this part.	N/A
1310.17(b)(1)-(7)	<p>(b) Drivers must receive a combination of classroom instruction and behind-the wheel instruction sufficient to enable each driver to:</p> <p>(1) operate the vehicle in a safe and efficient manner;</p> <p>(2) safely run a fixed route, including loading and unloading children, stopping at railroad crossings and performing other specialized driving maneuvers;</p> <p>(3) administer basic first aid in case of injury;</p> <p>(4) handle emergency situations, including vehicle evacuation procedures;</p> <p>(5) operate any special equipment, such as wheelchair lifts, assistance devices or special occupant restraints;</p> <p>(6) conduct routine maintenance and safety checks of the vehicle; and</p> <p>(7) maintain accurate records as necessary.</p>	N/A
1310.17(c)	(c) Drivers must also receive instruction on the topics listed in 45 CFR 1304.52(k)(1), (2) and (3)(i) and the provisions of the Head Start Program Performance Standards for Children with Disabilities (45 CFR 1308) relating to transportation services to children with disabilities.	N/A
1310.17(d)	(d) Drivers must receive refresher training courses including the topics listed in paragraphs (b) and (c) of this section and any additional necessary training to meet the requirements applicable in the State where the agency operates.	N/A
1310.17(e)	(e) Each agency providing transportation services must ensure that drivers who transport children receiving the services qualify under the applicable driver training requirements in its State.	N/A
1310.17(f)(2)	<p>(f) Each agency providing transportation services must ensure that:</p> <p>(2) before bus monitors assigned to vehicles used to provide such services begin their duties, they are trained on child boarding and exiting procedure, use of child restraint systems, any required paperwork, responses to emergencies, emergency evacuation procedures, use of special equipment, child pick-up and release procedures and pre-and post-trip vehicle check.</p>	N/A

<b>Licensing Required Staff Training</b>		
<b>Licensing Requirement</b>	<b>Training</b>	<b>Ref. Month</b>
302.5	All new Directors shall attend New Director's Orientation within six months of employment. (This is an orientation class conducted by the Division)	See Required Training Regulations
302.6	The Director shall obtain 10 clock hours in early childhood education each year as approved by the Division. Documentation of training shall be maintained and available for review.	See Required Training Regulations
302.7	Topics appropriate for continuing early childhood education shall include, but are not limited to the following:	See Required Training Regulations
	a. Child growth and development	
	b. Nutrition and food service	
	c. Parent communication and involvement	
	d. Curriculum and curriculum development	
	e. Developmentally appropriate practice and learning environments	
	f. Behavior management	
	g. Emergency care and first aid	
302.7	h. Administration and management of early childhood programs	
303.3	All employees who work directly with children shall obtain at least 10 hours of in-service training or outside workshop training each year in continuing early childhood education. This training shall be approved by the Division.	See Required Training Regulations
303.4	At least one adult member of the staff who is certified in infant/child cardiopulmonary resuscitation (CPR) shall be present within the physical confines of the child care center while children are in care. Adult CPR is also required when school age children are in care. Certification shall be current.	See Required Training Regulations
303.5	Prior to providing direct child care, staff shall receive an orientation in basic health & safety, facility behavior management policies, center schedules, and shall be advised that they are mandated reporters under the Child Maltreatment Reporting Act.	See Required Training Regulations

## Parent Information/Training

Information/Services Provided (English-E/Spanish-S)	
<b>ENROLLMENT PACKET</b>	
Parent Handbook (E/S)	1304.52(k)(1), 1304.40(h)(3)(l), 1304.20(e)(2)
Learning Styles Handout (E/S)	1304.21(a)(2)(ii)
Getting Ready For Kindergarten Readiness Calendar	1304.40(h)(i)
7 Super Things Parents and Caregivers Can Do (E/S)	1304.40(e)(3)
Pedestrian Safety Training (E/S)	1310.21(a)
Ages and Stages Child Behavior Checklist (E/S)	1304.24(a)(1)(i), 1304.24(a)(1)(ii)
Methamphetamine Information Brochure	1304.40(b)(1)(ii), 1304.40(f)(2)(iii)
Dental Health Information	1304.23(b)(3)
Arkansas Children's Hospital Parenting in Arkansas Magazine	1304.40(e)(3)
Center for Effective Parenting (CEP) Information Brochure	1304.40(e)(3)
CEP Creating a Home Environment for Learning Brochure	1304.40(e)(1), 1304.40(e)(2)
Child Identification Documentation	1304.22(d)(1)
Arkansas Poison Hot Line Sticker & Refrigerator Magnet	1304.22(d)(2)
Separation Anxiety Article	1304.24(a)(1)(ii)
Head Start Parent Held Child Health Record	1304.20(e)(4), 1304.40(f)(1)
211 Emergency Referral Services Information	1304.20(c)(2), 1304.40(b)(1)
Arkansas Workforce Center Information (E/S)	1304.40(b)(1)(iii)
National Dairy Council: Dairy Products 3-A Day Nutrition Pamphlet (E/S)	1304.23(d)
Nutrition Information Handout	1304.23(d)
Arkansas Child Protection Act Pamphlet, Second Hand Smoke (E/S)	1301.31 Appendix A (B)(2)
Fruits and Vegetables Information Pamphlet (E/S)	1304.23(d)
Non-Federal Share In-Kind Explanation	1301.20, 45 CFR 74.23 & 92.24
WIC Information Pamphlet	1304.23(d)
10 Steps to Help You Fill Your Grocery Bag w/Food Stamp Program	1304.23(d)
<b>HOME BASE ONLY</b>	
Fun and Learning for Parents & Children Booklet	1304.21(a)(6), 1304.40(e)(3)
A Parent's Guide to the Head Start Home Based Program	1304.21(a)(2)(ii)
<b>BULLETIN BOARD POSTINGS</b>	
Emergency Assistance/Crisis Information Procedures	1304.40(b)(1)(i)
Child Abuse/Neglect Reporting Procedures	1301.31, 1304.40(b)(1)(ii)
Volunteer Handbook	1304.40(d)(3)
Parent Committee Positions And Organizational Chart	1304.50(a)(1)
Parent Officer Duties	1304.50(a)(1)
Parent Participation Reimbursement Procedures	1304.50(f)
Emergency Assistance/Crisis Procedure with Fire/Tornado Exits	1304.53(a)(10)(vii)
Agency Organizational Chart	1304.52(a)(1)
Privacy of Information Procedures	1304.51(g), 1304.52(h)(1)
Current Information on Adult Education, GED, ESL, Classes, etc.	1304.40(b)
NWAHS External Jobs (when applicable)	1301.31(b)
Minutes of Last Board Meeting (when applicable)	1304.51(b)
Minutes of Last Policy Council Meeting	1304.51(b)



## Parent Information/Training

<b>AGENCY NEWSLETTER</b>	
February 2010: Credit Counseling of Arkansas and Legal Aid of Arkansas	1304.40(b)(1), 1304.40(b)(1)(i)
April 2010: Service Area School District Information	1304.40(h)
October 2010: Adult Education Opportunities	1304.40(b)(1)(iii)
December 2010: The Crisis Center and 211 Emergency Referral Services	1304.40(b)(1), 1304.40(b)(1)(i)
<b>FAMILY SERVICE WORKER VISIT</b>	
Domestic Violence Information	1301.31, Appendix A (B)(2), 1304.40(b)(1)(ii)
The Crisis Center Referral Services Information (E/S)	1304.40(b)(1), 1304.40(b)(1)(i)
Credit Counseling of Arkansas Info Pamphlet (E/S)	1304.40(b)(1)(iii)
Keeping Kids Healthy: ARKids First A & B Well Child Information (E/S)	1304.20(e)(4), 1304.20(a)(i)
Housing Information	1304.40(b)(1)(i)
Food Stamp Pamphlet	1304.40(b)(1)(i)
Ozark Transit	1304.40(b)(1)(i)
Voting 101	
<b>FAMILY SERVICE WORKER VISIT AS NEEDED</b>	
Birth Certificate Application	
Social Security Application	1304.40(b)(1)(iii)
Catholic Charities Immigration Services Information	1304.40(b)(1)
WIC Application	1304.23(d)
ARKids First Application	1304.20(f)(2)(i)
Child Support Services for Families Head Start Program Brochure (E/S)	1304.40(b)(1)(iii)
Adult Education (ESL, GED, Computers)	1304.40(b)(1)(iii)
<b>PARENT MEETING TOPICS AS DETERMINED BY THE PARENT TRAINING SURVEY AND REQUIRED HEAD START TRAININGS</b>	
Tooth Decay In Young Children, Immunization Vaccine Safety (E/S)	1304.40(f)(1), 1304.20(e)(4)
Parent Choice:	1304.40(d)(1), 1304.40(f)(1)
Biting, Winter Driving Tips	1304.24(a)(1), 1310, 1304.22(d)(1)
Parent Choice:	1304.40(d)(1), 1304.40(f)(1)
Letter Knowledge	1304.40(e)(4)(i), 1304.40(e)(4)(ii)
Parent Choice:	1304.40(d)(1), 1304.40(f)(1)
Signs and Symptoms of Child Abuse, Getting To Know Your Doctor	1301.31 Appendix A (B)(2), 1304.20(e)(4)
Parent Choice:	1304.40(d)
Domestic Violence, How to Talk to Your Doctor (E/S)	1304.40(b)(1)(ii), 1304.24(a)(3)(ii)
Parent Choice:	1304.40(d)(1), 1304.40(f)(1)
The Essentials of Effective Parenting, Understanding Behavior (E/S)	1304.24(a)(1)(iv), 1304.24(a)(3)(ii)
Parent Choice:	1304.40(d)(1), 1304.40(f)(1)
Portion Distortion, Fetal Alcohol Syndrome (E/S)	1304.23(d), 1304.40(b)(1)(ii)
Parent Choice:	1304.40(d)(1), 1304.40(f)(1)
Arkansas Kindergarten Readiness Indicators, Picnic Safety (E/S)	1304.40(h)(1), 1304.23(d)
Parent Choice:	1304.40(d)(1), 1304.40(f)(1)
Effective Parent Teacher Communication, Kids and Cars (E/S)	1304.40(h)(1) & (2), 1304.40(e)(3), 1310, 1304.22(d)(1) & (2)
Parent Choice:	1304.40(d)(1), 1304.40(f)(1)
<b>MENTAL HEALTH PROVIDER AS NEEDED</b>	
OGC Observation Visit #1 to the Center	1304.24(a)(3)(i)
Other as needed:	

## Parent Information/Training

<b>CHILDREN WITH DISABILITIES AS NEEDED</b>	
IDEA	1304.40(h)(3)(i), 1308.19
Parent Rights	1304.40(h)(3)(i)
Other as needed:	
<b>TALK ABOUT TOUCH</b>	
Letter 1 Introduction (E/S)	1304.22(d)(2), 1304.21(a)(1)(iii), 1304.40(f)(1)
Letter 2 Family Safety Rules (E/S)	1304.22(d)(2), 1304.21(a)(1)(iii), 1304.40(f)(1)
Letter 3 Assertiveness (E/S)	1304.22(d)(2), 1304.21(a)(1)(iii), 1304.40(f)(1)
Letter 4 Personal Safety (E/S)	1304.22(d)(2), 1304.21(a)(1)(iii), 1304.40(f)(1)
Letter 5 The Touching Code (E/S)	1304.22(d)(2), 1304.21(a)(1)(iii), 1304.40(f)(1)
Letter 6 Touching Safety (E/S)	1304.22(d)(2), 1304.21(a)(1)(iii), 1304.40(f)(1)
Letter 7 Feeling Safety (E/S)	1304.22(d)(2), 1304.21(a)(1)(iii), 1304.40(f)(1)
Letter 8 Feeling Safety (E/S)	1304.22(d)(2), 1304.21(a)(1)(iii), 1304.40(f)(1)
<b>FIRST PARENT TEACHER CONFERENCE</b>	
In the Surprise Drawer (E/S)	1304.40(e)(3)
Developmental Checklist for Young Children: Birth to 5 years	1304.40(e)(3)
Play: From Infancy to Age Five (E/S)	1304.21(a)(6), 1304.40(e)(3)
Emergency Action for Poisoning (E/S)	1304.22(d)(2)
Lap-D Assessment Results & Suggested Activities (E/S)	Child Outcomes
other as needed:	
<b>FIRST HOME VISIT</b>	
Dental Health Packet	1304.23(b)(3)
* NIH "Milk Matters with Buddy Brush" Coloring Book	1304.23(b)(3)
* ADA "Your Child's Teeth, Helpful Tips for Parents/Caregivers"	1304.23(b)(3)
* Colgate's "Dr. Brushwell's Brushing Chart (E/S)	1304.23(b)(3)
* Reach Adult Soft Head Toothbrush	1304.23(b)(3)
* Child's Toothbrush	1304.23(b)(3)
* Packet of Dental Floss	1304.23(b)(3)
* Crest's "Give Your Child A Super Hero Smile" Brushing Kit	1304.23(b)(3)
Temperament Assessment Training (E/S)	1304.21(a)(2)(ii)
Personal Safety for Children – A Parent's Guide	1304.22(d)(1)
Helping Children Manage Their Behavior (E/S)	1304.24(a)(1)
Obesity and Children: Helping Your Child Lose Weight (E/S)	1304.23(d)
other as needed:	
<b>SECOND PARENT TEACHER CONFERENCE</b>	
Developmental levels in Children's Art (E/S)	1304.40(e)(3)
Tips for Working Parents (E/S)	1304.24(a)(1)(v)
Helping Children Grow Up – Health Mind and Body (E/S)	1304.24(a)(1)
Lap-D Assessment Results & Suggested Activities (E/S)	Child Outcomes
Other as needed:	
<b>SECOND HOME VISIT</b>	
How to Talk to Your Children About Substance Abuse (E/S)	1304.40(b)(1)(ii)
Lap-D Assessment Results & Suggested Activities (E/S)	Child Outcomes
Other as needed:	

