



Director's Guide to Child Care Training and Staff Development

 SafeGard —————
Classes Online
professional development for child care



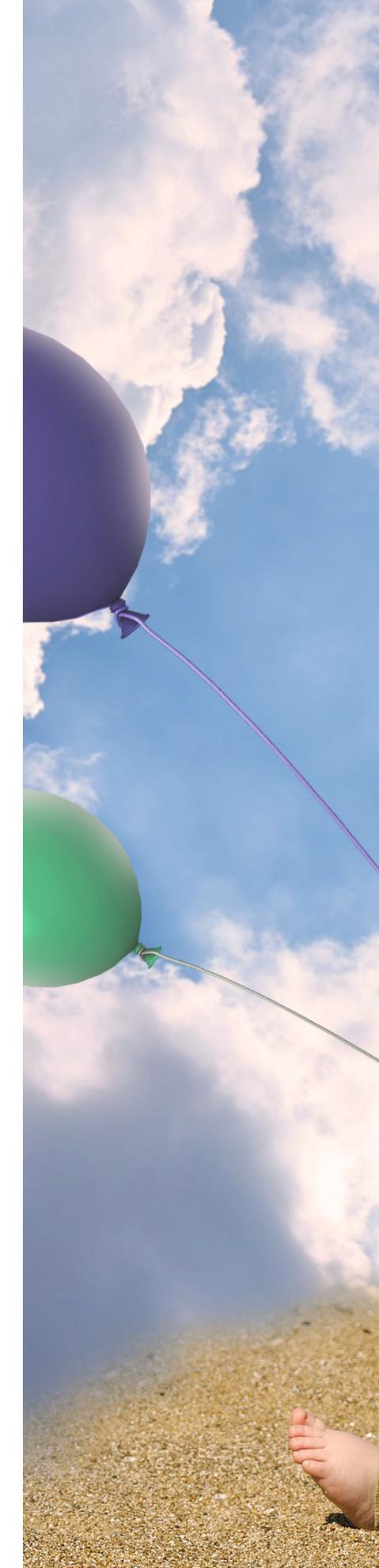
We Care, Because You Do!

One of the single most important resources in your program is your staff. Helping them develop as professionals creates benefits for everyone!

Many teaching licenses require continuing education each year to fulfill their renewal requirements. While this is important, there's far more benefit to continued learning than just checking this off a list. Effective personal and professional development enables early learning professionals to develop the knowledge and skills they need to guide children's growth and development.

One of the most effective professional development tools is the Personal Development Plan (PDP). This document can help you identify specific goals and how to achieve them for each staff member.

This resource guide provides information about each of our classes so you can find the appropriate learning tools for each of your staff. It also includes Learning Objectives for each course to assist you in the goal-setting process.



The **S.M.A.R.T.** method is a simple yet effective guide to use when writing goals:

S- Specific – be very clear about what the goal is

M- Measurable – ensure it is something measurable, not just “learn about autism”

A- Achievable – make sure the resources are available to allow them to be successful

R- Realistic – while shooting for the moon sounds inspiring, it's often difficult to reach and can leave the employee with a feeling of “failure” if they fall short

T- Time-bound – ensure there is a specific time frame for achieving each goal.

Considering the importance of the work you and your staff do every day, continuing to build on your collective capabilities directly impacts the ability to shape the lives of the children in your care. Studies have shown that the quality of care a child receives is often based on the training of their teachers. Investing in the development of your staff also pays off in creating a nurturing and caring environment for your children.

We hope you find this guide beneficial in guiding your staff's professional development. Please contact us if you have any questions about our classes or how to use this guide.

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Classes listed by Category

This list includes each of our classes by category. The pages following this list provide more detail about the individual classes. The pages are in alphabetical order by name of class. To access the class, click on the title to get to our webpage.

Administration and Program Management

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Child Development & Guidance

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[Basic Child Develop: School Age](#)

[Basic Child Develop: The Brain](#)

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[Child Development Theory](#)

[Circle of Security](#)

[Cognitive Development](#)

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[Egocentric: Self-worth, Individuality](#)

[Feelings: Self-Awareness, Control](#)

[Group Acceptance](#)

[Introducing Children to Child Care](#)

[Introduction to Montessori Education](#)

[Physical Development](#)

[Prosocial Behavior: Pathways to Competence](#)

[Self-help Skills](#)

[Sense of Security](#)

[Teaching Children Good Habits](#)

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Curriculum & Lesson Planning

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[Creative Learning Environments](#)

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[Designing Centers #2: New Center Ideas](#)

[Designing Centers #3: More New Center Ideas](#)

[Holiday Arts and Crafts #1](#)

[Holiday Arts and Crafts #1 & #2](#)

[Holiday Arts and Crafts #3 & #4](#)

[Holiday Arts and Crafts #5 & #6](#)
[Learn to Teach, Teach to Learn](#)
[Linking Assessments to Lesson Planning](#)
[Teaching STEM in Preschool](#)
[Teaching with Color](#)

Family Engagement

[Parents are People, Too!](#)
[Partnering with Families](#)
[Talking with Parents](#)

Fitness & Movement

[Exercises: Inside and Out](#)
[Music, Movement and Language 1: The Motor System](#)
[Music, Movement and Language 2: Strategies](#)
[Music, Movement and Language 3: Types of Movement](#)
[Music, Movement and Language 4: Manipulatives](#)
[Music, Movement and Language 5: Activities](#)
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Health, Safety & Nutrition

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[Transportation Safety](#)

Inclusion: Cultural Diversity & Special Needs

[Autism Spectrum Disorder](#)
[Cultural Diversity Introduction](#)
[Multicultural Celebrations](#)
[Strategies for Work w/Special Needs](#)
[The Guide to ADA & Special Needs](#)

Observation & Assessment

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Professionalism & Career Guidance

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[Managing Stress](#)

[Risk Management 101: Risk vs Reward](#)

[Working with Humor](#)

[Workplace Burnout](#)

Speech, Language & Communication

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[Dealing with Difficult People](#)

[Introduction to Signing](#)

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[Promoting Children's Communication](#)

[Reading for Special Needs and English Language Learners](#)

[Sign Language with Infants](#)

[Sign Language with Preschoolers](#)

[Sign Language with Toddlers](#)

[Speech and Language Red Flags](#)

[Working with Children Who Stutter](#)

The categories above are general topics and not specific to any state. Classes may fall into several categories and may be located in multiple categories on our site. If your state has specific requirements for topics you need to meet, please let us know and we can provide guidance on which categories to assign each class.

Many of these classes are also combined with others in our [Knowledge Collection](#) series. These are discounted bundles of classes on topics that are most popular and relevant to childcare professionals, such as Supporting Children with Special Needs.

A Healthy Environment

2 hours

Goal: to learn how to maintain a healthy learning and living environment for children

Description: Discusses basic issues for maintaining a healthy learning and living environment for children with regard to promoting healthy habits of personal hygiene and maintaining health records. Also, discusses what to do about a sick child.

Table of Contents

1. Health Promotion
2. Personal Hygiene
3. Managing Illness & Injury

Learning Objectives

After completing this class, the student will be able to:

- List at least two important practices involving each of the three health promotion measures discussed
- Describe the proper technique for a personal hygiene practice, ie. hand washing, diapering
- Discuss the three primary concerns when considering excluding a child from a facility

Animals in the Classroom

1 hour

Goal: to understand the benefits of learning about animals and how to evaluate whether a pet is right for your program

Description: Animals can teach us so much about life and help children build both academic and social skills. Learn how to determine if an animal is right for your program and how to select the right pet. And if having an animal in your facility isn't feasible, there are many other opportunities to teach children about the animal kingdom.

Table of Contents

1. What do animals teach us?
2. Is an animal appropriate for your classroom?
3. Selecting and caring for an animal
4. Other ways to learn about animals

Learning Objectives

After completing this class, the student will be able to:

- List the benefits of children interacting with and learning about animals
- Describe the process of evaluating whether an animal is appropriate for their facility
- Discuss how to select an animal for their classroom
- List options to help children learn about animals

Arts & Crafts Basics: Safety

1 hour

Goal: to understand creative & child development and to learn arts & crafts safety measures

Description: Discusses creativity and its relationship to arts and crafts; provides instruction on arts and crafts safety.

Table of Contents

1. Importance of Creativity
2. Expressing Creativity
3. Art and Craft Safety

Learning Objectives

After completing this class, the student will be able to:

- Explain how creativity helps children to learn about the world around them
- List the 4 creative areas of child development
- Demonstrate a knowledge of product labels and warnings
- Relate art and craft safety measures

Autism Spectrum Disorder

1 hour

Goal: To increase understanding of ASD and provide strategies for supporting children with ASD

Description: This class is an overview about Autism Spectrum Disorder (ASD) for teachers and caregivers of young children. Students will gain knowledge and insights about: Autism Spectrum Disorder (ASD), strategies for working with young children with ASD in the group environment, and legal and ethical considerations when you are working with a child with special needs, including a child with Autistic Spectrum Disorder.

Table of Contents

1. Autism Spectrum Disorder (ASD)
2. Strategies
3. Legal

Learning Objectives

After completing this class, the student will be able to:

- Discuss the two diagnostic criteria for ASD
- Describe how you would apply strategies to accomplish one of the three major goals: self-care, behavior, social skills
- Design a specific plan for how you would work with the parents of an ASD child

Back Care

1 hour

Goal: to learn about the structure of the spine and how to prevent back injuries

Description: Discusses anatomy and function of the spine, identifies causes of back injury and pain, promotes steps to recovery and provides prevention strategies.

Table of Contents

1. Anatomy of the spine
2. Function of the spinal structures
3. Causes of low back injury and pain
4. How to promote recovery
5. Prevention strategies

Learning Objectives

After completing this class, the student will be able to:

- Name the 6 structures involved in low back problems
- Specify the single most common underlying cause of back injury and pain
- Describe 3 different kinds of work-related injuries
- List 6 things you can do to speed recovery from a back injury
- Name 4 lifestyle behaviors that can help you maintain a healthy back

Basic Behavior Management I: Discipline vs Punishment

1 hour

Goal: to understand how to manage behaviors and learn techniques to promote positive behavior

Description: Discusses the difference between discipline and punishment, how to discipline a young child, steps to positive behavior, dealing with power struggles and management techniques.

Table of Contents

1. Recommended Guidelines
2. Approaches to Behavior Management
3. Steps to Positive Behavior
4. Management Techniques

Learning Objectives

After completing this class, the student will be able to:

- Recognize recommended behavior management guidelines
- Describe the difference between discipline and punishment
- Identify the five steps to positive behavior
- Identify and describe different management techniques

Basic Behavior Management II: Difficult Behaviors

1 hour

Goal: to understand how to handle different behaviors including biting, aggression and temper tantrums

Description: Discusses issues such as biting, aggression and temper tantrums. Uses the acronym H.O.T. to identify situational issues that need to be dealt with first.

Table of Contents

1. Biting
2. Aggression
3. Temper Tantrums
4. "H.O.T"

Learning Objectives

After completing this class, the student will be able to:

- Describe how they would handle a biting scenario
- Create a plan for dealing with aggression
- Identify methods for dealing with temper tantrums
- Identify the components of H.O.T.

