

WORKFORCE SOLUTIONS TEXOMA POLICIES & PROCEDURES

CHAPTER 8 PROGRAM SERVICES

SECTION 11 CHILD CARE TRAINING

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8.11 WORKFORCE SOLUTIONS TEXOMA CHILD CARE TRAINING

The goal of Child Care Training is to improve the quality of child care for children in the Texoma WDA by providing opportunities for child care staff training. This quality improvement initiative is funded by the Child Care and Development Fund (CCDF) and other funds made available to WST for this purpose.

8.11.1 TRAINING REQUIREMENTS

Training sessions may include college courses, CDA/CCP training, and conferences. Training will meet at least one of the following requirements set forth by the Texas Workforce Commission in WD Letter 36-06 and attachments:

- Professional development relating to early learning workshops;
- Center for Improving the Readiness of Children for Learning and Education (CIRCLE) Train the Training training;
- Scholarships for college courses relating to early learning, literacy and school readiness;
- Training using research-based curriculum approved by the State Board of Education or the Texas Education Agency (TEA), or recognized by the State Center; or
- Other training approved by WST within the requirements outlined in WD-Letter 36-06.

Training sessions may be offered to licensed child care centers, licensed family homes, registered family homes, listed homes and relatives providing care in Cooke, Fannin, and Grayson counties.

8.11.2 TRAINING TOPICS

Training topics must be relevant to the needs of direct child care staff and be eligible for credit toward a professional certification. Eligible training topics include:

- early literacy and language development training aligned with the state's prekindergarten guidelines;
- mentoring on early literacy and language development based on scientifically based research practices and strategies for improving child performance in language and literacy;
- evaluating child performance in language and literacy in the classroom; and
- basic class structure that encourages development of language and literacy.

The following Web sites provide information and resources about research-based reading instruction and curricula that are aligned with the state's prekindergarten guidelines:

CIRCLE

<http://www.uth.tmc.edu/circle>

Reading First Initiative

<http://www.tea.state.tx.us/reading/readingfirst/readingfirst.html>

Impacting Student Achievement Through the Language and Literacy Prekindergarten Guidelines: A Self-Assessment Tool, a publication from the Texas Education Agency
<http://www.tea.state.tx.us/reading/products/impactstudent.pdf>

8.11.3 TRAINING METHODS AND SETTINGS

It is important that child care staff are given choices that accommodate their individual learning styles and preferences. Adaptations in training methods and content are necessary to meet the needs of staff who work in various child care settings including:

- Licensed child care centers;
- Licensed family homes
- Registered family homes, and
- Relative child care providers

8.11.3.1 COLLEGES

Courses funded through WST must meet the required topic areas outlined in 8.11.2.

Allowable courses may be offered through community colleges, four year colleges/universities, internet, and other recognized methods used by training institutions to reach students.

WST may pay for the following costs associated with taking college courses, to include:

- Required books for the course,
- Required course materials

8.11.3.2 CHILD CARE CREDENTIALING PROGRAMS

There are currently 2 approved credentialing programs for child care staff in Texas:

- 1) The Child Development Associate Credential (CDA) issued by the Council for Early Childhood Professional Recognition, and
- 2) The Child Care Professional (CCP) issued by the National Child Care Association Institute for Professional Development.

More information on CDA and CCP credentials is found in Appendix C.

8.11.3.3 CONFERENCES/WORKSHOPS

Conferences and workshops may be planned, conducted or purchased using CCDF funds if the sessions use the training methods and training topics outlined in these policies.

Attendance at conferences and workshops outside the WST area is allowed if there is no equivalent training available locally.

8.11.4 ELIGIBLE TRAINEES

Owners and staff employed in licensed child care centers, licensed family homes, registered family homes, alternatively accredited facilities (such as church or private school accreditations) and relatives providing child care are eligible to participate in child care training opportunities offered by WST.

8.11.4.1 TEXAS RISING STAR PROVIDERS AND PROVIDERS WHO ARE WORKING TOWARD DESIGNATION

Owners/staff may be eligible for the following training, as funding allows:

- Associate Degree in Child Development
- CDA/CCP certification training
- Attendance at any other training opportunity offered by WST

8.11.4.2 ALL OTHER LICENSED, REGISTERED OR ALTERNATIVELY ACCREDITED PROVIDERS

Owners/staff may be eligible for the following training, as funding allows:

- CDA/CCP certification training
- Attendance at any other training opportunity offered by WST

8.11.4.3 RELATIVES PROVIDING CHILD CARE

Relatives providing child care may be eligible for any clock hour training opportunity offered by WST

8.11.4.4 APPLICATION, SELECTION AND ENROLLMENT

8.11.4.1 COLLEGE AND CERTIFICATION TRAINING

Applicants must:

- be employed by a Texas Rising Star Provider or a provider who is pursuing designation.
- meet the eligibility criteria specified for the training they plan to pursue and provide documentation necessary to substantiate eligibility to WST.
- Sign a WST Training Agreement
- Agree to complete an associates degree within 4 years or certification training within 2 years
- Agree to repay the cost of the training if applicant fails to complete the training or leaves employment with the child care provider

Application and agreement forms are provided in Appendix D.