## Parent Information/Training

<b>MONTHLY HANDOUTS</b>	
Calendar/Menu	
Minutes of Last Parent/Education Committee Meetings	
Parent Meeting Handouts	
Nutrition Handouts (as applicable)	
Information Invitation to Upcoming Meetings/Workshops	
Monthly Perfect Attendance	
Monthly Volunteer Recognition	
Health Alerts as needed	
Agency Newsletters (as applicable)	
Talk About Touch (as applicable)	
Health Education Handouts (as applicable)	
Parenting Education Handouts (as applicable)	
Child Education Handouts (as applicable)	
Mental Health Handouts (as applicable)	

## Agency Training Video Directory

Title	Length	Location	Regulation
<b>New Staff Orientation</b>			
Curriculum in Head Start	15:45	Website	1304.21(c)(1) 1304.3(a)(5)
Outdoor Learning--Room To Grow	15:15	Website	1304.21(a)(5)(i)
Room Arrangement As A Teaching Strategy	24:28	Website	1304.21(a)(5)(ii)
LAP-D Standardized Demo	32:43	Website	Child Outcomes
The Creative Curriculum For Early Childhood	37:05	Website	1304.21(c)(1) 1304.3(a)(5)
Individualizing In Head Start	16:47	Website	1304.21(c)(1)(i)
ASQ:SE In Practice	25:36	Website	1304.20(b)(1)
On The Path To Bloodborne Pathogens	28:23	Website	1304.22(a) 1304.22(e)(4)
Your Right To Know: A Special Report--Hazard Communication	20:08	Website	1304.22(a) 1304.22(e)(4)
DIAL 3: Developmental Indicators For The Assessment Of Learning--Third Edition		OA Office	1304.20(b)(1)
<b>Education/Classroom</b>			
Core Knowledge Preschool	25:38	Website	1304.21(a)(1)(i)
Super Groups: Program 1 Come Join In! Guidelines For Successful Group Times	28:18	Website	1304.21(a)(1)(iv)
Super Groups: Program 2 Give Yourself A Hand--Guidance Techniques For Successful Group Times	34:36	Website	1304.21(a)(3)(i)(c)
Super Groups: Program 3 Read To Me! Sharing Books With Young Children	26:39	Website	1304.40(e)(4)(i)
Super Groups: Program 4 Once Upon A Time--Skills For Reading Aloud At Group Time	33:39	Website	1304.21(a)(4)(iv)
Play Power: Program 1 Child's Play--The World Of Learning	31:12	Website	1304.21(a)(4)(i)
Play Power: Program 2 Time Together--Learning To Play With Young Children	30:35	Website	1304.21(a)(4)(iv)
Good Talking With You: Program 1 Oh Say What They See--An Introduction To Indirect Language Stimulation Techniques	27:41	Website	1304.21(a)(4)(iii)
Good Talking With You: Program 2 Let's Talk--First Steps To Conversation	29:46	Website	1304.21(a)(4)(iii)
Good Talking With You: Program 3 Now You're Talking--Techniques That Extend Conversation	30:58	Website	1304.21(a)(4)(i)
Good Talking With You: Program 4 Between You And Me--Facilitating Child-To-Child Conversations	30:46	Website	1304.21(a)(4)(iii)
Good Talking With You: Program 5 Space To Grow--Creating An Environment That Supports Language Acquisition	30:03	Website	1304.21(a)(4)(i)
Early Childhood Math National Webcast Series: Where's The Math #1	1:38:27	Website	1304.21(a)(4)(iv)
Early Childhood Math National Webcast Series: Numbers & Operations #2	1:30:07	Website	1304.21(a)(4)(iv)
Early Childhood Math National Webcast Series: Geometry & Spatial Sense #3	1:30:49	Website	1304.21(a)(4)(iv)
Early Childhood Math National Webcast Series: Measurements #4	1:31:58	Website	1304.21(a)(4)(iv)
Early Childhood Math National Webcast Series: Patterns #5	1:30:47	Website	1304.21(a)(4)(iv)
Ready To Learn--I Am Your Child		OA Office	1304.21(a)(1)(iv)
Child Development Birth To Five		OA Office	1304.21(a)
A Creative Adventure		OA Office	1304.21(a)(4)(ii)
Liquid Watercolor		OA Office	1304.21(a)(4)(ii)
The Imagination Playground		OA Office	1304.21(a)(5)(i)
Child Care Worker--Handling Hazards In Child Care		OA Office	1304.22(e)(4)
Nurturing The Promise		OA Office	1304.21(a)
Learning Materials Workshop Blocks: Constructing Knowledge		OA Office	1304.21(a)(5)(ii)
Language Development, Including English Language Learners/Meeting The Needs of English Language Learners & Preserving Native Languages		OA Office	1304.21(a)(3)(i)(E) 1304.21(a)(4)(i)
Kindergarten Here I Come!		OA Office	1304.40(h)(1)-(4)
Video Observations For The Early Childhood Environment Rating Scale (ECERS)		OA Office	1304.21(a)(5)(ii)

## Agency Training Video Directory

<b>Literacy</b>			
The C.I.R.C.L.E. Group--Circle Time: Setting The Stage For Centers	13:27	Website	1304.21(a)(4)(iv)
The C.I.R.C.L.E. Group--Language Development	12:13	Website	1304.21(a)(4)(i)
The C.I.R.C.L.E. Group--Letter Knowledge	10:32	Website	1304.21(a)(4)(iv)
The C.I.R.C.L.E. Group--Phonological Awareness	9:34	Website	1304.21(a)(4)(iv)
The C.I.R.C.L.E. Group--Read-Aloud	11:07	Website	1304.21(a)(4)(i)
The C.I.R.C.L.E. Group--Scaffolding Language Development	7:31	Website	1304.21(a)(4)(i)
The C.I.R.C.L.E. Group--Written Expression	8:35	Website	1304.21(a)(4)(iv)
The C.I.R.C.L.E. Group--Literacy Mentoring	34:21	Website	1304.21(a)(4)(iv) 1304.40(e)(4)(i)(ii)
Head Start Emergent Literacy Project--Emergent Literacy: What And Why? Video #1	19:11	Website	1304.21(a)(4)(iv) 1304.40(e)(4)(i)(ii)
Head Start Emergent Literacy Project--Creating A Print Rich Environment Video #2	22:47	Website	1304.21(a)(1)(iii)
Head Start Emergent Literacy Project--Creating A Classroom That Supports Emergent Writing Video #3	16:00	Website	1304.21(a)(4)(i)
Head Start Emergent Literacy Project--Creating A Literate Environment In The Home Video #4	15:54	Website	1304.21(a)(2)(iii)
Fostering Early Literacy In Classrooms & Homes/Approaches To Effective Family Literacy		OA Office	1304.21(a)(4)(iv) 1304.40(e)(4)(i)(ii)
Language And Literacy: Focus On Pre-K And Kindergarten--Volume 2 (see Disability category for Vol 1)		OA Office	1304.40(h)(1)-(4)
Sesame Street Beginning: Talk-Read-Write			1304.21(a)(4)(i)
<b>Governance</b>			
A Blueprint For Success In Head Start & Early Head Start--Volume I Tools For Decision Makers	12:54	Website	1304.52(k)(4)
A Blueprint For Success In Head Start & Early Head Start--Volume II Building A Successful Program Through The Parent Committee	10:11	Website	1304.52(k)(4)
A Blueprint For Success In Head Start & Early Head Start--Volume III Looking At The Structure Of The Policy Council & Committee	16:07	Website	1304.52(k)(4)
Policy Council Parent Involvement	11:20	Website	1304.52(k)(4)
Policy Council Roles And Responsibilities	9:34	Website	1304.52(k)(4)
Shared Governance	9:28	Website	1304.52(k)(4)
Meeting The Challenge: An Orientation To Nonprofit Board Service	34:03	Website	1304.52(k)(4)
Head Start Leadership Development: Policy Council			1304.52(k)(4)
<b>Family Development/Parenting</b>			
Fatherhood Initiative: Building Blocks For Father Involvement--Volume I	11:37	Website	1304.40(e)(3)
Fatherhood Initiative: Building Blocks For Father Involvement--Volume II	10:36	Website	1304.40(e)(3)
Fatherhood Initiative: Building Blocks For Father Involvement--Volume III	10:34	Website	1304.40(e)(3)
Fatherhood Initiative: Building Blocks For Father Involvement--Volume IV	9:37	Website	1304.40(e)(3)
Fatherhood Initiative: Building Blocks For Father Involvement--Volume V	11:46	Website	1304.40(e)(3)
The Healthy Parenting Series: Single Parenting	30:49	Website	1304.40(e)(3)
The Parenting Journey	31:48	Website	1304.40(e)(3)
Why Ads Work: The Power of Self-Deception		Hallway	1304.40(e)(2) & (3)
Why You Buy: How Ads Persuade		Hallway	1304.40(b) 1304.40(f)(3)(i)
Furniture--A Buyer's Guide		Hallway	1304.40(b)
Color In Everyday Life		Hallway	1304.40(b)
Clothing--An Intelligent Buyer's Guide		Hallway	1304.40(b)
Checking Accounts: A Guide to Selection & Use		Hallway	1304.40(b) 1304.40(f)(3)(i)
Buy Now--Pay Later: Credit Basics		Hallway	1304.40(b) 1304.40(f)(3)(i)
The Unbiased Mind--Obstacles to Clear Thinking		Hallway	1304.40(a)(5)
Gender & Communication: She Talks, He Talks		Hallway	1304.40(a)(5)

## Agency Training Video Directory

Value Shopping: Stretching Your Grocery Dollar		Hallway	1304.40(f)(3)(i)
Jumpstart--How To Become Your Child's Best Reading Teacher		OA Office	1304.40(e)(4)(i)(ii)
Intermediate Algebra--Applications That Lead To Linear Equations		OA Office	1304.40(b)(1)(iii)
How To Become A Confident Math Solver		OA Office	1304.40(b)(1)(iii)
How To Take The Mystery Out Of Algebra		OA Office	1304.40(b)(1)(iii)
How To Take Quantum Leaps In Your Reading Speed		OA Office	1304.40(e)(4)(i)(ii)
Magna Systems--The Newborn		OA Office	1304.40(f)(2)(iii)
Magna Systems--The Developing Child-M5 Heredity And The Environment: Blueprints For A Baby		OA Office	1304.40(f)(2)(iii)
Magna Systems--The Developing Child-M6 Prenatal Development: A Life In The Making		OA Office	1304.40(f)(2)(iii)
Magna Systems--The Developing Child-M7 Pregnancy And Birth: Caring And Preparing For The Life Within		OA Office	1304.40(f)(2)(iii)
Kindergarten Here I Come!		OA Office	1304.40(e)(4)(i)(ii)
Carbon Monoxide: The Silent Killer	13:29	Website	1304.40(f)(2)(iii)
Play It Safe: Burn & Injury Prevention	13:06	Website	1304.40(f)(2)(iii) 1304.22(d)(1)(2)
Buckle Up Baby: Transport Children Safely	14:38	Website	1304.40(e)(3) 1304.40(f)(2)(iii)
Fetal Alcohol Syndrome		OA Office	1304.40(b)(1)(ii)
Positive Discipline Without Shaking, Shouting, Or Spanking--Volume 3: Preschoolers		OA Office	1304.21(a)(1)(iii)
The Dad Difference--Volume 2: Involved From The Start		OA Office	1304.24(a)(1)(iv) 1304.40(e)(3)
The 5 Essentials Of Successful Parenting		OA Office	1304.24(a)(1)(iv)
The Performance Edge		OA Office	1304.40(b)(ii)
Parents And Children Learning Together			1304.40(e)(3)
<b>Nutrition/Food Service</b> 1304.40(f)(3)(i)(ii)			
Food Service Safety Series--Avoid Kitchen Burns	9:15	Website	1304.23(e)(1)
Food Service Safety Series--Preventing Falls & Strains	8:42	Website	1304.23(e)(1)
Food Service Safety Series--Safe Handling Of Kitchen Tools & Machinery	9:31	Website	1304.23(e)(1)
Food Service Sanitation Series--Keeping Microbes In Check	10:28	Website	1304.23(e)(1)
Food Service Sanitation Series--Preventing Foodborne Illness	14:02	Website	1304.23(e)(1)
Food Service Sanitation Series--Personal Hygiene In Food Service	8:29	Website	1304.23(e)(1)
Read Before You Eat--Food Package Quiz		Hallway	1304.40(f)(3)(i)
How To Read And Use Food Labels	15:25	Website	1304.40(f)(3)(i)
Eating For Life--The Nutrition Pyramid	22:54	Server	1304.40(f)(3)(i)
Meal Planning: Food Pyramid In Action		Hallway	1304.40(f)(3)(i)
Food And Fat	28:24	Website	1304.40(f)(3)(i)
Food And Fitness	25:10	Server	1304.40(f)(3)(i)
Nutrition Guidance For Child Care		Hallway	1304.23(e)(1)(v)(vi)
Sanitation Hospitality Food Service Work		Hallway	1304.23(e)(1)
Food Safety	25:03	Website	1304.23(e)(1)
PreSchool Food Safety			1304.21(c)(1)(ii) 1304.23(e)(1)
<b>Management/Human Resources</b>			
High-Impact Communications Skills--Volume I	1:07:57	Website	1304.52(k)
High-Impact Communications Skills--Volume II	1:26:42	Website	1304.52(k)
Success Through Communication--How To Understand And Be Understood	55:43	Website	1304.52(k)
Success Through Motivation--How To Build A Winning Attitude	30:30	Website	1304.52(k)
Leading 20 Minute Meetings That Matter	18:50	Website	1304.52(k)
Managing Problem People At Meetings	17:15	Website	1304.52(k)