Basic Behavior Management III: Learning Styles

1 Hour

Goal: to understand learning styles, cultural issues and teaching children responsibility

Description: Discusses learning styles, temperaments, control time, family values and cultural differences and choices.

Table of Contents

1. Learning Styles
2. Temperament
3. Control Time
4. Family Values & Cultural Differences
5. Choices - Dr. Foster Cline

Learning Objectives

After completing this class, the student will be able to:

- Understand the different learning styles
- Recognize the importance of temperaments for behavior
- Identify and understand the steps for the control time technique
- Consider cultural issues when creating management systems
- Recognize the importance of choices for teaching children responsibility

Basic Child Abuse

1 Hour

Goal: to identify signs of child abuse and prevention, education, and legal issues

Description: Discusses mandatory reporting and history, making a report, signs of abuse, red flag scenarios, and prevention.

Table of Contents

1. Mandatory Reporting
2. Child Abuse Laws
3. Types of Abuse
4. Identifying Abuse
5. Red Flag Scenarios
6. Prevention

Learning Objectives

After completing this class, the student will be able to:

- Define Mandatory reporting requirements
- List the steps for making a CPS report
- Identify the signs of child abuse
- Discuss methods of prevention and education
- Describe the issues for legal procedures

Basic Child Development: Infant I – Physical

1 hour

Goal: to identify normal ranges of infant development and promote developmentally appropriate practices

Description: Discusses the physical development of the infant, including: hand-eye coordination, sensory development, developmental norms. Also, looks at principles of growth and development and developmentally appropriate practice.

Table of Contents

1. Motor Development
2. Hand-Eye Coordination
3. Sensory Development
4. Developmental Norms
5. Principles of Growth and Development
6. Developmentally Appropriate Practice (DAP)

Learning Objectives

After completing this class, the student will be able to:

- Identify normal ranges of infant development for physical development, hand-eye coordination and sensory development
- Describe developmental norms
- Discuss the relevance of culture as it relates to developmental norms
- Describe your observation of a principle of growth and development
- Discuss how you can promote developmentally appropriate practice

Basic Child Development: Infant II – Emotional

1 Hour

Goal: to understand importance of bonding, emotional development and expression

Description: Discusses the emotional and cognitive development of the infant, including: attachment/bonding; the beginning of language; and emotional milestones.

Table of Contents

1. Attachment/Bonding
2. The Beginnings of Language
3. Emotional Development

Learning Objectives

After completing this class, the student will be able to:

- Understand the importance of positive attachment and bonding for children and parents
- Recognize the issue of "separation anxiety" and why it happens
- Understand the importance of beginning communication and its effect on language development
- Identify the difference between receptive and expressive language
- Identify the stages and development of language
- Understand the initial stages of emotional development

Basic Child Development: Preschool I – Physical

1 Hour

Goal: to understand motor skill for children 3-4 yrs old and the importance of play

Description: Discusses the physical development of the preschooler and the effect that play and nutrition have upon development. Also covers immunizations and health issues.

Table of Contents

1. Motor Development
2. Play
3. Nutrition (Preschool Ages 3 and 4)
4. Immunizations and Health (Preschool Ages 3 and 4)

Learning Objectives

After completing this class, the student will be able to:

- List several large motor abilities of 3- to 4-year old children
- List several fine motor abilities of 3- to 4-year old children
- Identify the six different types of play
- Understand the interaction and importance of play
- Identify five important nutrients for children and the foods where they can be found
- List the needed immunizations for preschool age children

Basic Child Development: Preschool II – Emotional

1 Hour

Goal: to identify and understand emotional, language and cognitive development issues

Description: Discusses the emotional, cognitive and language development of preschoolers. Explores principles of growth and development and school readiness.

Table of Contents

1. Emotional Development
2. Language Development
3. Cognitive Development
4. Principles of Growth & Development
5. School Readiness

Learning Objectives

After completing this class, the student will be able to:

- Identify emotional developmental issues
- Understand emotional “display rules”
- Understand language developmental issues
- Consider the issue of stuttering and identify stuttering myths
- Understand cognitive developmental issues
- Discuss the importance of growth and developmental principles
- Recognize the impact of cultural and social contexts in the development

Basic Child Development: School Age

1 Hour

Goal: to identify and understand physical, emotional and cognitive development of school-age children

Description: Discusses the physical, emotional and cognitive development of school age children. Additionally, focuses upon learning styles and conflict resolution.

Table of Contents

1. Physical Development: 5-8 years
2. Social Development: 5-8 years
3. Cognitive Development: 5-8 years
4. Physical Development: 9-12 years
5. Social Development: 9-12 years
6. Cognitive Development: 9-12 years
7. Conflict Resolution

Learning Objectives

After completing this class, the student will be able to:

- Identify physical development issues for school age children
- Understand emotional development issues for school age children
- Discuss cognitive accomplishments of school age children
- Understand learning styles and their importance for teaching school age children

Basic Child Development: The Brain

1 Hour

Goal: to understand brain development and functioning by age

Description: Explores the anatomy and development of the brain, its function, windows of opportunity for learning and environmental influences.

Table of Contents

1. The Amazing Brain
2. Neurons
3. Myelination
4. Healthy Brains
5. Windows of Opportunity
6. What Affects Brain Development
7. ADHD

Learning Objectives

After completing this class, the student will be able to:

- Identify parts of a neuron and the actions they perform
- Identify reasons for unhealthy prenatal brain development
- Describe the process of myelination and its importance
- Explain windows of opportunity and their implications
- Describe the impact of several environmental issues for the developing brain

Basic Child Development: Toddler I – Physical

1 Hour

Goal: to identify and understand physical development for toddlers and the importance of play

Description: Discusses the physical development of the toddler and the effect that play and nutrition have upon development. Also covers immunizations.

Table of Contents

1. Motor Development: Toddler
2. Play
3. Nutrition
4. Immunizations/Health

Learning Objectives

After completing this class, the student will be able to:

- Identify physical developments for toddlers
- List new skills toddlers acquire
- Understand the importance of play
- Identify stages and types of play
- Identify basic nutrition standards for toddlers
- Identify immunization and well-baby check-up schedules

Basic Child Development: Toddler II – Emotional

1 Hour

Goal: to identify and understand emotional, language, cognitive and social development for toddlers

Description: Discusses the emotional, cognitive, language and social development of toddlers.

Tables of Contents

1. Emotional Development
2. Language Development
3. Cognitive Development
4. Social Development

Learning Objectives

After completing this class, the student will be able to:

- Identify the four different development areas
- Recognize and respect cultural expectation in developmental issues
- Consider the different developmental areas for planning lessons
- Identify the three biological functions and how they affect emotional development
- Recognize the importance of role modeling and how it affects the different developmental areas

Basic Cleanliness

1 Hour

Goal: to identify how germs are spread and learn correct cleaning procedures

Description: Discusses how diseases are spread, proper handwashing, proper diapering, bleach solutions, disinfecting equipment, toilet facilities and body fluids.

Table of Contents

1. How diseases are spread
2. Personal Hygiene
3. Proper Diapering
4. Sanitizing and Disinfecting
5. Body Fluids

Learning Objectives

After completing this class, the student will be able to:

- Identify the ways germs are spread
- Practice Proper Hand Washing Technique
- Describe proper diapering technique
- List proper bleach solution mixtures
- Describe the correct cleaning procedures
- Identify proper precautions for cleaning up bodily fluids

Basic Curriculum I: Basic Needs

1 Hour

Goal: to learn basic curriculum development and creating lesson plans

Description: Discusses sequencing the curriculum, basic needs – Maslow's Hierarchy, and lesson plans.

Table of Contents

1. Sequencing the Curriculum
2. Principles of Growth and Development
3. Developmentally Appropriate Practice
4. Basic Needs, Maslow's Hierarchy
5. Lesson Plans

Learning Objectives

After completing this class, the student will be able to:

- Listing the rules for sequencing curriculum
- Describing how you might address Maslow's Hierarchy of basic needs
- Implementing steps for creating lesson plans

Basic Curriculum II: Arts & Play

1 Hour

Goal: to learn how to prepare effective curriculum for creative subjects, such as art, play, name-writing, language arts and music

Description: Discusses developmental stages in art, play and name writing, language arts and music.

Table of Contents

1. Developmental Stages in Art
2. Developmental Stages in Play
3. Developmental Stages in Name Writing
4. Language Arts
5. Music

Learning Objectives

After completing this class, the student will be able to:

- Identify developmental stages in Art
- Identify developmental stages in Play
- Identify developmental stages in Name Writing
- Identify elements for Language Arts curriculum
- Identify elements for Music curriculum

Basic Curriculum III: Science & Drama

1 Hour

Goal: to learn about curriculum planning for art, science and dramatic play

Description: Discusses dramatic play, an art center and science activities.

Table of Contents

1. Dramatic Play
2. Art Center
3. Science Activities

Learning Objectives

After completing this class, the student will be able to:

- Describe necessary elements and goals for dramatic play
- Describe necessary elements for goals for art center
- Describe necessary elements and goals for science activities
- Identify and address cultural issues in curriculum planning
- Integrate curriculum activities into each center

Basic Curriculum IV: Manipulatives & Outdoor

1 Hour

Goal: understand different ways to combine physical activities with educational goals to provide a broad range of learning opportunities

Description: Discusses block centers, table toys and manipulatives, and outdoor activities.

Table of Contents

1. Introduction
2. Block Centers
3. Table Toys and Manipulatives
4. Outdoor Activities

Learning Objectives

After completing this class, the student will be able to:

- Identify goals and activities for the block center
- Identify goals and activities for the table toys/ manipulatives center
- Identify goals and activities for outdoor activities
- Understand the importance of integrating interest areas and subject matter into all centers

Basic Kitchen Sanitation: Food Safety

1 Hour

Goal: to learn about safe foods for children, preventing food poisoning and proper dishwashing procedures

Description: Discusses safe foods for children, food poisoning, sanitation and proper dishwashing, and the basics of good nutrition.

Table of Contents

1. Safe foods for children
2. What do children learn from food?
3. Food handling
4. Special considerations for infants/ toddlers
5. Basics of good nutrition

Learning Objectives

After completing this class, the student will be able to:

- Identify safe foods for children
- Describe what children learn from food
- List steps to prevent food poisoning
- Identify proper dishwashing procedures

Basic Medication Management

1 Hour

Goal: to learn proper medication safety and record keeping and prevent injury or illness

Description: Discusses medication record keeping and safety in the center, health care policies and procedures, and injury prevention.

Table of Contents

1. Recommended Guidelines
2. Record Keeping
3. Safety in the Center
4. Health Care Policies
5. Health Care Procedures
6. Injury Prevention

Learning Objectives

After completing this class, the student will be able to:

- Recognize recommended guidelines for medication management
- Identify appropriate record keeping processes
- Recognize safety issues in a child care facility
- Identify health care procedures
- Identify injury prevention procedures
- Identify proper injury report components

Basic Observation & Assessment

1 Hour

Goal: to understand observation, objectivity, interpretation and how to overcome barriers and obstacles

Description: Discusses the 'Why?' of observation, the purposes of observation, objectivity and accuracy, interpretation, removing obstacles and barriers and different approaches.

