

2023

EARLY CARE MANAGEMENT TRAININGS



**TRAINING WORKSHOPS
OFFERED AT NO COST
FOR CENTER DIRECTORS
AND MANAGEMENT
STAFF OF CHILD CARE
CENTERS AND SCHOOL
AGE PROGRAMS**



**Early Care &
Learning Council**
United to Promote Quality

THIS PROGRAM IS CONDUCTED BY:

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**Office of Children
and Family Services**

THIS PROGRAM IS FUNDED BY:

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Early Care Management Trainings

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

In this booklet you will find:

- Information about our training workshops
- Information about our Director's Institute
- A schedule of our 2023 training workshops throughout NYS

There are three ways to register:

- Call the Early Care & Learning Council: (518) 690-4217 ext 12.
- Register online- go to www.earlycareandlearning.org
- Sign up for our mailing list and receive training communication & registration links via email.

Contact us:

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Director's Institute

Course Summary

The Director's Institute is an exciting opportunity for directors who have been in their position 24 months or less or experienced directors who are looking for more in-depth training to support them in their managerial role. Directors are in a position with exciting challenges and opportunities. Developing your management and leadership style is an important element for providing quality care for children and creating a vital and stable workforce for your center.

What is the Director's Institute?

It is a five part intensive training series where you will be introduced to and explore:

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

What are the required workshops?

***Days listed are based on in-person workshops. Virtual workshops days may vary.**

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

When do I attend the workshops:

- Directors who enroll in the institute must complete all of the training workshops listed above within a two-year period.

What does the Director's Institute cost?

- Director's Overview, like all of our Management Trainings, is funded by OCFS at no cost to you.

Director's Overview

2 Day Workshop

OCFS Area 1,3,7 CBK Area-1,2,4,6

Summary

- This two-day workshop is designed for directors who have been in their position for 24 months or less as well as those needing a refresher course on the roles of a director. This is the first workshop in the Director's Institute series. The series is a seven-day, five workshop intensive introduction to the complex and dynamic management role of a director. The workshop topics are chosen to reflect what directors identify as some of their most important areas of concern. The workshop focus is a lateral exploration of key topics in Leadership and Management with small group discussion, lecture and interactive elements. Topics covered include: Regulations, Leadership, DAP, Emergent Trends, Family Connections, Ethics, and many others. Learn and network with other new directors and explore administrative tools in this exciting introduction to the complex dynamic of Early Childhood Administration.

Fiscal Management: The Budget

2 Day Workshop

OCFS Area- 3,5 CBK Area- 7

Summary

- While there are many components of fiscal management, this workshop will focus on the cornerstone - The Budget. Without a budget based on sound and realistic financial expectations, it is impossible to provide quality child care services to your community. Many directors, having come up through the ranks of the teaching staff, have not had the opportunity to receive formal instruction on developing and managing a budget. This two-day workshop is designed to give or refresh directors in the steps necessary to provide oversight to the fiscal aspects of the center program.
- This workshop will focus on the aspects of developing a realistic budget. Throughout the process of creating this budget, we will continually discuss the fiscal impact of your center's choices and goals. Together, we will also identify ways to meet the common challenge of providing quality care. In order to meet this challenge, we will look at the fiscal impact of staffing patterns, a method for projecting realistic income, how to create a program budget, how to calculate the cost of care and how to set fees at appropriate levels. We will conclude with the tools of good budget management.

The Director's Role in Ensuring Developmentally Appropriate Practice

**1 Day Workshop
OCFS Area- 1,3,5 CBK Area-2,3,4**

Summary

- Directors make decisions based on their knowledge of early childhood education and current child development theories and research. They guide curriculum development by building and leading an early childhood team. The term Developmentally Appropriate Practice (DAP) was originally coined by the National Association for the Education of Young Children (NAEYC). In order to ensure quality, this training explores five key areas of Developmentally Appropriate Practice: shared vision and center goal setting, child development, observation and assessment, lesson plan development and appropriate materials. The training will assist directors in meeting the developmental needs of each child by implementing purposeful and relationship-based curriculum. Participants will have the opportunity to explore tools and methods of guiding staff to ensure meaningful learning experiences based on the individual needs of the child as well as work within the context of realistic developmental stages. In addition, directors will be supported in the process of leading and guiding staff to incorporate their experiences and cultural backgrounds into a diverse developmentally appropriate curriculum.

Orientation: The Process to Staff Integration

**1 Day Workshop
OCFS Area- 4,5,7 CBK Area- 7**

Summary

- Hiring and recruiting staff is one of the biggest challenges that child care directors face in this day of early care and education. You are not alone in the challenge of finding qualified, dedicated and knowledgeable staff while maintaining a high-quality center as well as maintaining staff/child ratios. Once we find staff, we want them to learn and succeed which will ensure that the children in the program are learning and are successful. Often, we find ourselves hiring staff and having them start immediately in the classroom (on-the-job training) with a scant orientation. With the "sink or swim" mentality the new teacher/staff will often sink. At this training we will explore the value of creating a progressive orientation process as a way to fully integrate teachers/staff into your program. We will focus on the hiring and orientation process as a method for retaining staff. We will discuss ways to lead new teachers/staff to become a part of your team with a common mission and vision.

Strengthening Supervisory Skills

1 Day Workshop

OCFS Area- 3,5 CBK Area- 6,7

Summary

- Reflecting on and strengthening one's supervisory skills is perhaps the most important responsibility of the center director. Directors have the challenge of negotiating and meeting the needs of staff, parents, children and many times, board members as well as owners. Having well-developed supervisory skills will greatly enhance the director's ability to successfully meet this challenge.
- The first portion of this workshop will focus on the skills and strategies necessary for effective team building and leadership. The importance of trust, conflict resolution, commitment, accountability and attention to quality will be discussed, as will methods to foster these things with, and among, the staff. We will also address tailoring your communication style, ensuring developmentally appropriate practice and effectual delegation. The afternoon portion of the training will focus on performance situations which will be examined in detail. The numerous considerations involved in assessing and intervening in performance problems will be described, and a systematic approach for addressing these considerations will be introduced. Participants will then have an opportunity to apply this approach to a specific performance dilemma by carefully analyzing the nature of the problem and the potential solutions.



Early Care & Learning Council appreciates the Child Care Resource and Referral agencies throughout the state that support this project. We thank the CCR&Rs for providing classroom space, promoting the trainings to child care providers, and facilitating trainings. ECLC is grateful for this collaborative effort!

Mission:

Early Care & Learning Council (ECLC) is the coordinating agency for the New York State Child Care Resource & Referral (CCR&R) network. We elevate the voices of the CCR&Rs, and advocate for a quality, affordable, equitable early care and education system. ECLC offers training and professional development to CCR&Rs and delivers innovative curricula that supports the building of sustainable child care systems throughout the state.

Vision:

As the membership agency for the Child Care Resource & Referral network, ECLC envisions a high-performing network that champions accessible, affordable, high-quality child care; provides exceptional supports and resources to child care providers, and advances racial equity through policy and practice.

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