## Agency Training Video Directory

Creating A Positive Workplace--Good Attitudes Are Contagious	22:59	Website	1304.52(k)
How To Deal With Difficult People--Volume I	1:14:12	Website	1304.52(k)
How To Deal With Difficult People--Volume II	1:54:44	Website	1304.52(k)
Communication Breakdown: A Repair Guide	22:49	Server	1304.52(k)
The Art Of Listening	28:01	Server	1304.52(k)
Conquer The Chaos--The Best Ideas In Time Management	21:31	Website	1304.52(k)
Serving Customers--Helping People	16:29	Website	1304.52(k)
Preventing And Managing Stress	19:40	Website	1304.52(k)
Speaking With Confidence, Clarity, And Charisma	24:01	Website	1304.52(k)
Get Organized And Stay Organized: The 7-day Plan For Putting Your Work Life In Order	22:31	Website	1304.52(k)
Becoming A Coach: Bringing Out The Best In Employees	23:36	Website	1304.52(k)
Everyone's Teamwork Role	19:56	Website	1304.52(k)
Arrest That Stress: How To Depressurize Your Work Life	22:08	Website	1304.52(k)
Getting Cooperation: Team Building That Works	18:09	Website	1304.52(k)
Resolving Conflicts: Strategies For A Winning Team	12:13	Website	1304.52(k)
Do More In Less Time	20:56	Website	1304.52(k)
How To Think Creatively--Part 1	50:32	Website	1304.52(k)
How To Think Creatively--Part 2	52:30	Website	1304.52(k)
Conflict Management Skills For Women--Part 1	1:03:09	Website	1304.52(k)
Conflict Management Skills For Women--Part 2	1:15:48	Website	1304.52(k)
How To Juggle Multiple Priorities	16:54	Website	1304.52(k)
Focused Listening Skills--Volume 1	53:50	Website	1304.52(k)
Focused Listening Skills--Volume 2	57:40	Website	1304.52(k)
Focused Listening Skills--Volume 3	1:02:49	Website	1304.52(k)
Overcoming Procrastination	1:02:00	Server	1304.52(k)
Confident Public Speaking--Volume 1	1:26:40	Website	1304.52(k)
Confident Public Speaking--Volume 2	1:32:57	Website	1304.52(k)
Child Care Center Director's Video		OA Office	1304.52(k)
How To Be An Outstanding Receptionist Volume I			1304.52(k)
How To Be An Outstanding Receptionist Volume II			1304.52(k)
Filing And Records Management Skills For Secretaries and Assistants			1304.52(k)
Getting The Most From Microsoft Windows			1304.52(k)
<b>Safety</b>			
Myths About PPE	10:27	Website	1304.22(d)(1)
Hazardous Materials--Your Right To Know	9:10	Website	1304.22(d)(1)
What's Driving You?	10:57	Website	1304.40(f)(2)(iii)
Steps For Safe Lifting And Carrying	9:02	Website	1304.22(d)(1)
Drive Safely	10:36	Website	1304.22(f)(2)(iii)
Buckle Up Baby: Transport Children Safely	14:38	Website	1304.40(e)(3)
Fire Extinguisher: On The Spot Know How	11:57	Website	1304.40(f)(2)(iii)
Play It Safe: Burn & Injury Prevention	13:06	Website	1304.40(f)(2)(iii) 1304.22(d)(1)(2)
Carbon Monoxide: The Silent Killer	13:29	Website	1304.40(f)(2)(iii)
The Essential Childproofing Guide--Safety Starts At Home		OA Office	1304.40(f)(2)(iii)
Talking About Touching			

## Agency Training Video Directory

Preventing Slips, Trips, and Falls		HR office	
S.A.F.E. Playground Supervision Video		HR office	
<b>Disability</b>			
Inclusion: Focus On Toddlers & Pre-K--Volume 1		OA Office	1304.21(a)(1)(ii)
Shining Bright/Getting Together		OA Office	1304.21(a)(1)(ii)
<b>Mental Health</b>			
Teaching Preschool Children Affected By Substance Abuse		OA Office	1304.24(a)(3)(i)
Reframing Discipline--Unit 1 (2 parts)		CDS-W Office	1304.24(a)(3)(i) 1304.24(a)(1)(iv)
Reframing Discipline--Unit 2 (2 parts)		CDS-W Office	1304.24(a)(3)(i) 1304.24(a)(1)(iv)
Reframing Discipline--Unit 3 (2 parts)		CDS-W Office	1304.24(a)(3)(i) 1304.24(a)(1)(iv)
Mental Health In Head Start--It's Everybody's...		Hallway	1304.40(f)(4)(i)(ii)(iii)
Mental Health In Head Start--A Partner For Families		Hallway	1304.40(f)(4)(i)(ii)(iii)
Promoting Social & Emotional Competence		CDS-W Office	1304.24
1-2-3 Magic--Part 1		CDS-W Office	1304.24(a)(3)(i)
1-2-3 Magic--Part 2		CDS-W Office	1304.24(a)(3)(i)
Teaching & Leading Children--Training For Supportive Guidance Of Children Under Six		OA Office	1304.24(a)(3)(i)
Preventing Discipline Problems: Supporting Transitions--Easing The Troublespots		OA Office	1304.24(a)(3)(i)
Choices, Cookies and Kids			1304.24(a)(3)(i)
Redirecting Children's Behavior			1304.24(a)(3)(i) 1304.24(a)(1)(iv)
Cultural Connection: Cross-Cultural Competency Training Video			1304.21(a)(3)(i)(E)
<b>Health</b>			
ABC's OF Clean--Handwashing For Early Childhood		Hallway	1304.40(f)(2)(iii)
Back To Normal, Again! How to Kill Head Lice and Their Eggs--English	6:33	Website	1304.40(f)(2)(iii)
Chickenpox--A Disease Worth Preventing		Hallway	1304.40(f)(2)(iii)
Texas Dept. Of Oral Health: Take Time For Teeth		Hallway	1304.40(f)(2)(iii)
Bright Smiles, Bright Futures (Colgate)		Hallway	1304.40(f)(2)(iii)
Sesame Street--A Is For Asthma--English	15:31	Website	1304.40(f)(2)(iii)
Sesame Street--Lead Away: Lead Poisoning Prevention Project	13:53	Website	1304.40(f)(2)(iii)
Geena's Tremendous Tooth Adventure	8:14	Website	1304.40(f)(2)(iii)
Dr. Rabbit Comes To School--An Early Literacy Oral Health Adventure	11:50	Website	1304.40(f)(2)(iii)
<b>General</b>			
NWA Head Start Marketing Video		ED Office	
Tour Poverty USA		ED Office	
Arkansas Immigrants		ED Office	
Head Start 40th Anniversary		ED Office	
The Library-Head Start Partnership			
Head Start: A Nations Pride			
Head Start: Building America's Future			
Head Start: Which Child?			
Embracing Our Future			
Afirmemos Nuestro Futuro			
Head Start - It Really Works			
Connect Care			
Head Start: Touching Children, Reaching Families			



### Agency Training Video Directory

<b>Spanish</b>			
Back To Normal, Again! How to Kill Head Lice and Their Eggs--Spanish	8:27	Website	1304.40(f)(2)(iii)
Cultura Nueva Leyees Nuevas	16:57	Website	1310 1304.22(d)(1)
Sesame Street--A Is For Asthma--Spanish	16:53	Website	1304.40(f)(2)(iii)
Fetal Alcohol Syndrome		OA Office	1304.40(b)(1)(ii)
The Essential Childproofing Guide--Safety Start At Home		OA Office	1304.40(f)(2)(iii)
Positive Discipline Without Shaking, Shouting, Or Spanking		OA Office	1304.21(a)(1)(iii)
The Dad Difference--Volume 2: Involved From The Start		OA Office	1304.24(a)(1)(iv) 1304.40(e)(3)
Nurturing The Promise--Spanish			

# ADMINISTRATION

(Red denotes Spanish videos)

HS1-20 SAFETY	HS1-21 LITERACY	HS1-22 GUIDANCE	HS1-23 GROUP	HS1-24 PLAY	HS1-25 MANAGEMENT
Back To Normal, Again! How To Kill Head Lice and Their Eggs 0:06:33	Fostering Early Literacy in Classrooms & Homes/Approaches To Effective Family Literacy 0:06:33	Child Development Birth To Five	Super Groups: Program 1 Come Join In! Guidelines For Successful Group Times 0:28:18	A Creative Adventure	A Blueprint For Success in Head Start & Early Head Start--Volume 1 Tools For Decision Makers 0:12:54
Back To Normal, Again! How To Kill Head Lice and Their Eggs 0:08:27	Head Start Emergent Literacy Project--Creating A Classroom That Supports Emergent Writing Video #3 0:16:00	Ready To Learn--I Am Your Child	Super Groups: Program 2 Give Yourself A Hand--Guidance Techniques for Successful Group Times 0:34:36	Learning Materials Workshop Blocks: Constructing Knowledge	A Blueprint For Success in Head Start & Early Head Start--Volume II Building A Successful Program Through The Parent Committee 0:10:11
Buckle Up Baby: Transport Children Safety 0:14:38	Head Start Emergent Literacy Project--Creating A Literate Environment In The Home Video #4 0:15:54	<b>TOTAL HOURS</b>	Super Groups: Program 3 Read To Me! Sharing books With Young Children 0:26:39	Liquid Watercolor	A Blueprint For Success in Head Start & Early Head Start--Volume III Looking At The Structure Of The Policy Council & Committee 0:16:07
Carbon Monoxide: The Silent Killer 0:13:29	Head Start Emergent Literacy Project--Creating A Print Rich Environment Video #2 0:22:47		Super Groups: Program 4 Once Upon A Time--Skills For Reading Aloud At Group Time 0:33:39	Outdoor Learning --Room to Grow 0:15:15	Arkansas Immigrants
Child Care Worker--Handling Hazards in Child Care	Head Start Emergent Literacy Project--Emergent Literacy: What and Why? Video #1 0:19:11		<b>TOTAL HOURS</b> 2:03:12	Play Power: Program 1 Child's Play--The World Of Learning 0:31:12	Connect Care Video
Drive Safely 0:10:36	Language And Literacy: Focus On Pre-K and Kindergarten--Volume 2 (see Disability category for Vol. 1)			Play Power: Program 2 Tim Together--Learning to Play With Young Children 0:30:35	Embracing Our Future
Fire Extinguisher: On The Spot Know How 0:11:57	Sesame Street Beginning: Talk-Read-Write				Filing And Records Management Skills For Secretaries and Assistants
Food Safety 0:25:03	The C.I.R.C.L.E. Group--Circle Time: Setting The Stage For Centers 0:13:27			<b>TOTAL HOURS</b> 1:17:02	Getting The Most From Microsoft Windows
Food Service Safety Series--Avoid Kitchen Burns 0:09:15	The C.I.R.C.L.E. Group--Language Development 0:12:13				Head Start - It Really Works
Food Service Safety Series--Preventing Falls & Strains 0:08:42	The C.I.R.C.L.E. Group--Letter Knowledge 0:10:32				Head Start 40th Anniversary Head Start Leadership Development: Policy Council
Food Service Safety Series--Safe Handling Of Kitchen Tools & Machinery 0:09:31	The C.I.R.C.L.E. Group--Literacy Mentoring 0:10:21				Head Start: A Nations Pride
Food Service Sanitation Series--Keeping Microbes in Check 0:10:28	The C.I.R.C.L.E. Group--Phonological Awareness 0:09:34				Head Start: Building America's Future
Food Service Sanitation Series--Personal Hygiene In Food Service 0:08:29	The C.I.R.C.L.E. Group--Read-Aloud 0:11:07				Head Start: Which Child?
Food Service Sanitation Series--Preventing Foodborne Illness 0:14:02	The C.I.R.C.L.E. Group--Scaffolding Language Development 0:07:31				Head Start: Touching Children, Reaching Families
Hazardous Materials--Your Right To Know 0:09:10	The C.I.R.C.L.E. Group--Written Expression 0:08:35				How To Be An Outstanding Receptionist Volume I
Myths About PPE 0:10:27	<b>TOTAL HOURS</b> 2:37:12				How To Be An Outstanding Receptionist Volume II
On The Path To Bloodborne Pathogens 0:28:23					LAP-D Standardized Demo 0:32:43
Play It Safe: Burn & Injury Prevention 0:13:06					Meeting The Challenge: An Orientation To Nonprofit Board Service 0:34:03
Sanitation Hospitality Food Service Work					NWA Head Start Marketing Video
Sesame Street--A is for Asthma 0:15:31					Policy Council Parent Involvement 0:11:20
Sesame Street--A is for Asthma 0:16:53					Policy Council Roles and Responsibilities 0:09:34
Steps for Safe Lifting And Carrying 0:09:02					Shared Governance 0:09:28
What's Driving You? 0:10:57					Talking About Touching
Your Right To Know: A Special Report--Hazard Communication 0:20:08					The Library-Head Start Partnership
<b>TOTAL HOURS</b> 4:44:47					Tour Poverty USA
					<b>TOTAL HOURS</b> 2:16:20