Table of Contents

1. Observation - Why?
2. Purposes of Observation
3. Objectivity & Accuracy
4. Interpretation
5. Removing Obstacles/ Barriers
6. Different Approaches

Learning Objectives

After completing this class, the student will be able to:

- Understand the purposes of observation
- Identify the reasons for objectivity and accuracy
- Understand the purposes of interpretation
- Understand how to overcome barriers and obstacles
- Identify different approaches of observation

Becoming a Professional

2 Hours

Goal: to understand how to become a professional in the early learning field

Description: Defines professionalism, discusses the initial steps in becoming a professional in the Child Care field (the resume, application, job interview) and gives some advice on starting out on your new job.

Table of Contents

1. Professionalism Defined
2. When Does Professionalism Begin?
3. You Got the Job

Learning Objectives

After completing this class, the student will be able to:

- Define professionalism
- Prepare a professional resume that includes your goal as an Early Childhood Educator
- Professionally complete an application for employment
- Answer a variety of interview questions
- List what may be considered unprofessional work attire

Being a Professional

2 Hours

Goal: to understand the roles and responsibilities of professionals in early childhood education

Description: Discusses the teacher's development as a professional in the classroom setting, looking at the 4 stages of a teacher, ongoing assessment and development, the early learning standards, the code of ethics and short and long term goals.

Table of Contents

1. Professionalism Defined
2. Building Your Knowledge Base
3. Four Stages of a Teacher
4. Ongoing Assessment
5. NAEYC Code of Ethics
6. Professional Goals

Learning Objectives

After completing this class, the student will be able to:

- Describe three ways for providers to build their knowledge base in Early Childhood Education
- Identify your stage from the four stages of teachers
- Set personal short and long term goals

Bloodborne Pathogens

2 Hours

Goal: to understand what bloodborne pathogens are, how they are transmitted and ways to control exposure

Description: Designed to provide understanding concerning what bloodborne pathogens are and how to reduce risk of exposure both to oneself and others.

Table of Contents

1. Introduction
2. Bloodborne Pathogens
3. Bloodborne Pathogens Standard

Learning Objectives

After completing this class, the student will be able to:

- Identify the types of jobs covered by OSHA's Bloodborne Pathogens Standard
- Define bloodborne pathogens
- Name the three most common bloodborne pathogens
- List the three most common non-blood fluids that may transmit bloodborne pathogens
- Identify the five most common modes of transmission of bloodborne pathogens
- Name the three primary methods of compliance in the standard and give specific examples of each
- List the three primary steps in handling an exposure incident
- Identify the two medical requirements in the standard
- Evaluate your company's Exposure Control Plan

Bone Health

1 Hour

Goal: to understand bone structure, how to build healthy bones and care for bone breaks

Description: Discusses bones as living growing tissue and how to build healthy bones. The importance of calcium, vitamin D and exercise is examined and the topic of broken bones is discussed.

Table of Contents

1. Bone Facts
2. Building Healthy Bones
3. Bone Fractures

Learning Objectives

After completing this class, the student will be able to:

- Recognize key bone facts
- Identify good sources of calcium and vitamin D
- Recall four ways to build strong bones and prevent broken bones

Budgeting for Success

2 Hours

Goal: to learn about budgeting and how to effectively create, manage and evaluate budgets for your program

Description: The budgeting process need not be an intimidating task. A well-developed budget can be an extremely effective tool to guide your business decisions and support profitable operations. This course provides practical tips on creating, managing and analyzing a budget for a child care program.

Table of Contents

1. Introduction
2. Planning and Preparing
3. Creating the Budget
4. Managing Your Program's Budget
5. Using Your Budget to Improve Your Program

Learning Objectives

After completing this class, the student will be able to:

- Discuss the importance of the planning process for budgeting
- Describe the process for creating a budget
- Explain the importance of good budget management
- Identify common analysis tools and how to use them effectively

Bullying Basics

1 Hour

Goal: to understand bullying from identification to prevention

Description: This class identifies basic information about bullying, who is involved, myths, markers, and types. It also discusses common sense concepts to use to intervene and stop bullying from happening in your child care setting.

Table of Contents:

1. Facts and Figures
2. Who's Involved
3. Three Types of Families
4. Myths, Markers and Types

Learning Objectives

After completing this class, the student will be able to:

- Identify specific characteristics of bullying
- List two behaviors distinct to each of the 4 types of bullying
- Name the 7 "Intervention Basics" identified

Bullying Prevention: Working as a Team

2 Hours

Goal: to understand the rationale for and important aspects of childcare committees

Description: Learn how to prevent bullying in your child care center with a committee approach. This class covers the importance of organization, policies, short and long term planning, tracking systems, and motivation.

Table of Contents

1. Rationale for Committee Approach
2. Child Care Center Committee
3. In-Home Child Care Committee
4. Creating and Reviewing Plans
5. Policies and Rules
6. Tracking Progress and Problems
7. Motivation and Long-Term Efforts

Learning Objectives

After completing this class, the student will be able to:

- Summarize the rationale for committee approach
- Describe important aspects of organizing a child care center committee
- Describe important aspects of organizing an in-home Child Care committee
- Identify short and long term plans
- Create policies and rules
- Discuss benefits of tracking progress and problems
- List ways to motivate and ensure continued long-term efforts

Causes of Childhood Obesity

1 Hour

Goal: to understand the causes of childhood obesity and provide tips on how to prevent it

Description: This course will discuss some of the causes of childhood obesity as well as prevention activities, including exercise and appropriate nutritional habits. It will also outline the influence of the media on a child's diet and other contributing factors to childhood obesity, such as medical conditions, genetics, and psychological factors.

Table of Contents

1. Media and Junk Food
2. Exercise and the Brain
3. Additional Contributing Factors

Learning Objectives

After completing this class, the student will be able to:

- Explain the correlation between the Media and the intake of junk food
- List the ways that exercise increases a healthy mind
- List contributing factors to childhood obesity

Child Care Basics for Support Staff

1 Hour

Goal: To learn strategies for non-teaching staff to successfully and confidently work with children

Description: This one hour training is designed especially for new or non-teaching staff such as a non-teaching director, secretary/bookkeeper/office manager, cook, custodian, enrichment teacher, or you are an assistant teacher, floater or substitute who is either new to the field or new to the particular philosophy of your program. It provides a brief overview about the field of Early Learning and useful information to help you be successful in your job. Even if your position does not usually involve entering the building when children are present, this information will be useful for you.

Table of Contents

1. Introduction
2. Overview of the Field of Early Childhood Education in the U.S.
3. Licensing Rules, Policies & Expectations

Learning Objectives

After completing this class, the student will be able to:

- Understand and explain the importance of high-quality Early Learning and Childcare
- Identify basic health and safety procedures that must be followed in the classroom
- Explain the laws regarding recognizing and reporting child abuse and neglect
- Understand and discuss the expectations regarding interactions with children, clients/parents and coworkers

Child Development Theory

3 Hours

Goal: to understand theories on intellectual, emotional and social development

Description: This advanced-level class discusses the abstract symbolic reasoning theory from Jean Piaget, the development of personality by Erik Erickson, and the theory developed by Lev Vygotsky that explained social interaction as the primary source of cognition and the behavior that results from that thought process.

Table of Contents

1. Jean Piaget
2. Erik Erikson
3. Lev Vygotsky

Learning Objectives

After completing this class, the student will be able to:

- Identify and discuss key concepts of each theory

Childhood Rash

1 Hour

Goal: to learn about the 5 most common viral rashes, including symptoms, treatment and prevention

Description: This class provides basic health information about the five most common viral rashes of childhood. It offers information on signs/symptoms, treatments, prevention and daycare recommendations for each of these rashes.

Table of Contents

1. General Information
2. Childhood Rashes
3. Overview/Comparisons

Learning Objectives

After completing this class, the student will be able to:

- List the five most common infectious viral rashes of childhood
- Name the three for which vaccines are available
- Identify key characteristics of each viral infection
- Identify the potentially serious complications of each viral infection

Circle of Security

2 Hours

Goal: to understand cues and clues for infants, appropriate responses and the path to security

Description: Discusses the interactions and attachments of babies and caregivers; defines and discusses the circle of security, the circle of repair and the path to security.

Table of Contents

1. Babies' and Caregivers' Interaction and Attachment
2. The Caregiver's Response
3. Circle of Security
4. Circle of Repair
5. The Path to Security

Learning Objectives

After completing this class, the student will be able to:

- Discuss the importance of understanding 'cues and clues' when working with infants
- Describe elements of an appropriate response to an infant
- Illustrate an appropriate use of the circles of security and repair
- Create a scenario employing the path to security

Cognitive Development

2 Hours

Goal: to learn types of interactions that encourage learning, literacy, vocabulary and problem solving

Description: Discusses ways to promote cognitive development both generally and specifically in relation to literacy, vocabulary and problem solving.

Table of Contents

1. Ways We Learn
2. Promoting Cognitive Development
3. Literacy and Thinking Skills
4. Vocabulary Building
5. Problem Solving
6. Appropriate Curriculum
7. Glossary

Learning Objectives

After completing this class, the student will be able to:

- Identify learning opportunities that utilize the types of interactions that encourage learning
- List 4 or more ways to encourage literacy, vocabulary expansion and problem solving

Common Illnesses: What to Do!

2 Hours

Goal: to learn the signs and symptoms of common illnesses and how to prevent and treat

Description: Discusses how to avoid contagious illnesses. Identifies common signs and symptoms of several common illnesses. Differentiates the cold and flu. Offers home treatment options and discusses when to call the doctor and when to stay home.

Table of Contents

1. Staying Healthy
2. Illness, Signs and Symptoms
3. Home Treatment Options
4. When to Stay Home

Learning Objectives

After completing this class, the student will be able to:

- Explain ways to avoid common illness
- List common signs and symptoms of illness
- Relate "home treatment" options
- Discuss symptoms that would keep a child home

Communication Basics

1 Hour

Goal: to identify communication elements, barriers, styles, listening skills and ways to improve communication

Description: Identifies and discusses the three basic parts of communication: elements, methods and styles and how they impact our ability to communicate effectively. Discusses cultural considerations and common barriers to effective communication.

Table of Contents

1. Introduction
2. Elements
3. Methods
4. Tactful Communication
5. Cultural Considerations
6. Barriers to Communication

Learning Objectives

After completing this class, the student will be able to:

- Identify parts of communication
- Identify barriers to communication
- Identify listening skills
- Understand types of communication styles
- Understand methods to improve communication
- Recognize the importance of the control each individual has for being understood

Coping with a Crying Baby

2 Hours

Goal: to learn how to identify different types of cries and assess a baby's needs, as well as methods of comfort and coping when caring for a crying baby

Description: Deals with why babies cry, types of crying, assessing the situation, comfort measures, managing specific situations, and coping.