8.114.2 WORKSHOPS, CONFERENCES AND OTHER TRAINING OPPORTUNITIES

WST will prepare information on workshops, conferences and other training opportunities with registration deadline dates for signing up and distribute them, as funding allows, to all child care providers in the workforce area. Participants will register for these trainings by filling out the registration form in Appendix D and returning it to WST by the deadline date.

8.11.5 TRAINER REQUIREMENTS

WST will select trainers and training providers using selection criteria defined by the Board and will evaluate selected trainers on their performance to determine future selection of trainers.

WST will comply with procurement guidelines as specified in OMB Circulars A-102 or A-110 as clarified by federal regulations and Commission guidelines. These circulars contain administrative requirements applicable to entities receiving federal funds, such as property management and procurement.

Generally, criteria used to evaluate trainers for selection includes:

- Appropriateness of educational background to the type of training to be offered,
- The number of years of experience working with children,
- Previous experience training the content to be offered,
- Previous experience in providing the type (methods and situation) of training being offered,
- Experience training specific populations,
- Experience in developing training materials, and
- Fluency in other languages

8.11.5.1 TRAINER EVALUATION

Evaluation of every trainer utilized will be documented and used in selection of the trainer for future training opportunities and in selection of future trainers.

See the evaluation form in Appendix D.

8.11.5.2 TRAINER FEES:

Trainers will be reimbursed for workshops/sessions based on the fee structure negotiated in the trainer's contract with WST.

8.11.6 GENERAL BUDGET PROVISIONS

WST will comply with all of the Texas Workforce Commission's and WST's financial and funds management policies and procedures applicable to Child Care Training. Payment for any training activity is contingent upon the availability of funds.

8.11.6.1 COLLEGE COURSES

WST will reimburse providers up to 90% of tuition, books and other course fees for child care providers that are Texas Rising Star or in the process of becoming a TRS provider (providing sufficient funds are available).

WST will assist provider staff who are not TRS providers, if funds are available.

WST will not pay for travel expenses or time taken off from work to attend these courses.

8.11.6.2 CDA/CCP FEES

WST will pay up to 90% of CDA/CCP course fees and assessment fees for child care providers that are Texas Rising Star Providers or in the process of becoming a TRS provider (providing sufficient funds are available).

WST will assist provider staff who are not Rising Star Providers with course and assessment fees for CDA/CCP certification, if funds are available. Non-Texas Rising Star Providers will be required to pay \$2 per clock hour for courses and half the assessment fees for certification.

WST will not pay for travel expenses or time taken off from work to attend these courses.

8.11.6.3 CONFERENCES

WST will pay the following for conference fees, if funding is available:

- Texas Rising Star Providers – up to 90% of registration fees
- CCS Providers – up to 80% of registration fees
- Non-CCS Providers – up to 65% of registration fees

WST will not pay for the following:

- Additional fees for special workshops during the conference
- Hotel, meal, and transportation costs
- Time taken off of work to attend a conference

8.11.6.4 WORKSHOPS

WST will pay the contracted fee for the trainer providing the workshop.

All Texas Rising Star provider participants will be required to pay \$4 per clock hour for each workshop attended. Non- Texas Rising Star provider participants will pay \$6 per clock hour for each workshop attended.

WST will not pay for travel expenses or time taken off from work to attend these courses.

8.11.6.5 SCHOLARSHIPS

WST may provide full or partial scholarships to students pursuing one of the following:

- Child Development Certificate,
- Child Development Associate (CDA) credential, or
- Associates Degree in Child Development

Students must be enrolled in a community college or university. Students pursuing self study courses will not eligible for scholarships

Scholarships may include the following:

- Tuition fees
- Books
- Other required college fees (labs fees, etc.)
- Assessment fees
- Other fees deemed necessary to complete required training/education courses

Eligibility criteria for scholarships will be determined by the Board.

8.11.7 ACCOUNTING SYSTEM REQUIREMENTS

WST will maintain accounting practices as defined in WST Policies and Procedures, Chapter 1 – Fiscal Accounting Systems and as outlined by the FMGC.

8.11.7.1 EXPENDITURE OF FUNDS

WST will maintain a database with information on each participant for all training activities offered through WST including all information necessary to account for expenditure of funds by WST.

8.11.7.2 PROGRAM-RELATED INCOME

WST will handle program related income as outlined in WST Policies and Procedures, Chapter 1 – Fiscal Accounting Systems under the section titled “Program Related Income”.

8.11.7.3 BILLING, RECORDKEEPING AND REPORTING

WST will maintain source documents and worksheets to adequately document the expenses incurred. The source documents and worksheets

must support the expenses incurred, justifying the budget expense and the line item category in the budget covering the expense.