<b>HS1-26 COMMUNICATION</b>	<b>HS1-27 COMMUNICATION-PERSONAL EMPOWERMENT</b>	<b>HS1-28 COMMUNICATION-TEAMBUILDING</b>	<b>HS1-29 CLASSROOM</b>	<b>HS1-30 CURRICULUM</b>
Good Talking With You: Program 1 Oh Say What They See--An Introduction To Indirect Language Stimulation Techniques 0:27:41	Arrest That Stress: How To Depressurize Your Work Life 0:22:08	Becoming A Coach: Bringing Out The Best in Employees 0:23:36	Child Development Birth To Five	ASQ:SE In Practice 0:25:36
Good Talking With You: Program 2 Let's Talk--First Steps To Conversation 0:29:46	Confident Public Speaking--Volume 1 1:26:40	Child Care Center Director's Video	Core Knowledge Preschool 0:25:38	Curriculum in Head Start 0:15:45
Good Talking With You: Program 3 Now You're Talking--Techniques That Extend Conversation 0:30:58	Confident Public Speaking--Volume 2 1:32:57	Communication Breakdown: A Repair Guide 0:22:49	Developmental Indicators For the Assessment of Learning--Third Edition	National Head Start Child Development Institute: Tape 1 --Curriculum and Assessment: Curriculum, Ongoing Assessment and Child Outcomes 0:29:04
Good Talking With You: Program 4 Between You and Me--Facilitating Child-To-Child Conversations 0:30:46	Conquer The Chaos--The Best Ideas In Time Management 0:21:31	Confident Public Speaking--Volume 1 1:26:40	Individualizing In Head Start 0:16:47	National Head Start Child Development Institute: Tape 1 --Curriculum and Assessment: Curriculum: Birth To Five 0:24:41
Good Talking With You: Program 5 Space To Grow--Creating An Environment That Supports Language Acquisition 0:30:03	Do More in Less Time 0:20:56	Confident Public Speaking--Volume 2 1:32:57	Kindergarten Here I Come!	National Head Start Child Development Institute: Tape 1 --Curriculum and Assessment: School Readiness and Our Children 0:28:56
The C.I.R.C.L.E. Group--Language Development 0:12:13	Filing And Records Management Skills For Secretaries and Assistants	Conflict Management Skills For Women--Part 1 1:03:09	Nurturing The Promise	National Head Start Child Development Institute: Tape 2 --Curriculum and Assessment: Assessment: Birth To Five 0:20:53
The C.I.R.C.L.E. Group--Scaffolding Language Development 0:07:31	Focused Listening Skills--Volume 1 0:53:50	Conflict Management Skills For Women--Part 2 1:15:48	Nurturing The Promise	National Head Start Child Development Institute: Tape 2 --Curriculum and Assessment: Educational Leaders in head Start and Early Head Start--A Privilege and Responsibility 0:24:52
<b>TOTAL HOURS 2:48:58</b>	Focused Listening Skills--Volume 2 0:57:40	Conquer The Chaos--The Best Ideas In Time Management 0:21:31	Room Arrangement As A Teaching Strategy 0:24:28	National Head Start Child Development Institute: Tape 2 --Curriculum and Assessment: Screening and Child Assessment 1:13:37
	Focused Listening Skills--Volume 3 1:02:49	Creating A Positive Workplace--Good Attitudes Are Contagious 0:22:59	Video Observations For The Early Childhood Environment Rating Scale (ECERS)	The Creative Curriculum For Early Childhood 0:37:05
	Get Organized and Stay Organized: The 7-day Plan For Putting Your Work Life in Order 0:22:31	Cultural Connection: Cross-Cultural Competency Training Video	<b>TOTAL HOURS 1:06:53</b>	<b>TOTAL HOURS 4:40:29</b>
	High-Impact Communications Skills--Volume I 1:07:57	Do More in Less Time 0:20:56		
	High-Impact Communications Skills--Volume II 1:26:42	Everyone's Teamwork Role 0:19:56		
	How To Be An Outstanding Receptionist Volume I	Focused Listening Skills--Volume 1 0:53:50		
	How To Be An Outstanding Receptionist Volume II	Focused Listening Skills--Volume 2 0:57:40		
	How To Deal With Difficult People--Volume I 1:14:12	Focused Listening Skills--Volume 3 1:02:49		
	How To Deal With Difficult People--Volume II 1:54:44	Get Organized and Stay Organized: The 7-day Plan For Putting Your Work Life in Order 0:22:31		
	How To Juggle Multiple Priorities 0:16:54	Getting Cooperation: Team Building That Works 0:18:09		
	How To Think Creatively--Part 1 0:50:32	Good Talking With You: Program 1 Oh Say What They See--An Introduction To Indirect Language Stimulation Techniques 0:27:41		
	How To Think Creatively--Part 2 0:52:30	Good Talking With You: Program 2 Let's Talk--First Steps To Conversation 0:29:46		
	Overcoming Procrastination 1:02:00	Good Talking With You: Program 3 Now You're Talking--Techniques That Extend Conversation 0:30:58		
	Preventing And Managing Stress 0:19:40	Good Talking With You: Program 4 Between You and Me--Facilitating Child-To-Child Conversations 0:30:46		
	Speaking With Confidence, Clarity, And Charisma 0:24:01	High-Impact Communications Skills--Volume I 1:07:57		
	Success Through Communication--How To Understand And Be Understood 0:55:43	High-Impact Communications Skills--Volume II 1:26:42		
	The Art Of Listening 0:28:01	How To Be An Outstanding Receptionist Volume I		
	<b>TOTAL HOURS 18:13:58</b>	How To Be An Outstanding Receptionist Volume II		
		How To Deal With Difficult People--Volume I 1:14:12		
		How To Deal With Difficult People--Volume II 1:54:44		
		How To Juggle Multiple Priorities 0:16:54		
		How To Think Creatively--Part 1 0:50:32		
		How To Think Creatively--Part 2 0:52:30		
		Language Development, Including English Language Learners/Meeting The Needs of English Language Learners & Preserving Native Languages		
		Leading 20 Minute Meetings That Matter 0:18:50		
		Managing Problem People At Meetings 0:17:15		
		Overcoming Procrastination 1:02:00		
		Preventing And Managing Stress 0:19:40		
		Resolving Conflicts: Strategies For A Winning Team 0:12:13		
		Serving Customers--Helping People 0:16:29		
		Speaking With Confidence, Clarity, And Charisma 0:24:01		
		Success Through Communication--How To Understand And Be Understood 0:55:43		
		Success Through Motivation--How To Build A Winning Attitude 0:30:30		
		The Art Of Listening 0:28:01		
		<b>TOTAL HOURS 25:32:44</b>		

# TEACHERS

(Red denotes Spanish videos)

HS1-70 SAFETY	HS1-71 NUTRITION	HS1-72 LITERACY	HS1-73 MATH	HS1-74 LANGUAGE	HS1-75 GUIDANCE
Back To Normal, Again! How To Kill Head Lice and Their Eggs 0:06:33	Choices, Cookies, and Kids	Fostering Early Literacy in Classrooms & Homes/Approaches To Effective Family Literacy	Early Childhood Math National Webcast Series: Measurements #4 1:31:58	Good Talking With You: Program 1 Oh Say What They See--An Introduction To Indirect Language Stimulation Techniques 0:27:41	Child Development Birth To Five
Back To Normal, Again! How To Kill Head Lice and Their Eggs 0:08:27	Eating For Life--The Nutrition Pyramid 0:22:54	Head Start Emergent Literacy Project--Creating A Classroom That Supports Emergent Writing Video #3 0:16:00	Early Childhood Math National Webcast Series: Numbers & Operations #2 1:30:07	Good Talking With You: Program 2 Let's Talk--First Steps To Conversation 0:29:46	National Head Start Child Development Institute: Tape 5--Math and Science: Discoveries of Infancy: Cognitive Development and Learning
Buckle Up Baby: Transport Children Safety 0:14:38	Food and Fat 0:28:24	Head Start Emergent Literacy Project--Creating A Literate Environment In The Home Video #4 0:15:54	Early Childhood Math National Webcast Series: Patterns #5 1:30:47	Good Talking With You: Program 3 Now You're Talking--Techniques That Extend Conversation 0:30:58	Ready To Learn--I Am Your Child
Carbon Monoxide: The Silent Killer 0:13:29	Food and Fitness 0:25:10	Head Start Emergent Literacy Project--Creating A Print Rich Environment Video #2 0:22:47	Early Childhood Math National Webcast Series: Where's The Math #1 1:38:27	Good Talking With You: Program 4 Between You and Me--Facilitating Child-To-Child Conversations 0:30:46	<b>TOTAL HOURS</b>
Child Care Worker--Handling Hazards in Child Care	Food Safety 0:25:03	Head Start Emergent Literacy Project--Emergent Literacy: What and Why? Video #1 0:19:11	Early Childhood Math National Webcast Series: Geometry & Spatial Sense #3 1:30:49	Good Talking With You: Program 5 Space To Grow--Creating An Environment That Supports Language Acquisition 0:30:03	
Fire Extinguisher: On The Spot Know How 0:11:57	Food Service Safety Series--Safe Handling Of Kitchen Tools & Machinery 0:09:31	Language And Literacy: Focus On Pre-K and Kindergarten--Volume 2 (see Disability category for Vol. 1)	National Head Start Child Development Institute: Tape 5--Math and Science: Mathematics for Young Children 0:49:13	The C.I.R.C.L.E. Group--Language Development 0:12:13	
Food Service Safety Series--Avoid Kitchen Burns 0:09:15	Food Service Sanitation Series--Keeping Microbes in Check 0:10:28	Sesame Street Beginning: Talk-Read-Write	<b>TOTAL HOURS</b> 8:31:21	The C.I.R.C.L.E. Group--Scaffolding Language Development 0:07:31	
Food Service Safety Series--Preventing Falls & Strains 0:08:42	Food Service Sanitation Series--Personal Hygiene In Food Service 0:08:29	Super Groups: Program 3 Read To Me! Sharing books With Young Children 0:26:39		<b>TOTAL HOURS</b> 2:48:58	
On The Path To Bloodborne Pathogens 0:28:23	Food Service Sanitation Series--Preventing Foodborne Illness 0:14:02	Super Groups: Program 4 Once Upon A Time--Skills For Reading Aloud At Group Time 0:33:39			
Play It Safe: Burn & Injury Prevention 0:13:06	How To Read And Use Food Labels 0:15:25	The C.I.R.C.L.E. Group--Circle Time: Setting The Stage For Centers 0:13:27			
Sesame Street--A is for Asthma 0:15:31	Meal Planning: Food Pyramid In Action	The C.I.R.C.L.E. Group--Language Development 0:12:13			
Sesame Street--A is for Asthma 0:16:53	Nutrition Guidance For Child Care	The C.I.R.C.L.E. Group--Letter Knowledge 0:10:32			
Your Right To Know: A Special Report-Hazard Communication 0:20:08	Preschool Food Safety	The C.I.R.C.L.E. Group--Literacy Mentoring 0:34:21			
<b>TOTAL HOURS</b> 2:47:02	Read Before You Eat--Food Package Quiz Sanitation Hospitality Food Service Work	The C.I.R.C.L.E. Group--Phonological Awareness 0:09:34			
	<b>TOTAL HOURS</b> 2:39:26	The C.I.R.C.L.E. Group--Read-Aloud 0:11:07			
		The C.I.R.C.L.E. Group--Scaffolding Language Development 0:07:31			
		The C.I.R.C.L.E. Group--Written Expression 0:08:35			
		<b>TOTAL HOURS</b> 4:01:30			