Table of Contents

1. Crying Babies
2. Comfort Measures
3. Colic
4. Teething
5. Coping Measures

Learning Objectives

After completing this class, the student will be able to:

- Explain different types of baby cries
- Assess a crying baby's needs
- Demonstrate comfort measures
- Discuss appropriate coping measures

Creative Development

2 Hour

Goal: to learn methods to promote creativity and age-appropriate activities

Description: Discusses how to create an environment that promotes creativity, age-appropriate aspects of creative development and the value and use of play.

Table of Contents

1. Creative Environment
2. Promoting Creativity
3. Age Appropriate Creativity
4. Value and Use of Play

Learning Objectives

After completing this class, the student will be able to:

- Design a creative project for one of the 5 areas that promote creativity
- Apply the general methods for promoting creativity with a creative project
- Describe an age-appropriate play activity that promotes creativity

Creative Learning Environments

4 Hours

Goal: to understand how people learn and how to analyze learning centers to create optimal learning environments

Description: This intermediate-level course discusses how children learn and how to harmonize the curriculum with the learning environment in order to maximize learning opportunities and potential. It also identifies 8 basic intelligences and suggests ways to utilize learning centers to promote each.

Table of Contents

1. How Children Learn
2. How the Curriculum and Environment Work Together
3. Establishing Learning Centers
4. Developing Each Center
5. Analyzing the Learning Center
6. The Outside Environment

Learning Objectives

After completing this class, the student will be able to:

- name the eight intelligences through which people learn
- describe the three parts of the curriculum: content, process, and product
- list typical learning centers
- discuss ways to keep children engaged in learning centers
- describe learning objectives for each learning center
- analyze a learning center
- discuss unique opportunities of the outdoor environment

Creative Problem Solving

1 Hour

Goal: to understand how to thinking creatively and learn new techniques for solving problems

Description: Making decisions seems like a pretty straight-forward process but we can certainly enhance the quality of our decisions by defining the problem and thinking through all the options before making a decision. Learn how to think differently about issues and discover tools that may help you though the process. Learn about creative thinking vs strategic thinking and when to apply each. You'll also learn ideas on how to develop your creative thinking skills and how to enhance your team dynamics!

Table of Contents

1. Defining the Problem
2. Decision Making
3. Strategic Thinking
4. Creative Thinking
5. Team Dynamics

Learning Objectives

After completing this class, the student will be able to:

- Demonstrate how to identify the root cause of a situation
- List at least 3 decision-making tools
- Explain a SWOT analysis and its purpose
- Identify at least 5 ways to promote creative thinking

Cultural Diversity Introduction

1 Hour

Goal: to learn how to discuss diversity and promote multi-cultural learning

Description: Deals with talking to children about diversity, teaching children to respect diversity, understanding stereotypes, dispelling myths, and making the learning environment culturally friendly.

Table of Contents

1. Diversity
2. Stereotypes
3. Multicultural Classroom

Learning Objectives

After completing this class, the student will be able to:

- Explain stages of awareness about diversity during the preschool years
- Discuss how to avoid developing stereotypes
- List the myths associated with multicultural learning
- Demonstrate a knowledge of ways to promote cultural education in your classroom

Dealing with Difficult People

1 Hour

Goal: to learn how people react in different situations and methods for dealing with those reactions

Description: This class identifies 4 types of difficult persons, explores why a person may be being difficult, examines our reactions, and lists basic steps in a method for dealing with difficult situations.

Table of Contents

1. What is a "Difficult" Person?
2. Why Do They Behave This Way?
3. It's All in How You See It
4. What About You?
5. Difficult Situations
6. C.L.A.S.S.
7. Real Life

Learning Objectives

After completing this class, the student will be able to:

- Describe some ways that “difficult people act in difficult situations
- Describe how someone’s response may affect how the difficult person may react
- List basic steps in the C.L.A.S.S. method for dealing with difficult situations

Designing Centers #1: Getting Started

1 Hour

Goal: To understand the variety of centers and how to design effectively and efficiently

Description: Discusses the importance of having learning centers, how to establish them, and how to manage them.

Table of Contents

1. Why Centers are critical regardless of classroom size
2. Choosing Centers
3. Requirements for each Center
4. Assigning Centers
5. Changing Centers
6. Center Names and Incorporating Themes
7. Each Child Deserves His Day in the Sun!

Learning Objectives

After completing this class, the student will be able to:

- Describe the need for a variety of centers
- Design those centers for your facility
- Make the most efficient use of limited space and limited funds
- Make daily use of centers
- Discuss methods for assigning students to centers
- Incorporate individual centers into class-wide themes

Designing Centers #2: New Center Ideas

1 Hour

Goal: to learn about new learning center opportunities and how to utilize them in your program

Description: This class introduces more than 10 new ideas for learning centers and discusses possible props and uses for these centers.

Table of Contents

1. Language Center
2. Our Town Center
3. Outer Space Center
4. Kitchen Center
5. Pastry Decorating Center
6. Electronic or Mechanical Center
7. Home Center
8. Favorite Store Center
9. Puzzle and Games Center
10. Nature Center
11. Art Center
12. Gym Center
13. Dramatic Center

Learning Objectives

After completing this class, the student will be able to:

- Identify at least 10 learning centers
- Discuss new and creative ways to utilize them

Designing Centers #3: More New Ideas

1 Hour

Goal: to learn about new learning center opportunities and creative ways to utilize them in your program

Description: This class introduces more than 10 new ideas for design centers and discusses possible props and uses for these centers.

Table of Contents

1. How does your garden grow?
2. Doctor and Dentist Visits
3. Cultural Differences
4. Around the World
5. Jungle Center
6. Talent
7. Communication and Computers
8. Math
9. Sensory
10. Filmmaking
11. Pet Store

Learning Objectives

After completing this class, the student will be able to:

- Identify 10 new learning center opportunities
- Discuss new and creative ways to utilize them in your program

Disaster Preparedness

1 Hour

Goal: to identify emergency situations and ensure preparedness

Description: Promotes preparation for an emergency. This class identifies 3 types of 72-hour kits (standard, first aid, and activity) and discusses their creation and use.

Table of Contents

1. Introduction
2. Identify possible emergencies
3. Disaster supplies
4. 72-hour kit
5. Develop plan
6. Prepare for emergencies

Learning Objectives

After completing this class, the student will be able to:

- List the materials needed for an emergency kit
- Discuss how to develop an emergency plan
- Identify your responsibilities in an emergency
- Explain what to do in an emergency situation

Disasters: Large and Small

1 Hour

Goal: to understand how to deal with a variety of disaster situations and how to prepare children for any difficult situation

Description: This class discusses basic considerations for several different types of disaster, including fire, floods, earthquakes, bombings, air and water hazards, etc. It also briefly addresses those 'little' disasters which, in the eyes of the child, may seem quite large.

Table of Contents

1. Lock Downs
2. Fire, Bomb Threats and Natural Disasters
3. Special Children with Special Needs
4. Poisoning, Chemical Agents, Radioactive Materials
5. Power Outages, Water and Utilities
6. Extreme Heat, Cold, Or Wind
7. "Little" Disasters

Learning Objectives

After completing this class, the student will be able to:

- Identify emergency situations you may encounter
- Explain how to discuss emergencies with children
- Describe how to develop or review your emergency plan
- Discuss plans with parents and administrators

Egocentric: Self-worth, Individuality

3 Hours

Goal: to understand age-appropriate emotional development, self-worth, self-esteem and self-efficacy

Description: Discusses challenges of each developmental stage by age group, the development of the self-system, individuality and the caregiver's personal self-development.

Table of Contents

1. Developmental Stages
2. Self-system
3. Individuality
4. Caretakers Self-worth and Self-control

Learning Objectives

After completing this class, the student will be able to:

- Associate age groups with the appropriate emotional development challenge
- Describe the difference between self-worth, self-esteem and self-efficacy
- Identify your own reaction tendency to a difficult child

Exercises: Inside and Out

1 Hour

Goal: to understand the importance of exercise and good nutrition

Description: This class discusses the importance of exercise and good nutrition and encourages one to consider creative ways to improve utilization of the playground and the indoors to encourage more and better exercises as part of children's normal play.

Table of Contents

1. Introduction
2. Muscles
3. Outdoors
4. Indoors
5. Nutrition

Learning Objectives

After completing the class, the student will be able to:

- Recognize important exercises to be encouraged with outdoor play
- Discuss ways in which pretending to be animals can mimic specific forms of exercise
- Access the food chart, My Plate, for a discussion about muscles and nutrition

Feeding Children: Infants/Toddlers

1 Hour

Goal: to understand food prep & feeding issues for young children

Description: Discusses feeding plans for infants through pre-school age, avoiding feeding problems, food pyramids for children, and specific nutrient recommendations.

Table of Contents

1. Infants up to 1 year
2. Toddler's 2-3 years
3. Food Pyramid
4. Hygiene and Sanitation

Learning Objectives

After completing the class, the student will be able to:

- Discuss preparation and storage of breast milk and infant formula
- Name foods that pose a choking hazard
- Discuss common feeding problems and solutions
- Demonstrate safe preparation, handling and storage of food
- Explain the food pyramid daily recommendations
- Recognize appropriate servings sizes for children ages 2-3 years

Feelings: Self-Awareness, Control

3 Hours

Goal: to understand self-regulation skills and create a supportive environment

Description: Discusses the importance of self-regulation skills for children and gives guidance to helping them develop such skills through modeling, environmental changes and guidance.

Table of Contents

1. What is Self-Regulation and Why is it Important?
2. Development of Emotional Regulation Skills
3. Important Self-Control Skills
4. Contributors to Emotional Regulation
5. How to Plan and Create an Environment That Promotes and Supports Emotional Regulation
6. How to Help an Upset Child Regain Emotional Control
7. Caregivers as the Model

Learning Objectives

After completing this class, the student will be able to:

- Describe why self-regulation skills are necessary
- Recognize age-appropriate skills development
- Identify the four categories of self-control skills
- Describe the key contributors to emotional regulation that the caregiver can provide
- List the 5 keys to a supportive environment
- Apply the steps to help a child regain emotional control
- Exercise positive personal coping choices

Fetal Alcohol Syndrome (FAS)

2 Hours

Goal: to understand what FAS is, what causes it, diagnosis, problems and intervention

Description: Discusses Fetal Alcohol Syndrome (FAS): what it is, what causes it, diagnosis, problems and intervention.

Table of Contents

1. Fetal Alcohol Syndrome
2. Intervention
3. Distinct Problems
4. Education

Learning Objectives

After completing this class, the student should be able to:

- Define Fetal Alcohol Syndrome
- Explain the effects of alcohol on fetal development
- Define terminology of Fetal Alcohol Spectrum Disorders
- Identify the physical characteristics of FAS needed for diagnosis
- Identify distinct problems facing FAS children and their caregivers
- Describe techniques to help FAS children learn

General Nutrition

1 Hour

Goal: to learn basics of nutrition and good health for children and how to prepare healthy meals and snacks

Description: Discusses various nutrients and their importance to good health, identifies healthy sources for those nutrients, identifies ways to reduce fat, sodium and sugar, and provides guidance on selecting and preparing foods.

Table of Contents

1. We All Need a Healthy Diet
2. The Role of Calcium
3. The Importance of Iron
4. Dietary Fat and Cholesterol
5. Use Sugar in Moderation
6. Salt & Sodium
7. Understanding Food Labels
8. Prevent Nutrient Loss

Learning Objectives

After completing this class, the student will be able to:

- Identify different nutrients that are needed for good health
- Understand how Vitamin A, Vitamin C, Calcium and Iron function in the body
- Identify what foods are good sources of important vitamins and minerals
- Be able to identify ways to reduce the fat, sodium, and sugar content of meals
- Use food labels to make wise purchasing decisions
- Be able to modify food preparation techniques to avoid destruction of important nutrients

Giving Medicines to Children

1 Hour

Goal: to understand the safety and use of medications and how to properly administer

Description: Discusses prescription and over-the-counter medicines, anaphylactic reactions, and problems giving medicines to children. It identifies certain medications that should not be given to children and common prescription abbreviations.

Table of Contents

1. Medications
2. Giving Medications to Children
3. Medication Safety
4. Anaphylactic Reactions
5. Documentation

Learning Objectives

After completing this class, the student will be able to:

- Explain the difference between prescription and over-the-counter medications
- Properly manage common problems encountered in giving children medicine
- Demonstrate safe medication practices
- Recognize an anaphylactic reaction

Group Acceptance

2 Hours

Goal: to learn skills for social competence, encourage social interaction and promote accepting differences

Description: This class discusses ways in which to encourage and promote group acceptance. It explores how to encourage social competence and how to introduce children to new social situations. It instructs how to help children join groups, teaches how to promote the acceptance of differences and explores how to manage interpersonal problems.

Table of Contents

1. Introduction
2. Social Competence
3. Introduction to Social Situations
4. Helping Children Who Have Trouble Joining Groups
5. Promoting Acceptance of Differences
6. Managing Interpersonal Problems

Learning Objectives

After completing this class, the student will be able to:

- List skills needed to develop social competence
- Discuss ways to encourage social interaction
- Apply the steps that help teach children to join groups
- Discuss ways to promote accepting differences

Growing as a Professional

3 Hours

Goal: to learn about professional organizations and identify appropriate opportunities for professional growth

Description: This class will discuss accrediting organizations, as well as professional programs and memberships for those wanting to take their commitment to Early Childhood Education to the next level.

Table of Contents

1. Accreditation
2. Professional Programs
3. Professional Memberships

Learning Objectives

After completing this class, the student will be able to:

- Identify 3 accrediting organizations
- Identify one unique characteristic of each professional program discussed
- Identify 4 professional organizations

Head Lice

1 Hour

Goal: to learn about head lice, identifying, treatment and removal techniques

Description: Deals with the topic of head lice, providing the latest information on identification, treatment, removal techniques and prevention.

Table of Contents

1. What are head lice?
2. How are head lice spread?
3. Signs & symptoms
4. Treatment options
5. Nit removal
6. Prevention & Education
7. Other Types of Lice

Learning Objectives

After completing this class, the student will be able to:

- Distinguish between head lice, body lice & pubic lice
- Explain how head lice are spread
- Recognize the symptoms of infestation
- Discuss methods used in treatment
- Apply methods for the removal of head lice and nits
- Take steps to prevent the spread of head lice and to involve parents in the process

Helping Children Cope with Stress

2 Hours

Goal: Students will understand the sources of young children's stress, behaviors associated with stress and how to assist them in coping with their stressor

Description: Children's lives seem so easy and care-free, how can they possibly be stressed? The reality is that children experience stress just like adults and often they don't have the coping skills to help them manage the stress. This class discusses the sources of children's stress as well as how it affects their learning and how to help them learn the skills to manage their stress and appropriately express their feelings.

Table of Contents

1. Causes of childhood stress
2. Behaviors indicate stress and how it affects learning
3. Techniques and approaches to managing stress

Learning Objectives

After completing this class, the student will be able to:

- List causes of stress in classroom and life for children
- Identify behavior that may affect stress in children's lives and how stress affects a child's ability to learn
- Describe a variety of techniques and approaches to assist children in managing stress

Hiring Techniques

1 Hour

Goal: to learn how to find & select the most qualified candidates

Description: Provides practical information and guidelines to help in the hiring of new employees. Discusses finding qualified applicants, pre-interview phone calls, applications and references, and the interview process.

Table of Contents

1. Finding qualified applicants
2. Creating an application for employment
3. The Interview

Learning Objectives

After completing this class, the student will be able to:

- List three ways to find qualified applicants
- The student will list the 5 sections of an application and discuss how the application assists in screening possible applicants
- The student will list the 4 interview styles and how they can gain information they are looking for in each interview style

Holiday Arts and Crafts #1

1 Hour

Goal: to learn the origin of specific holidays and craft ideas to celebrate

Description: A class that gives the history of some of our holidays and instructions for making projects for each. Includes national holidays, popular holidays and some designated months.

Table of Contents

1. Martin Luther King, Jr. Day
2. Valentine's Day
3. Spring
4. Easter
5. Mother's Day
6. Father's Day

Learning Objectives

After completing this class, the student will be able to:

- Explain how creativity helps the child to learn about the world around them
- Create new arts and crafts ideas for special days and holidays celebrated throughout the year
- Demonstrate a knowledge of the origin behind each celebration
- Relate the origin of holidays to your children

Holiday Arts and Crafts #1 & 2

2 Hours

Goal: to learn about various holidays and create art and craft projects to celebrate

Description: A series of classes giving the history of some of our holidays and instructions for making projects for each. Includes national holidays, popular holidays and some designated months.

Table of Contents

1. Martin Luther King, Jr. Day
2. Valentine's Day
3. Spring
4. Easter
5. Mother's Day
6. Father's Day
7. Parents' Day
8. Grandparents' Day
9. Halloween
10. Thanksgiving
11. Christmas

Learning Objectives

After Completing this class, the student will be able to:

- Explain how creativity helps the child to learn about the world around them
- Create new arts and crafts ideas for special days and holidays celebrated throughout the year
- Demonstrate a knowledge of the origin behind each celebration
- Relate the origin of holidays to your children

Holiday Arts and Crafts #3 & 4

2 Hours

Goal: to learn about a variety of holidays and create arts & crafts projects to celebrate

Description: A series of classes giving the history of some of our holidays and instructions for making projects for each. Includes national holidays, popular holidays and some designated months.

Table of Contents

1. New Year's
2. Ground Hog Day
3. Presidents' Day
4. April Fool's Day
5. Memorial Day
6. Flag Day
7. Independence Day
8. Labor Day
9. Columbus Day
10. Veterans' Day

Learning Objective

After completing the class, the student will be able to:

- Explain how creativity helps the child to learn about the world around them
- Create new arts and crafts ideas for special days and holidays celebrated throughout the year
- Demonstrate a knowledge of the origin behind each celebration
- Relate the origin of holidays to your children

Holiday Arts and Crafts #5 & 6

2 Hours

Goal: to learn about various holidays and create art and craft projects to celebrate

Description: A series of classes giving the history of some of our holidays and instructions for making projects for each. Includes national holidays, popular holidays and some designated months.

Table of Contents

1. Black History Month
2. National Women's History Month
3. Saint Patrick's Day
4. Earth Day
5. Arbor Day
6. Asian American Heritage Month
7. Hispanic-American Heritage Month
8. United Nations Day
9. American Indian Heritage Month

Learning Objectives

After completing this class, the student will be able to:

- Explain how creativity helps the child to learn about the world around them
- Create new arts and crafts ideas for special days and holidays celebrated throughout the year
- Demonstrate a knowledge of the origin behind each celebration
- Relate the origin of holidays to your children

How to Take a Chill Pill

1 Hour

Goal: to provide tips and techniques for relaxation and keeping calm under the most difficult situations

Description: You are about to learn an effective process and powerful sequence of strategies that can make you one of those graceful, strong and sensible people we all love to be around. The Chill Pill is simply a combination of a 3-step process and a 4-step sequence that need to take place in the body and mind to help you remain mentally alert and sensible while keeping the body strong and flexible in stressful situations.

Table of Contents

1. Introduction
2. Physiology of Stress
3. The AAA Process
4. ICS

Learning Objectives

After completing this class, the student will be able to:

- List 5 processes the body and mind need to receive to increase the potential for learning, performing and communicating most effectively
- Describe 3 negative reactions that can occur in the body when a potential threat is perceived in the mind
- List and describe the 3 strategies of the AAA process for processing and managing stressful situations
- List the 4 steps of the Instant Calming Sequence

Introducing Children to Child Care

2 Hours

Goal: to learn ways to assist children in adapting to childcare and help avoid problems

Description: Discusses how to ease the introduction of a child to child care by introducing them to the physical environment, the daily schedule and providing structure and guidance.

Table of Contents

1. The Physical Child Care Environment
2. The Daily Rhythm of the Child Care
3. Structure & Guidance

Learning Objectives

After completing this class, the student will be able to:

- Describe the 3 areas of physical orientation
- List 3 ways to assist a child adapting to the daily rhythm of the child care facility
- Identify the 3 forms of emotionality that help you identify with a child
- List 3 benefits for the child of setting limits
- Discuss 6 things to remember to help avoid problems

Introduction to Montessori Education

1 Hour

Goal: to provide useful information for Early Childhood Educators who are interested in learning about Montessori Education

Description: This course provides an introduction to the history, philosophy, and teaching methods developed by Dr. Maria Montessori, including differences between academic early learning programs and the Montessori Method.

Table of Contents

1. Dr. Maria Montessori: Her Life, Work, and Legacy
2. The Montessori Philosophy in a Nutshell
3. The Montessori Learning Triangle
4. Comparing and Contrasting Montessori with Mainstream Academic Preschool Programs in the US
5. Montessori Terminology

Learning Objectives

After completing this class, the student will be able to:

- Tell the story of Dr. Maria Montessori's life, work and accomplishments
- Explain the 'Montessori Learning Triangle' and how it supports meaningful learning, the acquisition of important life skills, and positive behavior
- Discuss Montessori philosophy and teaching methods and analyze, compare and contrast Montessori Early Education with mainstream academic early learning programs in the US
- Identify and define at least 5 terms that are unique to Montessori

Introduction to Signing

1 Hour

Goal: to learn the basics of sign language and how to communicate with a hearing-impaired person

Description: This class introduces the basics of signing: terminology, the art of signing, the importance of signing and tips on how to better communicate with a deaf person.

Table of Contents

1. History of American Sign Language
2. Terminology
3. The Art of Using Sign Language
4. Interacting with a Deaf Person
5. Attention Getting Techniques
6. The Importance of Signing
7. Benefits of Signing with Young Hearing Babies

Learning Objectives

After completing this class, the student will be able to:

- Identify common terms
- Discuss the art of signing
- Describe communication strategies for communicating with a deaf person
- Identify benefits of using American Sign Language (ASL) with young children

Keeping Children Safe

2 Hours

Goal: to learn to provide a safe environment, age-appropriate safety and manage emergencies

Description: This course is filled with information and resources to help guide you in ensuring a safe environment for your program. The class goes deeper into on safety issues such as maintaining a safe environment (indoors and outdoors), handling emergencies, teacher preparedness and teaching children to keep themselves safe.