<b>HS1-76 GROUP</b>	<b>HS1-77 PLAY</b>	<b>HS1-78 MANAGEMENT</b>	<b>HS1-79 COMMUNICATION</b>	<b>HS1-80 DISABILITY</b>
Super Groups: Program 2 Give Yourself A Hand-Guidance Techniques for Successful Group Times 0:34:36	A Creative Adventure	A Blueprint For Success in Head Start & Early Head Start--Volume 1 Tools For Decision Makers 0:12:54	Arrest That Stress: How To Depressurize Your Work Life 0:22:08	Inclusion: Focus On Toddlers & Pre-K--Volume 1
Super Groups: Program 1 Come Join In! Guidelines For Successful Group Times 0:28:18	Learning Materials Workshop Blocks: Constructing Knowledge	A Blueprint For Success in Head Start & Early Head Start--Volume II Building A Successful Program Through The Parent Committee 0:10:11	Becoming A Coach: Bringing Out The Best in Employees 0:23:36	Shining Bright/Getting Together
Super Groups: Program 3 Read To Me! Sharing books With Young Children 0:26:39	Liquid Watercolor	A Blueprint For Success in Head Start & Early Head Start--Volume III Looking At The Structure Of The Policy Council & Committee 0:16:07	Child Care Center Director's Video	<b>TOTAL HOURS</b>
Super Groups: Program 4 Once Upon A Time--Skills For Reading Aloud At Group Time 0:33:39	Outdoor Learning --Room to Grow 0:15:15	Connect Care Video	Communication Breakdown: A Repair Guide 0:22:49	
<b>TOTAL HOURS</b> 2:03:12	Play Power: Program 1 Child's Play--The World Of Learning 0:31:12	Embracing Our Future	Confident Public Speaking--Volume 1 1:26:40	
	Play Power: Program 2 Tim Together--Learning to Play With Young Children 0:30:35	Getting The Most From Microsoft Windows	Confident Public Speaking--Volume 2 1:32:57	
	The Imagination Playground	Head Start - It Really Works	Conflict Management Skills For Women--Part 1 1:03:09	
	<b>TOTAL HOURS</b> 1:17:02	Head Start Leadership Development: Policy Council	Conflict Management Skills For Women--Part 2 1:15:48	
		Head Start: A Nations Pride	Conquer The Chaos--The Best Ideas In Time Management 0:21:31	
		Head Start: Building America's Future	Creating A Positive Workplace--Good Attitudes Are Contagious 0:22:59	
		Head Start: Which Child?	Do More in Less Time 0:20:56	
		Head Start: Touching Children, Reaching Families	Everyone's Teamwork Role 0:19:56	
		Meeting The Challenge: An Orientation To Nonprofit Board Service 0:34:03	Focused Listening Skills--Volume 1 0:53:50	
		Policy Council Parent Involvement 0:11:20	Focused Listening Skills--Volume 2 0:57:40	
		Policy Council Roles and Responsibilities 0:09:34	Focused Listening Skills--Volume 3 1:02:49	
		Shared Governance 0:09:28	Get Organized and Stay Organized: The 7-day Plan For Putting Your Work Life in Order 0:22:31	
		Talking About Touching	Getting Cooperation: Team Building That Works 0:18:09	
		The Library-Head Start Partnership	Good Talking With You: Program 1 Oh Say What They See--An Introduction To Indirect Language Stimulation Techniques 0:27:41	
		<b>TOTAL HOURS</b> 1:43:37	Good Talking With You: Program 2 Let's Talk--First Steps To Conversation 0:29:46	
			Good Talking With You: Program 3 Now You're Talking--Techniques That Extend Conversation 0:30:58	
			Good Talking With You: Program 4 Between You and Me--Facilitating Child-To-Child Conversations 0:30:46	
			Good Talking With You: Program 5 Space To Grow--Creating An Environment That Supports Language Acquisition 0:30:03	
			High-Impact Communications Skills--Volume I 1:07:57	
			High-Impact Communications Skills--Volume II 1:26:42	
			How To Deal With Difficult People--Volume I 1:14:12	
			How To Deal With Difficult People--Volume II 1:54:44	
			How To Juggle Multiple Priorities 0:16:54	
			How To Think Creatively--Part 1 0:50:32	
			How To Think Creatively--Part 2 0:52:30	
			Language Development, Including English Language Learners/Meeting The Needs of English Language Learners & Preserving Native Languages	
			Leading 20 Minute Meetings That Matter 0:18:50	
			Managing Problem People At Meetings 0:17:15	
			Overcoming Procrastination 1:02:00	
			Preventing And Managing Stress 0:19:40	
			Resolving Conflicts: Strategies For A Winning Team 0:12:13	
			Serving Customers--Helping People 0:16:29	
			Speaking With Confidence, Clarity, And Charisma 0:24:01	
			Success Through Communication--How To Understand And Be Understood 0:55:43	
			Success Through Motivation--How To Build A Winning Attitude 0:30:30	
			The Art Of Listening 0:28:01	
			The C.I.R.C.L.E. Group--Language Development 0:12:13	
			The C.I.R.C.L.E. Group--Scaffolding Language Development 0:07:31	
			<b>TOTAL HOURS</b> 26:44:39	

<b>HS1-81 MENTAL HEALTH</b>	<b>HS1-82 HEALTH</b>	<b>HS1-83 SCIENCE</b>	<b>HS1-84 CLASSROOM</b>	<b>HS1-85 CURRICULUM</b>
1-2-3 Magic--Part 1	ABC's of Clean--Handwashing For Early Childhood	National Head Start Child Development Institute: Tape 5-- Math and Science: Science in the Early Childhood Years 0:43:36	Child Development Birth To Five	ASQ:SE In Practice 0:25:36
1-2-3 Magic--Part 2	Bright Smiles, Bright Futures (Colgate)	<b>TOTAL HOURS 0:43:36</b>	Core Knowledge Preschool 0:25:38	Curriculum in Head Start 0:15:45
Mental Health In Head Start--A Partner For Families	Chickenpox--A Disease Worth Preventing		Developmental Indicators For the Assessment of Learning-- Third Edition	National Head Start Child Development Institute: Tape 1 -- Curriculum and Assessment: Curriculum, Ongoing Assessment and Child Outcomes 0:29:04
Mental Health In Head Start--It's Everybody's...	Dr. Rabbit Comes To School--An Early Literacy Oral Health Adventure 0:11:50		Individualizing In Head Start 0:16:47	National Head Start Child Development Institute: Tape 1 -- Curriculum and Assessment: Curriculum: Birth to Five 0:24:41
Preventing Discipline Problems: Supporting Transitions-- Easing The Troublespots	Geena's Tremendous Tooth Adventure 0:08:14		Kindergarten Here I Come!	National Head Start Child Development Institute: Tape 1 -- Curriculum and Assessment: School Readiness and Our Children 0:28:56
Promoting Social & Emotional Competence	Sesame Street--A is for Asthma 0:15:31		National Head Start Child Development Institute: Tape 6-- Social And Emotional Development: Establishing Environments In Which Children Can Succeed and Develop Positive Behaviors 1:16:16	National Head Start Child Development Institute: Tape 2 -- Curriculum and Assessment: Assessment: Birth To Five 0:20:53
Redirecting Children's Behavior	<b>Sesame Street--A is for Asthma 0:16:53</b>		National Head Start Child Development Institute: Tape 6-- Social And Emotional Development: The Importance of Social and Emotional Attachment 1:23:25	National Head Start Child Development Institute: Tape 2 -- Curriculum and Assessment: Educational Leaders in Head Start and Early Head Start--A Privilege and Responsibility 0:24:52
Reframing Discipline--Unit 1 (2 parts)	Sesame Street--Lead Away: Lead Poisoning Prevention Project 0:13:53		Nurturing The Promise	National Head Start Child Development Institute: Tape 2 -- Curriculum and Assessment: Screening and Child Assessment 1:13:37
Reframing Discipline--Unit 2 (2 parts)	Texas Dept. Of Oral Health: Take Time For Teeth		<b>Nurturing The Promise</b>	The Creative Curriculum For Early Childhood 0:37:05
Reframing Discipline--Unit 3 (2 parts)	<b>TOTAL HOURS 1:06:21</b>		Room Arrangement As A Teaching Strategy 0:24:28	<b>TOTAL HOURS 4:40:29</b>
Teaching & Leading Children--Training For Supportive Guidance Of Children Under Six			Video Observations For The Early Childhood Environment Rating Scale (ECERS)	
Teaching Preschool Children Affected By Substance Abuse			<b>TOTAL HOURS 3:46:34</b>	
<b>TOTAL HOURS</b>				

# PARENTS

(Red denotes Spanish videos)

<b>HS1-40 FATHERHOOD</b>	<b>HS1-41 SINGLE PARENTING</b>	<b>HS1-42 PARENTING</b>	<b>HS1-43 PARENTING-CHILD DEVELOPMENT</b>
Fatherhood Initiative: Building Blocks for Father Involvement--Volume I 0:11:37	Child Development Birth To Five	Color in Everyday Life	Child Development Birth To Five
Fatherhood Initiative: Building Blocks for Father Involvement--Volume II 0:10:36	Color in Everyday Life	Connect Care Video	Core Knowledge Preschool
Fatherhood Initiative: Building Blocks for Father Involvement--Volume III 0:10:34	Connect Care Video	Head Start: Touching Children, Reaching Families	Kindergarten Here I Come!
Fatherhood Initiative: Building Blocks for Father Involvement--Volume IV 0:09:37	Core Knowledge Preschool 0:25:38	Magna Systems--The Developing Child-M5 Heredity And The Environment: Blueprints For A Baby	National Head Start Child Development Institute: Tape 1--Curriculum and Assessment School Readiness and Our Children
Fatherhood Initiative: Building Blocks for Father Involvement--Volume V 0:11:46	Head Start: Touching Children, Reaching Families	Magna Systems--The Newborn	Ready To Learn--I Am Your Child
The Dad Difference--Volume 2: Involved From The Start	Kindergarten Here I Come!	National Head Start Child Development Institute: Tape 6--Social And Emotional Development: Establishing Environments In Which Children Can Succeed and Develop Positive Behaviors 1:16:16	<b>TOTAL HOURS</b>
<b>The Dad Difference--Volume 2: Involved From The Start</b>	Magna Systems--The Developing Child-M5 Heredity And The Environment: Blueprints For A Baby	National Head Start Child Development Institute: Tape 6--Social And Emotional Development: The Importance of Social and Emotional Attachment 1:23:25	
<b>TOTAL HOURS 0:54:10</b>	Magna Systems--The Newborn	National Head Start Child Development Institute: Tape 1 --Curriculum and Assessment: School Readiness and Our Children 0:28:56	
	National Head Start Child Development Institute: Tape 6--Social And Emotional Development: Establishing Environments In Which Children Can Succeed and Develop Positive Behaviors 1:16:16	Nurturing The Promise	
	National Head Start Child Development Institute: Tape 6--Social And Emotional Development: The Importance of Social and Emotional Attachment 1:23:25	<b>Nurturing The Promise</b>	
	National Head Start Child Development Institute: Tape 1 --Curriculum and Assessment: School Readiness and Our Children 0:28:56	Parents And Children Learning Together	
	Nurturing The Promise	Positive Discipline Without Shaking, Shouting, Or Spanking--Volume 3: Preschoolers	
	<b>Nurturing The Promise</b>	<b>Positive Discipline Without Shaking, Shouting, Or Spanking</b>	
	Parents And Children Learning Together	Talking About Touching	
	Positive Discipline Without Shaking, Shouting, Or Spanking--Volume 3: Preschoolers	The 5 Essentials of Successful Parenting	
	<b>Positive Discipline Without Shaking, Shouting, Or Spanking</b>	The Library-Head Start Partnership	
	Ready To Learn--I Am Your Child	The Parenting Journey 0:31:48	
	Talking About Touching	The Performance Edge	
	The 5 Essentials of Successful Parenting	<b>TOTAL HOURS 3:40:25</b>	
	The Healthy Parenting Series: Single Parenting 0:30:49		
	The Library-Head Start Partnership		
	The Parenting Journey 0:31:48		
	The Performance Edge		
	<b>TOTAL HOURS 4:36:52</b>		

	<b>HS1-44 PARENTING-LITERACY</b>	<b>HS1-45 PARENTING-MATHEMATICS</b>	<b>HS1-46 PARENTING-SCIENCE</b>
	Head Start Emergent Literacy Project--Creating A Literate Environment In The Home Video #4 0:15:54	Early Childhood Math National Webcast Series: Measurements #4 1:31:58	National Head Start Child Development Institute: Tape 5--Math and Science: Science in the Early Childhood Years 0:43:36
0:25:38	How To Take Quantum Leaps in Your Reading Speed	Early Childhood Math National Webcast Series: Numbers & Operations #2 1:30:07	<b>TOTAL HOURS 0:43:36</b>
	Jumpstart--How To Become Your Child's Best Reading Teacher	Early Childhood Math National Webcast Series: Patterns #5 1:30:47	
0:28:56	<b>TOTAL HOURS 0:15:54</b>	Early Childhood Math National Webcast Series: Where's The Math #1 1:38:27	
		Early Childhood Math National Webcast Series: Geometry & Spatial Sense #3 1:30:49	
<b>0:54:34</b>		How to Become A Confident Math Solver	
		How to Take The Mystery Out Of Algebra	
		Intermediate Algebra--Applications That Lead to Linear Equations	
		National Head Start Child Development Institute: Tape 5--Math and Science: Mathematics for Young Children 0:49:13	
		<b>TOTAL HOURS 8:31:21</b>	