Table of Contents

1. Maintaining a Safe Environment
2. Safety of Toys and Equipment
3. Emergency Preparedness
4. Personal Preparation for Teachers and Staff
5. Safety Away from the Child Care Center
6. Teaching Children to Keep Themselves Safe

Learning Objectives

After completing this class, the student will be able to:

- Identify the 3 keys to providing a safe environment
- Assess toys and equipment for safe use and storage
- Create age-appropriate safety rules
- Manage emergencies effectively and professionally
- List the items you should have on a field trip
- Discuss how to teach children self-safety

Leadership Essentials

1 Hour

Goal: to learn the essential elements of being a great leader

Description: From everyday tasks of managing your program to motivating and inspiring your staff, learn the basics of leadership and its importance in the child care field.

Table of Contents

1. What is Leadership?
2. Effective Communication
3. Managerial Skills
4. Improving Your Program

Learning Objectives

After completing this class, the student will be able to:

- Explain what makes a leader
- List ways to support and develop staff
- Discuss the role of communication in leadership
- Identify daily management practices of leaders
- Explain the process for continuous improvement

Learn to Teach, Teach to Learn

1 Hour

Goal: to understand different learning styles and guide trainers on how to adjust their teaching methods to accommodate these styles

Description: This class is designed to teach you how to train other individuals or groups. It also provides insight on the different ways that people learn and effective teaching styles to address those. You'll also learn about creating an environment conducive of effective learning and how to create a lesson/training plan. So, get ready to Learn to Teach, Teach to Learn!

Table of Contents

1. Setting up the learning environment
2. How people learn
3. Similarities between adult and child learners
4. How to design your training
5. Conclusion

Learning Outcomes

After completing this class, the student will be able to:

- Identify reasons why the physical environment is as important as the agenda
- Discuss how people learn
- Compare similarities and differences between how children and adults learn
- List instructor styles
- Describe how to design a training

Linking Assessments to Lesson Planning

2 Hours

Goal: to understanding screenings and assessments and how they can be related to lesson plans

Description: Discusses screenings and assessments as they relate to observation and how they can to be used to help develop lesson plans.

Table of Contents

1. Writing an Observation
2. Developmental Screenings and Assessments
3. Lesson Planning

Learning Objectives

After completing this class, the student will be able to:

- Write an observation telling who, what, when, where, and how
- Differentiate between a screening and an assessment
- List what goes into a lesson plan

Literacy: Developing and Encouraging

2 Hours

Goal: to provide guidance on how to teach, encourage and inspire early literacy in children within a child care program

Description: Learn how to develop your children's literacy skills through understanding the eight essentials of early literacy and how to select the best literature for children. Learn best practices on how to encourage literacy in your child care program.

Table of Contents

1. Eight Essentials of Early Literacy
2. How to Choose Children's Literature
3. How to Create a Literacy-rich Environment
4. Circle Time

Learning Objectives

After completing this class, the student will be able to:

- Explain the importance of literacy
- Describe three primary parts of literature
- Discuss how development level is important to creating a literacy-rich environment
- List at least 3 ways to integrate literacy into child care program

Literacy: Engaging and Celebrating

1 Hour

Goal: to understand the stages of literacy and how to stimulate children's reading and writing in addition to learning ways to celebrate literacy in your program

Description: Learn about the stages of literacy and how to get kids reading. Learn a few literacy awareness programs and how to celebrate literacy in your child care program.

Table of Contents

1. Importance of Reading to Build Literacy
2. Stages of Literacy
3. Where to Refer a Child with Developmental Delays
4. Celebrating Literacy

Learning Objectives

After completing this class, the student will be able to:

- Identify the 3 stages of literacy
- Discuss how each stage contributes to reading achievement
- List at least 3 ways to celebrate literacy in a child care program

Literacy: Guiding and Assessing

1 Hour

Goal: to understand the importance of reading in developing language skills and how to support children's development at different ages

Description: This class will discuss how reading can benefit children's language acquisition and how to support children's development. It also discusses what types of books are appropriate for each age group and recommendations at least 10 books for each group.

Table of Contents

1. Importance of Reading for Language Development
2. When Does Literacy Begin for Children?
3. Recognizing Language Growth

Learning Objectives

After completing this class, the student will be able to:

- Explain when literacy begins and the importance of reading and language development for young children
- Discuss the role of reading and language in developing literacy skills
- Identify what to look for when selecting books for each age group
- List at least 3 basic language skills that children should be exhibiting within a specific age range

Lunchtime is Learning Time

1 Hour

Goal: to learn good lunchtime habits and how to resolve issues

Description: This class discusses practical issues around mealtime. It deals with such matters as showing respect, accepting responsibility, cleanliness, having fun with nutrition, table habits and incorporating artwork into the mealtime scenario.

Table of Contents

1. Showing Respect
2. Accepting Responsibility
3. Acting with Courtesy
4. Cleanliness at All Times
5. Nutrition Can Be Fun
6. Table Habits That Will Last a Lifetime
7. Applications and Artwork

Learning Objectives

After completing this class, the student will be able to:

- Assign a variety of lunch time duties to students
- Discuss why the time lunch is served is critical
- Help children formulate important habits that will last a lifetime
- Recognize when, or if, prayer or grace is important
- Choose table topics to excite kids
- Recognize why space requirements change depending on how lunch is served
- Care for the inevitable "I don't like it!"
- Handle accidents when they happen and minimize the mischief

Managing Challenging Behaviors

3 Hours

Goal: to introduce proven disciplinary techniques that will promote the practice of using compassion, consciousness and consequences over preaching and punishment for treating the challenging behavior of 3-6-year-old children

Description: This is an intermediate-advanced class on managing challenging behaviors. A basic course in behavior management may be helpful prior to taking this class.

Table of Contents

1. Introduction - Basic Anatomy and Physiology of Human Behavior
2. Seven steps to help minimize harmful physical and emotional effects while using consciousness and consequences to deal with challenging behavior.
3. Factors Affecting Children's Behavior
4. General Strategies for Minimizing and Strategizing Challenging Behavior
5. Minimizing and Strategizing Challenging Behaviors in Specific Situations

Learning Outcomes

After completing this class, the student will be able to:

- Describe the basic anatomy of human behavior and physiology of the stress response
- Identify various factors that can contribute to challenging behavior in 3-6-year-old children
- List and describe the seven steps to help minimize stress levels and effectively strategize disciplinary techniques for treating challenging behavior
- Identify a variety of strategies for managing challenging behavior in general and specific situations

Managing Stress

1 Hour

Goal: to understand different types of stress and learn techniques to constructively manage

Description: Child care providers deal with a variety of stress every day. Learning to cope with stress can help teachers be at their best when working with the children in their care. This class discusses the stages of stress, helps one to recognize the natural responses to stress, and to learn to deal with them in a constructive manner.

Table of Contents

1. Types of Stress
2. Three Stages of Stress
3. Stress Test
4. Natural Response to Stress
5. Exercise
6. Dealing with Stress When It Arises
7. Controlling Our Emotions

Learning Objectives

After completing this class, the student will be able to:

- Identify the stages of stress
- Describe the symptoms of stress
- Identify the natural responses to stress
- Describe methods of constructively managing stress

Managing Your Time to Get Things Done

1 Hour

Goal: to learn time management techniques to effectively plan and manage your schedule to achieve more

Description: How do we get more done in a day without working 24/7? This class offers tools and techniques to help prioritize and manage our time. You'll learn how to make and maintain a schedule. Learn how to get things done while still maintaining a healthy work/life balance!

Table of Content

1. Introduction
2. Why Manage Our Time
3. How to Manage Your Time
4. Getting Things Done

Learning Objectives

After completing this class, the student will be able to:

- Discuss why we need to manage our time
- Describe skills that support effective time management
- List tools and techniques to help prioritize activities
- Identify obstacles to maintaining a schedule

Marketing Your School

2 Hours

Goal: to learn how to develop, implement and measure a marketing plan

Description: Discusses how to develop a marketing plan, how to survey the cost/effectiveness of certain types of advertising and how to measure the success of your plan.

Table of Contents

1. Marketing Plan
2. First Impressions
3. Advertising Strategy
4. Measuring Results

Learning Objectives

After completing this class, the student will be able to:

- Discuss the importance of developing a marketing plan
- Identify three key areas that contribute to first impressions
- Describe the three goals of advertising strategy
- Explain how to measure marketing results

Multicultural Celebrations

2 Hours

Goal: to learn about different cultures and traditions and create arts & crafts to celebrate holidays and special days

Description: Introduces games, recipes, festivals and traditions from several different cultures.

Table of Contents

1. Kenya
2. South Africa
3. Ghana
4. Egypt
5. China
6. India
7. Russia
8. Israel
9. Mexico

Learning Objectives

After completing this class, the student will be able to:

- Explain how creativity helps the child to learn about culture diversity
- Create new arts and crafts ideas for special days and holidays celebrated in other countries
- Demonstrate a knowledge of the origin behind each celebration
- Relate the origin of cultural celebrations to your children

Music, Movement and Language 1: The Motor System

2 Hours

Goal: to understand the body's motor system and learn activities to develop and enhance

Description: In the first part of this class you will be given a brief overview of how three parts of the body are primarily responsible for all learning, performing and communication activities. The second part will present the strategies and procedures for teaching and presenting music and movement type classes as well as proven strategies for dealing with inappropriate behavior.

Table of Contents

1. Basic Physiology
 - a. The Motor System
 - b. Negative and Positive Influences
 - c. Three Effective Disciplines
2. Teaching Strategies
 - a. Creating a Fun and Safe Environment
 - b. Behavior Management

Learning Objectives

After completing this class, the student will be able to:

- Discuss the benefits of stimulation, connection, and circulation
- Describe how music, movement and vocal activities contribute to the development and functioning of the motor system
- Create a checklist of guidelines for creating fun, safe activities
- Apply one of the behavioral strategies to an imaginary situation
- Identify the three skills the music and movement program enhances

Music, Movement and Language 2: Strategies

2 Hours

Goal: to learn strategies and activities to develop a child's strength balance, endurance and coordination

Description: This class teaches four effective strategies for creating a balanced and comprehensive music, movement and speech program. It considers our 'look', our vocal sounds and listening, our body movements and our thought processes. It provides instruction on effective strategies for developing these senses for better learning and development.

Table of Contents

1. Introduction
2. The Look
3. Sound
4. Full Body Movement
5. Think

Learning Objectives

After completing this class, the student will be able to:

- Identify the four primary strategies for building the strongest foundation of strength, balance, endurance and coordination
- Describe a variety of face muscle exercises that will increase a child's alertness
- Describe a variety of vocal activities and active listening exercises
- Identify at least three of the benefits children will receive by consistently practicing progressive movement sequences
- List at least three phrases that will help build the foundation of positive attitudes about themselves

Music, Movement and Language 3: Types of Movement

2 Hours

Goal: to learn five essential types of movement activities that expose children to the widest variety of gross motor development possibilities

Description: This class will cover the five essential types of movement activities that expose children to the widest variety of gross motor development possibilities. They will provide children with the most versatile motor experiences for building the most comprehensive foundation of strength, balance, endurance and coordination.