<b>HS1-47 PARENTING-PREGNANCY</b>	<b>HS1-48 PARENTING-SAFETY</b>	<b>HS1-49 PARENTING-DISCIPLINE</b>	<b>HS1-50 PARENTING-MENTAL HEALTH</b>
Fetal Alcohol Syndrome	Back To Normal, Again! How To Kill Head Lice and Their Eggs 0:06:33	1-2-3 Magic--Part 1	1-2-3 Magic--Part 1
<b>Fetal Alcohol Syndrome</b>	<b>Back To Normal, Again! How To Kill Head Lice and Their Eggs 0:08:27</b>	1-2-3 Magic--Part 2	1-2-3 Magic--Part 2
Magna Systems--The Developing Child-M5 Heredity And The Environment: Blueprints For A Baby	Buckle Up Baby: Transport Children Safely 0:14:38	<b>Positive Discipline Without Shaking, Shouting, or Spanking</b>	Mental Health In Head Start--A Partner For Families
Magna Systems--The Developing Child-M6 Prenatal Development: A Life in The Making	Carbon Monoxide: The Silent Killer 0:13:29	Positive Discipline Without Shaking, Shouting, Or Spanking--Volume 3: Preschoolers	Mental Health In Head Start--It's Everybody's...
Magna Systems--The Developing Child-M7 Pregnancy And Birth: Caring And Preparing For The Life Within	Fire Extinguisher: On The Spot Know How 0:11:57	Redirecting Children's Behavior	Promoting Social & Emotional Competence
Magna Systems--The Newborn	Food Service Safety Series--Preventing Falls & Strains 0:08:42	Reframing Discipline--Unit 1 (2 parts)	Redirecting Children's Behavior
<b>TOTAL HOURS</b>	Food Service Sanitation Series--Keeping Microbes in Check 0:10:28	Reframing Discipline--Unit 2 (2 parts)	Reframing Discipline--Unit 1 (2 parts)
	Play It Safe: Burn & Injury Prevention 0:13:06	Reframing Discipline--Unit 3 (2 parts)	Reframing Discipline--Unit 2 (2 parts)
	Sesame Street--A is for Asthma 0:15:31	The Art Of Listening 0:28:01	Reframing Discipline--Unit 3 (2 parts)
	<b>Sesame Street--A is for Asthma 0:16:53</b>	<b>TOTAL HOURS 0:28:01</b>	<b>TOTAL HOURS</b>
	The Essential Childproofing Guide--Safety Start At Home		
	<b>The Essential Childproofing Guide--Safety Start At Home</b>		
	<b>TOTAL HOURS 1:59:44</b>		

<b>HS1-51 PARENTING-HEALTH</b>	<b>HS1-52 PARENTING-COMMUNICATION</b>	<b>HS1-53 PARENTING-DISABILITY</b>
ABC's of Clean--Handwashing For Early Childhood	Arrest That Stress: How To Depressurize Your Work Life 0:22:08	Inclusion: Focus On Toddlers & Pre-K--Volume 1
Bright Smiles, Bright Futures (Colgate)	Do More in Less Time 0:20:56	Shining Bright/Getting Together
Chickenpox--A Disease Worth Preventing	Gender & Communication: She Talks, He Talks	<b>TOTAL HOURS</b>
Dr. Rabbit Comes To School--An Early Literacy Oral Health Adventure 0:11:50	Get Organized and Stay Organized: The 7-day Plan For Putting Your Work Life in Order 0:22:31	
Geena's Tremendous Tooth Adventure 0:08:14	Overcoming Procrastination 1:02:00	
Sesame Street--A is for Asthma 0:15:31	Positive Discipline Without Shaking, Shouting, or Spanking	
Sesame Street--A is for Asthma 0:16:53	Positive Discipline Without Shaking, Shouting, Or Spanking--Volume 3: Preschoolers	
Sesame Street--Lead Away: Lead Poisoning Prevention Project 0:13:53	Preventing And Managing Stress 0:19:40	
Texas Dept. Of Oral Health: Take Time For Teeth	The Art Of Listening 0:28:01	
<b>TOTAL HOURS 1:06:21</b>	The Unbiased Mind--Obstacles to Clear Thinking	
	<b>TOTAL HOURS 2:55:16</b>	

<b>HS1-54 PARENTING-FINANCE</b>	<b>HS1-55 PARENTING-NUTRITION</b>
Buy Now--Pay Later: Credit Basics	Choices, Cookies, and Kids
Checking Accounts: A Guide to Selection & Use	Eating For Life--The Nutrition Pyramid 0:22:54
Clothing--An Intelligent Buyer's Guide	Food and Fat 0:28:24
Furniture--A Buyer's Guide	Food and Fitness 0:25:10
Value Shopping: Stretching Your Grocery Dollar	Food Safety 0:25:03
Why Ads Work: The Power of Self-Deception	Food Service Safety Series--Avoid Kitchen Burns 0:09:15
Why You Buy: How Ads Persuade	Food Service Safety Series--Safe Handling Of Kitchen Tools & Machinery 0:09:31
<b>TOTAL HOURS</b>	Food Service Sanitation Series--Personal Hygiene In Food Service 0:08:29
	Food Service Sanitation Series--Preventing Foodborne Illness 0:14:02
	How To Read And Use Food Labels 0:15:25
	Meal Planning: Food Pyramid In Action
	Nutrition Guidance For Child Care
	Preschool Food Safety
	Read Before You Eat--Food Package Quiz
	Sanitation Hospitality Food Service Work
	<b>TOTAL HOURS 2:38:13</b>

<b>Training</b>	<b>Budget</b>	<b>Frequency</b>	<b>Total Budget</b>
Local Program Monthly Meeting	\$10.00	12	\$120.00
All Staff Workshop	\$400.00	5	\$2,000.00
Local Program Director Meeting	\$300.00	11	\$3,300.00
Local Program Parent Meeting	\$10.00	9	\$90.00
Policy Council Meeting	\$150.00	11	\$1,650.00
Board of Directors Meeting	\$21.00	11	\$231.00
Policy Council Orientation	\$750.00	1	\$750.00
Board of Directors Annual Meeting	\$300.00	1	\$300.00
Management Meeting	\$2.00	12	\$24.00
Finance Meeting	\$2.00	12	\$24.00
CDA & Renewals	\$3,000.00	1	\$3,000.00
College Tuition	\$3,750.00	2	\$7,500.00
Reg. VI Mid-Winter Training Institute	\$2,027.00	1	\$2,027.00
ACPAC	\$200.00	11	\$2,200.00
WIPFLI Webinars	\$300.00	10	\$3,000.00
New Directors Orientation	\$70.00	3	\$210.00
NHSA Webinars	\$200.00	4	\$800.00
NHSA--Dallas	\$4,301.00	1	\$4,301.00
Volunteerism Summit Conference	\$400.00	1	\$400.00
AHSA Annual Institute	\$1,532.00	1	\$1,532.00
Pre-Service	\$3,150.00	1	\$3,150.00
Pedestrian Safety	\$5.00	1	\$5.00
Region VI Conference	\$2,254.00	1	\$2,254.00
			<b>\$38,868.00</b>
Additional 2010 ARRA Increase			\$5,125.00
<b>TOTAL 2010 T/TA</b>			<b>\$43,993.00</b>

## **Budget Narrative**

### **Local Program Monthly Meeting**

Local Program staff meets monthly to receive training in education, health and personnel related areas. The meetings are designed to provide Local Program Staff with a better understanding of instructional methods, children's health issues and interaction with other staff. The cost is ten dollars per meeting for the cost of printing packets. Local Program Staff do not meet during June or July, but meet three times in August to discuss summertime issues in addition to business for August. The annual cost is \$120.

### **All Staff Workshop**

All Staff Workshops occur five times per year in January, February, May, October and December. Staff plans ways to increase outreach to fathers in the program, receive STEP training related to an educational philosophy, review and address safety issues, and carry out general administrative tasks. The meetings cost \$400 each, primarily for staff transportation to the meeting. The annual cost is \$2,000.

### **Local Program Director Meeting**

Local Program Directors meet monthly, except during June. The meetings relate to issues affecting multiple programs. Local Program Directors learn management skills, supervision techniques and are familiarized with laws related to the program, as well as working on more effective communication skills. Resources are also provided to train Local Program Directors in family services. The meetings cost \$300 each, for printing materials, reserving a site and hiring a management team. The annual cost is \$3,300.

### **Local Program Parent Committee Meeting**

Parents of children in local programs who are on the committee meet nine times per year. There are no meetings over the summer (June, July or August). During these meetings, committee members learn about the monthly plans at the local programs, including weekly instruction themes, monthly activities and planned field trips. Child health and family safety issues are also addressed, such as positive disciplinary methods and winter driving safety tips. Parents are also allowed to determine other topics of discussion at the meetings. Each meeting costs ten dollars, primarily for the cost of printing resources. The annual cost is \$90.

### **Policy Council Meeting**

The Head Start Policy Council meets 11 times per year to discuss legislative and organizational policies pertaining to the programs. Grant applications are addressed during the meetings, as well as reviews of legislation such as the Head Start Act. The Policy Council must fully understand legislation related to the program to design and manage local programs effectively. Fiscal issues are also addressed by the Policy Council. The meetings cost \$150 each for printing materials and site usage. The annual cost is \$1,650.

### **Board of Directors Meeting**

The Board of Directors meets 11 times per year to discuss administrative issues in the program. Program design and management are addressed, as well as fiscal policies. The board is familiar with the educational philosophies of the program, and members gain an understanding of the agency's curriculum at the meetings. The Board also discusses legislative policy regarding the agency, and addresses grant applications. Each meeting costs \$21 dollars for printing supplies. The annual cost is \$231.

## **Policy Council Orientation**

The orientation of Policy Council members occurs once per year, in October. The session is designed to ensure members are fully aware of the responsibilities associated with positions on the Policy Council. Fiscal policy, agency regulations, legislative policy and administrative policy are vital to the efficient operation of the agency. During the orientation, members gain an understanding of the Head Start content areas and curriculum. The cost is \$750 for printing, site usage and trainers, as well as food provided throughout the orientation.

## **Board of Directors Annual Meeting**

In addition to eleven monthly meetings, the Board of Directors meets once per year to initiate new members and recognize retiring members. A catered meal is provided in general celebration of the Board of Directors. The meeting occurs once per year and costs \$300.

## **Management Meetings**

The management team meets monthly with staff members to monitor the progress of individual staff members in their specific areas. The cost of each meeting is two dollars for printing supplies. The annual cost is \$24.

## **Finance Meetings**

Finance staff meets monthly to discuss general fiscal upkeep of the agency. Administrative requirements are reviewed, federal cost principles are addressed, management regulations are taught and other general fiscal policies are addressed. The cost of each meeting is two dollars for printing. The annual cost is \$24.

## **CDA and Renewals**

Seven center based Child Development Associates work at the centers and at homes at a cost of \$400. Each CDA requires four renewals annually at \$50. The annual cost of CDA's and the necessary renewals is \$3,000.

## **College Tuition**

The college tuition for teacher mandate in Head Start Act 648A(a)(2) is for the completion of AA Degrees. The cost of each of two semesters is \$3,750. The annual cost is \$7,500.

## **Reg. VI Mid-Winter Training Institute**

The Mid-Winter Training Institute is conducted once per year. The goals of the institute are related to furthering the educational initiatives of the agency. The cost of the program is \$2,032.42, covering mileage, food and materials necessary for training.

## **ACPAC**

The Arkansas Children's Program Administrator Certificate represents an increase in competence in areas related to financial, personnel and program management. The agency sends five directors for progression, three directors for coordination and three directors for administration. The cost is \$200 monthly, and is incurred 11 times per year. The annual cost is \$2,200 for transportation and materials.

### **WIPFLI Webinars**

Internet based seminars are conducted addressing a variety of issues related to management and financial staff designed to increase effectiveness and efficiency within the agency. Ten webinars are conducted per year. Each costs \$300. The annual cost is \$3,000.

### **New Directors Orientation**

During New Directors orientation, incoming Local Program Directors and management staff are oriented to State Licensing Regulations. Three orientation sessions are held per year, with each costing \$70 for mileage and food provided. The annual cost is \$210.

### **NHSA Webinars**

Internet based seminars conducted with the National Head Start Association, designed to discuss progress within the agency. Participants discuss issues designed to better understand and improve the agency. Four webinars are conducted per year at a cost of \$200 for each. The annual cost is \$800.

### **NHSA—Dallas**

The National Head Start Association's annual conference in Dallas was designed to help staff improve understanding and job performance in their various "component areas." The total cost of the April program was \$6,000 for transportation, food, lodging and conference resources.

### **Volunteerism Summit Conference**

A conference held by the Arkansas Division of Volunteerism designed as a discussion between volunteer, philanthropy and non-profit organizations to encourage volunteerism, collaboration and board participation. The conference was held in May and cost \$400 for transportation and conference materials.

### **AHSA**

The Arkansas Head Start Association Summer Institute was conducted in July. It was a training institute designed to better prepare agency members to further the educational goals of the agency. The cost of the training was \$1,532 for transportation, food and training materials provided.

### **Pre-Service**

Pre Service consists of three all-staff sessions, two new staff CCOT and one all-staff first aid and CPR training session. The Pre-Service training occurs once per year and costs \$3,150 for training supplies, mileage and food.

### **Pedestrian Safety**

Pedestrian safety training for parents and children in pedestrian safety is conducted once per year, and costs five dollars for printing supplies.

## **Region VI Conference**

A regional conference designed to help staff improve understanding and job performance in their various “component areas.” The cost of the conference was \$2,254 for mileage, transportation, food and conference supplies.



## **Sec. 648. Technical Assistance and Training**

### **Head Start Act as Amended December 12, 2007**

#### Abstract

The legal requirement to provide training and technical assistance (either directly or through grants) to carry out Head Start programs are provided in this section of the Head Start Act. The Head Start community will learn about the goals of the training and technical assistance and the priorities to which T/TA are to be directed.

#### SEC. 648. [42 U.S.C. 9843]

##### a. Secretarial Training and Technical Assistance-

1. **AUTHORITY-** From the funds provided under section 640(a)(2)(C)(i), the Secretary shall provide, directly or through grants, contracts, or other agreements or arrangements as the Secretary considers appropriate, technical assistance and training for Head Start programs for the purposes of improving program quality and helping prepare children to succeed in school.
2. **PROCESS-** The process for determining the technical assistance and training activities to be carried out under this section shall—
  - A. ensure that the needs of local Head Start agencies and programs relating to improving program quality and to program expansion are addressed to the maximum extent practicable; and
  - B. incorporate mechanisms to ensure responsiveness to local needs, including an ongoing procedure for obtaining input from the individuals and agencies carrying out Head Start programs.
3. **ACTIVITIES-** In providing training and technical assistance and for allocating resources for such assistance under this section, the Secretary shall—
  - A. give priority consideration to—
    - i. activities to correct program and management deficiencies identified through reviews carried out pursuant to section 641A(c) (including the provision of assistance to local programs in the development of quality improvement plans under section 641A(d)(2));
    - ii. assisting Head Start agencies in ensuring the school readiness of children; and
    - iii. activities that supplement those funded with amounts provided under section 640(a)(5)(B) to address the training and career development needs of classroom staff (including instruction for providing services to children with disabilities, and for activities described in section 1222(d) of the Elementary and Secondary Education Act of 1965), and non-classroom staff, including home visitors and other staff working directly with families, including training relating to increasing parent involvement and services designed to increase family literacy and improve parenting skills; and
  - B. to the maximum extent practicable—
    - i. assist Head Start agencies in the development of collaborative initiatives with States and other entities within the States, to foster effective professional development systems for early childhood education and development services;
    - ii. provide technical assistance and training, either directly or through a grant, contract, or cooperative agreement with an entity that has experience in the development and operation of successful family literacy services programs, for the purpose of—
      - a. assisting Head Start agencies providing family literacy services, in order to improve the quality of such family literacy services; and
      - b. enabling those Head Start agencies that demonstrate effective provision of family literacy services, based on improved outcomes for children and their parents, to provide technical assistance and training to other Head Start agencies and to service providers that work in collaboration with such agencies to provide family literacy services;
    - iii. assist Head Start agencies and programs in conducting and participating in community-wide strategic planning and needs assessments, including the needs of homeless children and their families, and in conducting self-assessments;
    - iv. assist Head Start agencies and programs in developing and implementing full-working-day and full calendar year programs where community need is clearly identified and making the transition to such programs, with particular attention to involving parents and programming for children throughout the day, and assist the agencies and programs in expediting the sharing of information about innovative models for providing full-working-day, full calendar year services for children;
    - v. assist Head Start agencies in better serving the needs of families with very young children, including providing support and program planning and implementation assistance for Head Start agencies that apply to serve or are serving additional infants and toddlers, in accordance with section 645(a)(5);

- vi. assist Head Start agencies and programs in the development of sound management practices, including financial management procedures;
  - vii. assist in efforts to secure and maintain adequate facilities for Head Start programs;
  
  - viii. assist Head Start agencies in developing innovative program models, including mobile and home-based programs;
  - ix. provide support for Head Start agencies (including policy councils and policy committees) that meet the standards described in section 641A(a) but that have, as documented by the Secretary through reviews conducted pursuant to section 641A(c), programmatic, quality, and fiscal issues to address;
  - x. assist Head Start agencies and programs in improving outreach to, increasing program participation of, and improving the quality of services available to meet the unique needs of—
    - a. homeless children;
    - b. limited English proficient children and their families, particularly in communities that have experienced a large percentage increase in the population of limited English proficient individuals, as measured by the Bureau of the Census; and
    - c. children with disabilities, particularly if such program's enrollment opportunities or funded enrollment for children with disabilities is less than 10 percent;
  - xi. assist Head Start agencies and programs to increase the capacity of classroom staff to meet the needs of eligible children in Head Start classrooms that are serving both children with disabilities and children without disabilities;
  - xii. assist Head Start agencies and programs to address the unique needs of programs located in rural communities, including—
    - a. removing barriers related to the recruitment and retention of Head Start teachers in rural communities;
    - b. developing innovative and effective models of professional development for improving staff qualifications and skills for staff living in rural communities;
    - c. removing barriers related to outreach efforts to eligible families in rural communities;
    - d. removing barriers to parent involvement in Head Start programs in rural communities;
    - e. removing barriers to providing home visiting services in rural communities; and
    - f. removing barriers to obtaining health screenings for Head Start participants in rural communities;
  - xiii. (xiii) provide training and technical assistance to members of governing bodies, policy councils, and, as appropriate, policy committees, to ensure that the members can fulfill their functions;
  - xiv. provide activities that help ensure that Head Start programs have qualified staff who can promote prevention of childhood obesity by integrating developmentally appropriate research-based initiatives that stress the importance of physical activity and healthy, nutritional choices in daily classroom and family routines;
  - xv. assist Indian Head Start agencies to provide on-site and off-site training to staff, using approaches that identify and enhance the positive resources and strengths of Indian children and families, to improve parent and family engagement and staff development, particularly with regard to child and family development; and
  - xvi. assisting Head Start agencies in selecting and using the measures described in section 641A(b).
- b. Additional Support- The Secretary shall provide, either directly or through grants, contracts or other arrangements, funds from section 640(a)(2)(C)(i)(II)(cc) to—
1. support an organization to administer a centralized child development and national assessment program leading to recognized credentials for personnel working in early childhood education and development programs; and
  2. support training for personnel—
    - A. providing services to limited English proficient children and their families (including services to promote the acquisition of the English language);
    - B. providing services to children determined to be abused or neglected or children referred by or receiving child welfare services;
    - C. in helping children cope with community violence;
    - D. to recognize common health, including mental health, problems in children for appropriate referral;
    - E. to address the needs of children with disabilities and their families;
    - F. to address the needs of migrant and seasonal farmworker families; and
    - G. to address the needs of homeless families.

- c. Outreach- The Secretary shall develop and implement a program of outreach to recruit and train professionals from diverse backgrounds to become Head Start teachers in order to reflect the communities in which Head Start children live and to increase the provision of quality services and instruction to children with diverse backgrounds.
- d. Funds to Agencies- Funds made available under section 640(a)(2)(C)(i)(II)(aa) shall be used by a Head Start agency to provide high-quality, sustained, and intensive training and technical assistance as follows:
  - 1. For 1 or more of the following:
    - A. Activities that ensure that Head Start programs meet or exceed the standards described in section 641A(a)(1).
    - B. Activities that ensure that Head Start programs have adequate numbers of trained, qualified staff who have skills in working with children and families, including children and families who are limited English proficient and children with disabilities and their families.
    - C. Activities to improve the management and implementation of Head Start services and systems, including direct training for expert consultants working with staff.
    - D. Activities that help ensure that Head Start programs have qualified staff who can promote language skills and literacy growth of children and who can provide children with a variety of skills that have been identified as predictive of later reading achievement, school success, and the skills, knowledge, abilities, development, and progress described in section 641A(a)(1)(B)(ii).
    - E. Activities to improve staff qualifications and to assist with the implementation of career development programs and to encourage the staff to continually improve their skills and expertise, including developing partnerships with programs that recruit, train, place, and support college students in Head Start centers to deliver an innovative early learning program to preschool children.
    - F. Activities that help local programs ensure that the arrangement, condition, and implementation of the learning environments in Head Start programs are conducive to providing effective program services to children and families.
    - G. Activities to provide training necessary to improve the qualifications of Head Start staff and to support staff training, child counseling, health services, and other services necessary to address the needs of children enrolled in Head Start programs, including children from families in crises, children who experience chronic violence or homelessness, children who experience substance abuse in their families, and children under 3 years of age, where applicable.
    - H. Activities to provide classes or in-service-type programs to improve or enhance parenting skills, job skills, and adult and family literacy, including financial literacy, or training to become a classroom aide or bus driver in a Head Start program.
    - I. Additional activities deemed appropriate to the improvement of Head Start programs, as determined by the technical assistance and training plans of the Head Start agencies.
  - 2. To support enhanced early language and literacy development of children in Head Start programs, and to provide the children with high-quality oral language skills and with environments that are rich in literature in which to acquire language and early literacy skills. Each Head Start agency, in consultation with the State-based training and technical assistance system, as appropriate, shall ensure that--
    - A. all of the agency's Head Start teachers receive ongoing training in language and emergent literacy (referred to in this subsection as literacy training'), including appropriate curricula and assessment to improve instruction and learning;
    - B. such literacy training shall include training in methods to promote vocabulary development and phonological awareness (including phonemic awareness) in a developmentally, culturally, and linguistically appropriate manner and support children's development in their native language;
    - C. the literacy training shall include training in how to work with parents to enhance positive language and early literacy development at home;
    - D. the literacy training shall include specific methods to best address the needs of children who are limited English proficient;
    - E. the literacy training shall include training on how to best address the language and literacy needs of children with disabilities, including training on how to work with specialists in language development; and
    - F. the literacy training shall be tailored to the early childhood literacy background and experience of the teachers involved; except that funds made available under section 640(a)(2)(C)(i) shall not be used for long-distance travel expenses for training activities available locally or regionally or for training activities substantially similar to locally or regionally available training activities.
- e. State-Based Training and Technical Assistance System- For the purposes of delivering a State-based training and technical assistance system (which may include a consortium of 2 or more States within a region) or a national system in the case of migrant or seasonal Head Start and Indian Head Start programs, as described in section

640(a)(2)(C)(i)(II)(bb), that will meet the needs of local grantees, as determined by such grantees, and provide high-quality, sustained, and intensive training and technical assistance to Head Start agencies and programs in order to improve their capacity to deliver services that meet or exceed the standards described in section 641A(a)(1), the Secretary shall—

1. enter into contracts in each State with 1 or more entities that have a demonstrated expertise in supporting the delivery of high-quality early childhood education and development programs, except that contracts for a consortium of 2 or more States within a geographic region may be entered into if such a system is more appropriate to better meet the needs of local grantees within a region, as determined by such grantees;
  2. ensure that the entities described in subparagraph (1) determine the types of services to be provided through consultation with--
    - A. local Head Start agencies (including Indian Head Start agencies and migrant or seasonal Head Start agencies, as appropriate);
    - B. the State Head Start collaboration office; and
    - C. the State Head Start Association;
  3. encourage States to supplement the funds authorized in section 640(a)(2)(C)(i)(II)(bb) with Federal, State, or local funds other than funds made available under this subchapter, to expand training and technical assistance activities beyond Head Start agencies to include other providers of other early childhood education and development programs within a State;
  4. provide a report to the Committee on Education and Labor of the House of Representatives and the Committee on Health, Education, Labor, and Pensions of the Senate, not later than 90 days after the end of the fiscal year, summarizing the funding for such contracts and the activities carried out thereunder;
  5. periodically evaluate the effectiveness of the delivery of services in each State in promoting program quality; and
  6. ensure that in entering into such contracts as described in paragraph (1), such entities will address the needs of grantees in both urban and rural communities.
- f. Indoor Air Quality- The Secretary shall consult with appropriate Federal agencies and other experts, as appropriate, on issues of air quality related to children's health and inform Head Start agencies of existing programs or combination of programs that provide methods for improving indoor air quality.
- g. Career Advancement Partnership Program-
1. AUTHORITY- From amounts allocated under section 640(a)(2)(C) the Secretary is authorized to award demonstration grants, for a period of not less than 5 years, to historically Black colleges and universities, Hispanic-serving institutions, and Tribal Colleges and Universities—
    - A. to implement education programs that increase the number of associate, baccalaureate, and graduate degrees in early childhood education and related fields that are earned by Head Start agency staff members, parents of children served by such agencies, and members of the communities involved;
    - B. to provide assistance for stipends and costs related to tuition, fees, and books for enrolling Head Start agency staff members, parents of children served by such an agency, and members of the communities involved in courses required to complete the degree and certification requirement to become teachers in early childhood education and related fields;
    - C. to develop program curricula to promote high-quality services and instruction to children with diverse backgrounds, including—
      - i. in the case of historically Black colleges and universities, to help Head Start Agency staff members develop skills and expertise needed to teach in programs serving large numbers of African American children;
      - ii. in the case of Hispanic-serving institutions, programs to help Head Start Agency staff members develop skills and expertise needed to teach in programs serving large numbers of Hispanic children, including programs to develop the linguistic skills and expertise needed to teach in programs serving a large number of children with limited English proficiency; and
      - iii. in the case of Tribal Colleges and Universities, to help Head Start Agency staff members develop skills and expertise needed to teach in programs serving large numbers of Indian children, including programs concerning tribal culture and language;
    - D. to provide other activities to upgrade the skills and qualifications of educational personnel to meet the professional standards in subsection (a) to better promote high-quality services and instruction to children and parents from populations served by historically Black colleges and universities, Hispanic-serving institutions, or Tribal Colleges and Universities;
    - E. to provide technology literacy programs for Indian Head Start agency staff members and families of children served by such agency; and

- F. to develop and implement the programs described under subparagraph (A) in technology-mediated formats, including through such means as distance learning and use of advanced technology, as appropriate.
- 2. OTHER ASSISTANCE- The Secretary shall, using resources within the Department of Health and Human Services—
  - A. provide appropriate technical assistance to historically Black colleges and universities, Hispanic-serving institutions, and Tribal Colleges and Universities receiving grants under this section, including coordinating with the White House Initiative on historically Black colleges and universities; and
  - B. ensure that the American Indian Programs Branch of the Office of Head Start of the Administration for Children and Families of the Department of Health and Human Services can effectively administer the programs under this section and provide appropriate technical assistance to Tribal Colleges and Universities under this section.
- 3. APPLICATION- Each historically Black college or university, Hispanic-serving institution, or Tribal College or University desiring a grant under this section shall submit an application, in partnership with at least 1 Head Start agency enrolling large numbers of students from the populations served by historically Black colleges and universities, Hispanic-serving institutions, or Tribal Colleges and Universities, to the Secretary, at such time, in such manner, and containing such information as the Secretary may require, including a certification that the institution of higher education has established a formal partnership with 1 or more Head Start agencies for the purposes of conducting the activities described in paragraph (1).
- 4. DEFINITIONS- In this subsection:
  - A. The term 'Hispanic-serving institution' has the meaning given such term in section 502 of the Higher Education Act of 1965 (20 U.S.C. 1101a).
  - B. The term 'historically Black college or university' has the meaning given the term 'part B institution' in section 322(2) of the Higher Education Act of 1965 (20 U.S.C. 1061(2)).
  - C. The term 'Tribal College or University' has the meaning given such term in section 316(b) of the Higher Education Act of 1965 (20 U.S.C. 1059c(b)).
- 5. TEACHING REQUIREMENT- A student at an institution receiving a grant under this subsection who receives assistance under a program funded under this subsection shall teach in a center-based Head Start program for a period of time equivalent to the period for which they received assistance or shall repay such assistance.