Table of Contents:

1. Introduction
2. Locomotor Activities
3. Warm-up Activities
4. Sensor Motor Activities
5. Adventurobics
6. Chill Out

Learning Objectives:

After completing this class, the student will be able to:

- Describe how the brain, nervous system and muscles interact to develop a child's muscular coordination
- List a progressive sequence of locomotor activities and non-locomotor activities
- Describe three sensory motor activities that stimulate children's visual, auditory and tactile processing
- Describe a sequence of at least 6 activities you would direct children to physically engage in during a five-minute adventurobics theme
- Describe two movement activities you can perform to help children calm down and relax

Music, Movement and Language 4: Manipulatives

2 Hours

Goal: to learn how to develop children's basic movement and athletic skills through activities using a variety of inexpensive manipulatives

Description: This class will introduce you to a variety of developmentally appropriate progressive sequences of activities using inexpensive manipulatives like scarves, sticks and bean bags as well as tunnels, mats and balance boards. These activities will help children practice basic movement patterns that develop beat, rhythm and timing comprehension and competency as well as primary athletic skills like throwing, catching, kicking and swinging.

Table of Contents

1. Developing Core Muscle Strength, Balance and Coordination Activities
2. Developing Basic Muscular Reflexes with Spot Markers and Hoops
3. Developing Fundamental Dancing, Balancing, Tossing and Catching Skills
4. Developing Basic Beat and Rhythm Comprehension
5. Building Strength, Balance, and Endurance with Fun Physical Coordination Courses
6. Developing Coordination and Cooperation with Cooperative Activities

Learning Objectives

After completing this class, the student will be able to:

- Identify at least two developmentally appropriate crawling, balancing and climbing activities and describe the benefits these activities can provide during the early childhood years
- List at least 3 types of basic muscular reflexes and identify an activity that can help children develop each one
- Describe the primary activities for each that children can practice to develop their movement, balancing and tossing / catching abilities
- Describe a variety of ways to set up coordination courses for children to practice in the classroom
- Describe at least one type of physical activity that teaches children to cooperate and share with one another

Music, Movement and Language 5: Activities

2 Hours

Goal: to learn how combinations of music and movement can enhance a child's physical and mental development

Description: Get ready to learn over 50 new ways to provide your children with some of the most fun and effective combinations of music, movement and vocal patterns and sequences. In addition to continuously building Strength, Balance, Endurance, Character, Confidence and Coordination, these activities, when practiced consistently, are especially effective at helping children focus attention, increase social confidence, improve speaking skills, attain letter recognition and counting skills through fun and stress-free processes!

Table of Contents:

1. Introduction
2. Fitness for Focus Activities
3. Warm-up Songs and Dances
4. Groove and Greet Activities
5. Phonetical Fitness

Learning Objectives:

After completing this class, the student will be able to:

- List and describe a variety of activities you can direct children to perform to help them focus their attention during circle and group learning times
- Describe at least one song or story you can sing with children to help gain their attention and develop their concentration
- Describe a variety of activities you can direct children to perform to help them overcome social inhibitions and communicate with more clarity and confidence
- Describe a sequence of vocalization patterns that help improve children's speaking abilities while learning to identify and pronounce letters and numbers

Observation Methods

3 Hours

Goal: to learn basic observation methods to assess children's development as well as guiding teacher behavior

Description: Discusses the characteristics of a good observer, and the four primary areas of observation: the program, the child's progress, the child's behavior and the teacher.

Table of Contents

1. The Observer
2. The Observation
3. The Program
4. The Child's Progress
5. The Child's Behavior
6. The Teacher

Learning Objectives

After completing this class, the student will be able to:

- Describe the three keys to communicating observations effectively
- Discuss what is to be observed in each of the five areas of the program
- List the three common ways to observe a child's progress
- Identify the five steps of a functional assessment
- List the three steps when observing teachers

Observation Practicum

2 Hours

Goal: to learn tools and methods to observe children's behavior and create a profile for development

Description: This class provides practical exercises for the use of different observation tools in evaluating the child's progress and behavior and the program.

Table of Contents

1. Observing the Child
2. Observing the Program
3. Screening and Assessments

Learning Objectives

After completing this class, the student will be able to:

- Create a profile for a child
- Apply observation tools to measure behavior in a child
- Evaluate your program using tables you have created
- Discuss a developmental checklist or screening instrument

Observation, Assessment and Respect

1 Hour

Goal: to learn how to assess children in their growth toward showing respect and ways to show recognition of respectful behavior

Description: This class deals with recording observations about the child's growth in showing respect. It provides some suggestions on the appropriate recording of these observations and gives some practical examples of showing respect.

Table of Contents

1. Introduction
2. Observation
3. Recording Respect

Learning Objectives

After completing this class, the student will be able to:

- Select an appropriate method for recording observations on 'respect'
- List several areas and ways in which respect can be recognized and/or demonstrated
- Discuss how many of the changes in a child's life are directly connected to an understanding of respect
- List the innumerable ways that having and showing respect for both self and others will establish life-long habit
- Explain the importance of self-respect and learned a variety of ways to teach children how to develop their own self-respect
- Discuss a variety of approved ways to observe, assess, and document classroom examples and record them for the benefit of both child and parents

Observing Young Children

1 Hour

Goal: to understand what observations are and what makes good observations

Description: This class explores what observations are and what purpose they serve. It discusses what makes a good observation and the five traditional developmental domains that need to be assessed through observation.

Table of Contents

1. Introduction
2. Characteristics
3. Developmental Domains
4. The Child's Story
5. Purpose of Observation

Learning Objectives

After completing this class, the student will be able to:

- Identify the three characteristics of a good observation
- List the five traditional developmental domains
- State the three main purposes for an observation

Parents are People, Too!

2 Hour

Goal: to learn tips and techniques for working with parents, including how to handle difficult conversations

Description: This class discusses the challenges of working with and communicating with parents. It details some inner challenges to be faced, provides some keys to developing a good relationship at the beginning, looks at problem situations and encourages good listening skills.

Table of Contents

1. The Difficulty
2. First Impressions
3. Time Problems/Appointments
4. Confrontations: Verbal/Non-verbal
5. Observed Interactions
6. Listening

Learning Objectives

After completing this class, the student will be able to:

- Identify 5 feelings a teacher may have that contribute to the difficulty of communicating with parents
- Define the 9 'keys' to a good first impression
- Discuss how a teacher can best handle an angry parent or inappropriate discussion in front of others

Partnering with Families

3 Hours

Goal: to understand how to build family partnerships, support families and involve parents

Description: Discusses building relationships with parents, describes ways to support parents and overcome barriers, and instructs concerning how to promote the participation of parents through volunteerism and parent teacher conferences.

Table of Contents

1. Building Partnerships with Families
2. Supporting Parents
3. Involving Parents in the Program

Learning Objectives

After completing this class, the student will be able to:

- Define the 3 keys to building family partnerships
- Describe ways to support families
- Identify barriers to collaboration
- Discuss ways to involve parents

Personnel Policy

1 Hour

Goal: to learn about topics that should be included in a policy manual and understand effective corrective action

Description: Discusses items that should be included in a personnel policy (training, benefits, dress codes, responsibilities, etc.) in order to avoid problems down the road. Also, provides guidelines for corrective action.

Table of Contents

1. Policies
2. Evaluations
3. Corrective Action

Learning Objectives

After completing the class, the student will be able to:

- Describe the step by step process each employee should go through in the hiring process.
- List the important categories to include in the personnel policy.
- List behaviors that should result in immediate termination and those which require corrective action.
- Describe what should be included in the evaluation process.

Physical Development

2 Hours

Goal: to learn about age-appropriate physical development and activities to support gross and fine motor skills development

Description: Discusses development of gross and fine motor skills, accommodating special needs and developmental expectations at different ages.

Table of Contents

1. Gross Motor Skills
2. Fine Motor Skills
3. Special Needs
4. Creating the Environment
5. Age and Growth
6. Help from the Library

Learning Objectives

After completing this class, the student will be able to:

- Plan an activity that encourages gross motor development
- Plan an activity that encourages fine motor development
- List the 7 special needs adaptations
- Recognize age appropriate development
- Discuss ways a librarian can assist your childcare

Playground Safety

1 Hour

Goal: To increase adult awareness and to keep playgrounds and equipment safe for all children to enjoy

Description: Basic class in promoting safe playgrounds. Identifies mechanisms of injury. Promotes the key ingredients for a safe playground and provides maintenance and safety tips.

Table of Contents

1. Basic Information
2. S.A.F.E.
 - a. Supervision
 - b. Age Appropriate Design
 - c. Fall Surface Cushioning
 - d. Equipment Safety
3. Safety and Maintenance

Learning Objectives

After completing this class, the student will be able to:

- Discuss the most common equipment accidents
- Design your own safe playground environment
- Create a playground safety checklist

Preschool Fitness 1 – Intro

1 Hour

Goal: to learn about the medical issues facing small children and the physical, mental and psychological benefits of a preschool fitness program

Description: Discusses the reasons for a preschool fitness program. Identifies the contributing factors to the current health crisis among children and outlines the benefits of physical fitness for preschool children.

Table of Contents

1. Current Health Crisis
 - a. Physical Activity
 - b. Nutrition Habits
 - c. Medical Issues
2. Benefits of Physical Fitness at this age
 - a. Other Health Benefits
 - b. Educational Benefits
 - c. Psychological Benefits

Learning Objectives

After completing this class, the student will be able to:

- Identify the types of exercise children need
- List 3 medical issues affecting small children today
- Name 3 health benefits of regular exercise
- Identify educational concepts that can be taught effectively through a proper physical fitness program
- Describe different psychological/behavioral benefits to regular exercise in preschool children

Preschool Fitness 2 – Basics

1 Hour

Goal: to learn about the benefits of fitness for children and to develop an effective preschool fitness program

Description: The class discusses the 6 components of an effective exercise program and the reasons and benefits for each.

Table of Contents

1. Preschool Fitness Programs: Necessary Basics
 - a. Warm-up
 - b. Sports Skills
 - c. Aerobic Exercise
 - d. Muscle Strength
 - e. Cooldown
 - f. Stress Management

Learning Objectives

After completing the class, the student will be able to:

- Name 6 components of an effective preschool fitness program
- List 4 diseases that can be prevented by performing aerobic and strength exercise regularly
- Explain the danger involved in not warming up
- Describe why a proper cooldown is important for children
- Discuss the social benefit to teaching children sports skills
- Identify 12 different sports skills
- List 5 different stress management techniques

Preschool Fitness 3 - Warm-up

1 Hour

Goal: to learn the importance of and the proper techniques for warming up before exercising

Description: Discusses the importance of warming up before exercising listing the common mistakes and the "must do's." Guides you through developing your own warm-up exercises.