## **Northwest Arkansas Head Start Human Services, Inc. Knowledge Management Strategy**

### **RATIONALE:**

#### **What Is Knowledge Management?**

Knowledge Management is the practice of systematically identifying, capturing, and organizing the information and knowledge of an organization to achieve that organization's goals. The knowledge and expertise of your staff and partners is the greatest asset of your organization. Moreover, knowledge management is . . .

getting the right information  
to the right people  
at the right time.

#### **Why Knowledge Management?**

A knowledge management strategy is simply a plan that describes how an organization will manage its knowledge better for the benefit of that organization and its stakeholders. A good knowledge management strategy is closely aligned with the organization's overall strategy and objectives.

- Allows Northwest Arkansas Head Start Human Services, Inc. (NWAHS) programs to operate in a rapidly changing environment.
- Provides directors with an advantage to respond quickly to complex challenges.
- Provides needed access to current and comprehensive information that ensures quality services to children and families.

Information may be physically captured but logically lost.

#### **How can Knowledge Management benefit NWAHS?**

- Helps the agency save time, money and effort — not reinventing the wheel.
- Provides staff with access to the expertise and knowledge of colleagues.
- Reduces impact of employee attrition.
- Increases opportunity for sharing and connecting with others to avoid duplicating efforts and resources.
- Increases awareness and understanding of knowledge management in the agency.
- Articulates the business case and identifies potential benefits.
- Gains senior management commitment.
- Attracts resources for implementation.
- Communicates good knowledge management practice.
- Gives a clear, communicable plan about where the agency is now, where it is going, and how it is planning to get there
- Gives a basis against which to measure progress.

#### **When Head Start communities share they:**

- Take pride in their expertise.
- Enjoy interacting with peers.
- Build on their existing knowledge.
- Create an expectation for others to reciprocate.

- Believe in contributing to the common good.
- Establish loyalty to the organization.

Given the reasons that Head Start programs could benefit from implementing knowledge management practices, there are also several reasons why information is not shared. For example, it's not convenient and often people don't have time. There is often the lack of understanding of what people don't know, and the value of what they do know. They believe knowledge hoarding is job security and they do not get credit for what they share.

### **Tacit and Explicit Knowledge**

**Explicit Knowledge** is codified knowledge, such as that in case files, memos, and manuals.

**Tacit knowledge** is the knowledge in people's heads.

The challenge is to create ways to move tacit knowledge to explicit knowledge so others can use it.

### **People, Process, and Technology**

**People** – are committed to continuous improvement and honestly sharing their knowledge and experience.

**Process** – there is an agreed upon method to review and document activities.

**Technology** – the information is entered into a searchable database of staff, making it accessible when planning future events.

## **METHODOLOGY**

**What can agency staff do?** Be a model. Learn new skills, practice them, and promote technology use. The role of leaders is to retain the good and the great staff members and invest in your staff.

### **What else can agency staff do?**

Make knowledge creation, sharing, and use a natural part of your processes - not separate from normal work.

### **How can the agency make change happen?**

- Focus on changing individual behaviors first and introduce policies and practices that enable and encourage knowledge sharing.
- Reward people for building on existing knowledge rather than wasting energy reinventing the wheel.
- Reward people for sharing what they know.
- Identify and understand barriers and seek to eliminate them.
- Understand your organizational culture and work with it rather than against it while gradually working to change it.

### **Knowledge Management Systems**

- Technology
  - Software applications
  - Computers
  - Computer network
  - Fax Machines
  - Telephone system

- Copy Machines
- AV equipment - cameras, projectors, TVs, VCRs, tape players, CD players
- Distance Learning Equipment (satellite system, videoconferencing, web access)
- Communications Infrastructure
- Service Delivery and Reporting Requirements
- Recordkeeping
- Decision-Making and Communications
- Ongoing Assessment and Monitoring

### **Goals**

- Establish short and long term goals tied to agency's mission and strategic plan.
- Apply different technology strategies effectively and efficiently in all systems and program operations.
- Go beyond the obvious, such as creating a system to collect data for the Program Information Report (PIR) tied to improving service delivery.
- Implement processes toward improving data collection.

### **Evaluation Methods, Staffing, Training, Policies, and Procedures**

#### **Evaluation Considerations**

Time is spent planning and adjusting for strategic use of technology. The agency uses evaluations to achieve long-term steady improvement. We have implemented Strengthening Operations for Learning And Results (SOLAR) as provided by the Office of Head Start.

#### **Training Considerations**

Training is essential to the effective use of technology. We continually conduct a training needs assessment to determine what skills staff need as well as what they can already do. The time for training is included in employees' staff development plans. In addition, the agency:

- Offers staff a say in what training sessions they attend.
- Plans for training as a part of the regular staff evaluation process; training goals are handled the same way as other performance goals.

We believe that people feel they are increasing their skill sets and keeping up to date with new technologies, it will increase their loyalty to NWAHS and decrease expensive staff turnover.

#### **Policy & Procedure Considerations:**

- Make provisions for regular upgrading of software packages.
- Develop policies for computer use and confidentiality of electronic information.
- Develop a policy for using the internet and email.
- Develop a policy for using social media.

#### **Budgets, Funding Plans, and Grant Proposals**

Technology is an ongoing expense. Plan the agency budget for day-to-day technology expenses in the same way we do for postage, copying, and similar operational items. 30% of technology spending should go to hardware and software, and a full 70% should go to training and support.

Technology training will become a line item in the budget. The cost of staff time is included in the calculation of training costs. Technology is integrated into all funding requests along with maintenance replacing equipment as needed.



## NORTHWEST ARKANSAS HEAD START KNOWLEDGE MANAGEMENT STRATEGY

### Strategy Goals

1. Identify the agency's staff member's tacit knowledge and provide for a mechanism to move it to explicit knowledge.
2. Identify the agency staff member's need for mentoring and match them to a training/mentoring opportunity.
3. Keep current records of explicit knowledge and constantly identify tacit knowledge needing captured.
4. Evaluation of the strategy to achieve long-term steady improvement.

### Strategy Action Plan

- Identification of tacit knowledge:
  - Development of a survey tool listing actions the agency recognizes as tacit knowledge.
  - Self identification of staff strengths using a survey.
  - Supervisor identification of staff strengths using survey.
  - Review and identification of staff strengths using:
    - Staff Evaluations and SOLAR.
    - Internal monitoring such as CLASS, ECERS, Parent Questionnaires, Self-Assessment, etc.
    - External monitoring such as accreditation, licensing, Federal Reviews, etc.
    - Identification from vendors such as Ozark Guidance and the COOP.
- Grouping of tacit knowledge.
- Capturing of skills and activity to transfer tacit knowledge to explicit knowledge.
  - Camera system to verify strengths and capture on discs and/or video.
  - Complete narrative of tacit knowledge where appropriate.
- Matching the staff needing training/mentoring with explicit knowledge.
- Identifying other explicit training opportunities to train/mentor staff.
  - Videos and agency training tracks.
  - Classes, workshops, webinars, etc.
- Maintaining of technology to support Knowledge Management Systems.
- Updating the access and capture of knowledge and how the agency presents it.
- Evaluation of the strategy to achieve long-term steady improvement.

### Knowledge Management Timeline

Activity	Time Frame	Staff Member	Completion
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Purchase and install camera system in centers	July 09-Oct 09	SSA	
Link system to Central Office	Oct 09	SSA, OA	
Run system and work out the bugs	Sept 09-Dec 09	SSA, OA	
Train staff on implementation of system	Nov 09	SSA	
Survey staff on strengths-Tacit Knowledge	Sept 09-Dec 09	APD, ED	
Survey staff on areas needing mentoring	Sept 09-Dec 09	APD, ED	
Identify mentors based on surveys and verify	Jan 10	APD, ED	
Group staff into mentee pods based on surveys	Jan 10	APD, ED	
Link mentees with mentor and schedule a viewing	Feb 10-May 10	APD, ED	
Begin capturing mentor activities on DVD	Feb 10 forward	APD, ED	
Evaluate with staff the system	May 10	ED, SSA, APD	
Plan for adjustments to the system	June 10-Aug 10	ED, SSA, APD	
Survey new staff on strengths and re-survey staff on needs	Aug	APD, ED	
Link mentees with mentor and/or DVD and schedule a viewing	Sep 10-May 11	APD, ED	

## Evaluation Strategy

### 1. Leadership

Does your organization have a compelling knowledge vision and strategy, actively promoted by your Chief Executive, that clearly articulates how knowledge management contributes to achieving organizational objectives. ....

**2. Measures**

Does your organization measure and manage its intellectual capital (IC) in a systematic way, and publish regular IC reports to its external stakeholders? .....

**3. Processes**

Does your organization have systematic processes for gathering, organizing, exploiting and protecting key knowledge assets, including those from external sources? .....

**4. Explicit Knowledge**

Is there a rigorously maintained knowledge inventory, with a structured thesaurus or knowledge tree, and clear ownership of knowledge entities, that is readily accessible across the organization? .....

**5. Tacit Knowledge**

Do you know who your best experts are for different domains of key knowledge, and do you have in place mechanisms to codify their tacit knowledge into an explicit format? .....

**6. Culture/Structure**

Is knowledge sharing across departmental boundaries actively encouraged and rewarded? Do workplace settings and format of meetings encourage informal knowledge exchange? .....

**7. Knowledge Centers**

Are there librarians or information management staff that coordinate knowledge repositories and act as focal points for provision of information to support key decision making? .....

**8. Exploitation**

Are your knowledge and knowledge management capabilities packaged into products and services and promoted in your organization's external marketing? .....

**9. People/Skills**

Have specific knowledge roles been identified and assigned, and are all senior managers and professionals trained in knowledge management techniques? .....

**10. Technological Infrastructure**

Can all important information be quickly found by new users on your intranet (or similar network) within three mouse clicks? .....

**Skills Inventory Tool**

**SERVICES:**

**Child Development  
Education**

- Art
- Dramatic Play
- Language Arts
- Manipulatives/Table Games
- Literacy
- Blocks
- Sand
- Music
- Alone Area
- Water
- Woodworking
- Discovery: Science, Math, Geography
- Computers
- Playground Activities
- Indoor Gross Motor
- Rainy Day Activities
- LAP-D Assessment Tool
- Dial Screening Tool

#### Classroom Management

- Circle Time
- Classroom Transitions
- Songs and finger plays

#### Nutrition

- Family Style Meal Service
- IMIL

#### Mental Health

- Child Guidance
- Diversity in the classroom

#### Special Services

- Stages of child development
- Implementation of a child's IEP
- Mainstreaming

#### Health

- HSAC
- Mass Screening Procedures

### **Family Services/Parent Involvement**

Program decision-making and governance/Leadership development

- Policy Council

Development and enhancing of parenting skills

- Parent Meetings

Social Services/Family Support

- Community referral system

- Family Partnership Agreement
- Intervention with Families in Crisis or with special needs
- Family Assessment to identify family strengths, needs and concerns.

#### Male Involvement

- Bi-yearly Fatherhood activities

#### Volunteerism and job opportunities

- Encouraged during the entire year

#### Diversity/Inclusion

#### COPA Implementation

### **Community Services**

- Management of volunteers
- Scope of Memorandum of Understandings

### **SYSTEMS:**

#### Program Governance

- Governing Board
- Policy Council

#### Planning

- Agency Service Plans
- Agency Procedures
- Child Outcome Data
- Community Assessment

#### Administration

- Technology
  - Agency Website
  - Camera System
  - Computer System
  - Agency Software
- Agency Timelines
- Meetings

#### Communication

- 

#### Record-Keeping and Reporting

- COPA
- Agency Forms
- Child Abuse
- Program Information Report

#### Ongoing Monitoring

- Parent Surveys
- Monitoring Spreadsheet
  - Internal Monitors
  - External Monitors

#### Self-Assessment

- Process, tool, reports

#### Human Resources

- Benefits
- Web based system
- Vanguard
- Personnel Manual
- Training and Career Development Opportunities

#### Fiscal Management

- Financial Manual
- Applicable OMB Circulars
- Financial Software
- Grants Administration Regulations
- Budgets
- In-kind, non-federal match
- Audit
- Grants

#### ERSEA

- Eligibility
- Recruitment
- Selection
- Enrollment
- Attendance

#### Safety

- MSDS
- Safety Officers
- Facilities