Table of Contents

1. The Importance of a Warm-Up
2. 5 Common Mistakes
3. 9 Must Do's
4. 15 different preschool warm-up themes
5. Create your own Step by step
6. Analyze your routine

Learning Objectives

After completing the class, the student will be able to:

- List common mistakes made when designing a warm-up
- Identify "must do's" of an effective warm-up
- Create and describe your own warm-up themes
- Design a preschool fitness warm-up
- Analyze your preschool fitness warm-up up for everyone

Preschool Fitness 4 - Sports Skills

1 Hour

Goal: to learn how to teach children sports skills and create unique routines

Description: Discusses the importance of teaching preschoolers' sports skills, outlining the do's and don'ts and details 11 specific skills that can be taught.

Table of Contents

1. Why Teach Preschoolers Sports Skills
 - a. Must Do's
 - b. Common Mistakes
2. 11 Specific Sports Skills Important to Develop
 - a. Developmental Stages of Learning for each skill
 - b. Watch a sample routine
3. Sports Theme Ideas
 - a. Create your own sports skill routine

Learning Objectives

After completing this class, the student will be able to:

- List 11 different sports skills
- Name 8 must do's in teaching sports skills
- Identify why it is important to teach sports skills during the preschool years
- Name 6 common mistakes in teaching sports skills to preschoolers in an indoor group setting
- Recognize the stages involved in learning various sports skills
- Design your own preschool sports skill routine

Preschool Fitness 5 – Aerobics

1 Hour

Goal: to learn about the benefits of aerobic exercise for children and how to develop your own exercise routines

Description: This class describes what aerobic exercise is, gives examples of aerobic types of exercise and helps you to create your own aerobic exercise routine.

Table of Contents

1. What is Aerobic Exercise
 - a. Why do it and when
 - b. Safety First
 - c. 8 Must Do's
 - d. Common mistakes
2. Cardio Exercise Ideas
 - a. 12 sample preschool aerobic routines
 - b. Watch a video sample
3. Putting it together
 - a. Create your own aerobic routine
 - b. Analyze your routine

Learning Objectives

After completing this class, the student will be able to:

- Describe 3 benefits of regular aerobic exercise
- List 8 “must do’s” in teaching aerobic routines to preschoolers
- List 4 formats that help make an activity aerobic
- Name 8 common mistakes made when designing a cardio workout for preschool children
- Design your own preschool aerobic routine
- Analyze your preschool aerobic routine

Preschool Fitness 6 – Strength

1 Hour

Goal: to learn about strength training for preschoolers and how to create your own routines

Description: This is about strength training for preschoolers. It describes what strength training is, provides principles and safety tips for developing a strength training routine, describes which muscles should be targeted and how to target them, and instructs the learner on how to create and analyze their own routine.

Table of Contents

1. What is Strength Training
 - a. Why do it and when
 - b. Safety First
 - c. 8 Must Do's
 - d. 7 Common mistakes
2. Strength Training Ideas
 - a. 12 individual muscle strength exercises
 - b. Watch a video sample
3. Putting it together
 - a. Create your own strength routine
 - b. Analyze your routine

Learning Objectives

After completing this class, the student will be able to:

- Describe 3 benefits of strength training for children
- List 8 “must do’s” in teaching strength training to preschoolers
- List the 4 principles of weight training
- Identify common mistakes designing a strength workout for preschool children
- Design your own preschool strength routine
- Analyze your preschool strength routine

Preschool Fitness 7 – Cooldown

1 Hour

Goal: to learn about the importance of stretching after exercising and proper stretching techniques

Description: Discusses Cooldown after exercise, why we do it, when to do it and how to do it properly. Identifies proper stretching and the muscles to be stretched and cautions against improper stretching. Leads you through creating and analyzing your own stretch routine.

Table of Contents

1. What is a Cooldown
 - a. Why do it and when
 - b. Safety First
 - c. 7 Must Do's
 - d. 8 Common mistakes
 - e. Unsafe Stretches
2. Stretching Ideas
 - a. 11 individual stretches
 - b. Watch a video sample
3. Putting it together
 - a. Create your own stretch routine
 - b. Analyze your routine

Learning Objectives

After completing this class, the student will be able to:

- Describe why it's important to cooldown and stretch muscles after a workout
- List 5 unsafe stretches
- Identify the major muscles that need to be stretched
- Demonstrate how to stretch each muscle group
- Put together a stretching routine that can be done with preschool children

Preschool Fitness 8 – Relaxation

1 Hour

Goal: to understand the relationship between mind and body and how to develop relaxation routines for children

Description: Discusses the relationship between mind and body, types of relaxation exercises and how to put together a relaxation script for children.

Table of Contents

1. What is mind/body exercise?
 - a. Why do it and when
 - b. Must Do's
 - c. Safety Concerns
2. 6 Types of relaxation exercises
 - a. Added Enhancements
 - b. Common Mistakes
3. Relaxation scripts
 - a. Sample scripts and a video sample
4. Putting it together
 - a. Create and analyze your own relaxation routine

Learning Objectives

After completing this class, the student will be able to:

- Describe why it's important for children to learn relaxation skills
- Identify 6 different techniques to induce relaxation
- Know 7 ways to enhance any relaxation script
- Put together a relaxation routine that can be done with preschool children

Preschool Fitness 9 - Education

2 Hours

Goal: to learn simple steps to integrate health education into your fitness program and teach children about important health education topics

Description: This class discusses how to integrate health education with your preschool fitness program. It identifies key areas of health education for children, identifies simple steps for instruction and gives examples.

Table of Contents

1. Health education during physical education
 - a. Why it must be included
 - b. What subjects should be taught
 - c. Common Mistakes and Must Do's
2. How to integrate health education appropriately for age
 - a. Teaching Guidelines
 - b. Video Sample
3. Content Examples
4. After class is over
5. Putting it together
 - a. Create and analyze your health education component

Learning Objectives

After completing this class, the student will be able to:

- Describe why it's important to teach children health education while exercising
- List 11 important health education topics appropriate for preschool children
- Learn 4 common mistakes when trying to teach young children healthy habits
- Know 6 specific teaching guidelines that will help you communicate health education topics effectively
- Construct your own educational component to use before, during and after your preschool fitness class

Preschool Fitness Ten - Behavior Management

2 Hours

Goal: to learn how to manage children's behavior in a preschool fitness class

Description: This class explores the best means of controlling behavior in a preschool fitness class. It identifies good measures that can and should be used and ineffective measures to be avoided.

Table of Contents

1. How behavior impacts a preschool exercise class
2. Why children misbehave
3. Behavior management that works in an activity class
4. Behavior management techniques that are harmful
5. Common classroom examples
6. Shaping positive behavior
7. Analyzing your management skills
8. Trying out your new strategy

Learning Objectives

After completing this class, the student will be able to:

- Describe 2 areas where misbehavior can negatively impact a preschool exercise class
- Give an example of an underlying medical, psychological, social and emotional cause for misbehaving
- Describe how effective disciplinary measures can positively affect behavior during physical activity
- List 5 disciplinary measures that can harm young children
- List 6 features of effective behavior management

Program Management

1 Hour

Goal: to learn how to manage your program efficiently and effectively

Description: Discusses program management, efficiency, resources to be managed and the importance of managing relationships.

Table of Contents

1. Program Management
2. Managing Effectively
3. Managing People

Learning Objectives

After completing this class, the student will be able to:

- Create a list of resources
- Learn skills to manage teachers and parents
- Create a resource management tool

Promoting Children's Communication

2 Hours

Goal: to learn ways to encourage communication and language development

Description: Discusses language development in children and how to encourage communication and development of language in creative and challenging ways.

Table of Contents

1. Language Development
2. Encouraging Language Development
3. Giving Direction and Encouragement
4. Encouraging Creative Development

Learning Objectives

After completing this class, the student will be able to:

- Illustrate 5 ways to encourage communication in children
- Identify the 3 ways to encourage language development
- Design a project that encourages creative expression

Prosocial Behavior: Pathways to Competence

3 Hours

Goal: to understand how the 4 main development areas affect prosocial behavior, learn 7 survival skills and keys to promoting prosocial behavior

Description: This intermediate-advanced class discusses prosocial behavior, what it is and what influences it, describes how to teach children essential social survival skills and how to create an environment that promotes caring behaviors.

Table of Contents

1. What is Prosocial Behavior?
2. Influences on Prosocial Behavior
3. Essential Survival Skills
4. Creating an Environment That Encourages Prosocial Caring Behavior
5. Caring Behaviors

Learning Objectives

After completing this class, the student will be able to:

- Discuss how the four main developmental areas affect prosocial behavior
- Describe the key differences in the three discipline styles
- Discuss how you would instruct a child in each of the 7 survival skills
- Identify the two keys to promoting prosocial behavior
- Describe how you would promote each of the four caring behaviors discussed

Reach Your Financial Goals

2 Hours

Goal: to learn a process to reach your goals by effectively managing your finances

Description: We all want to be successful and see our businesses grow! One of the most important things to focus on to achieve your business goals is good financial management. This intermediate-advanced course will provide a easy-to-follow process to help you manage your money to contribute to your business success! It is more advanced than our Budgeting for Success course but does cover similar topics.

Table of Contents

1. Introduction
2. Basic Financial Terms
3. Budgeting
4. Tracking and Reporting
5. Making Adjustments
6. Putting It All Together

Learning Objectives

After completing this class, the student will be able to:

- Define basic financial terms
- Describe the budgeting process
- Explain the cycle of continuous improvement
- Use basic financial statements to understand your business
- Apply this information to effectively manage your finances

Reading for Special Needs and English Language Learners

1 Hour

Goal: to learn a variety of ways to adapt the classroom and curriculum to assist children with a variety of special needs

Description: Learn strategies on how to support reading skills for children with special needs, including ADHD, visual and hearing impairments, as well as English language learners. Learn about the benefits of an inclusive classroom environment.

Table of Contents

1. Understanding the law regarding the education of children with special needs
2. Attention Deficit Disorder
3. Visual Impairments
4. Hearing Impairments
5. English Language Learners
6. The importance of Inclusion

Learning Objectives

After completing this class, the student will be able to:

- identify the educational rights of students with special needs
- list ways to teach reading to children with varying disabilities
- discuss the benefits for having an inclusive classroom

Risk Management: Assessing Risk vs Reward

3 Hours

Goal: to learn how to assess your level of risk tolerance to develop a balance of risk and reward

Description: This class helps to better understand what risk-taking is all about, how to define it, how to manage it, how to identify your own propensity for taking risks, and how to stretch yourself to take more risks.

Table of Contents

1. What is Risk Management?
2. Am I a risk taker? A Self-Test
3. What is risk-taking?
4. The COST of a risk
5. Why we each need to take more risks
6. The differing attitudes toward risk
7. Way to gain more confidence as a risk-taker
8. How to quickly size up the risk in your life
9. More tools for personal risk-management
10. Action Steps (to gain more confidence as a risk-taker)

Learning Objectives

After completing this class, the student will be able to:

- Identify how you view taking risks
- Explore ways to take more risks
- Discuss a potential cost to a risk
- Apply tools to a risk scenario

Safe Sleep - Sudden Infant Death Syndrome (SIDS)

1 Hour

Goal: to understand, assess, and reduce risk of SIDS, including emergency response

Description: A thorough class on the topic of Safe Sleep and SIDS (Sudden Infant Death Syndrome) discussing cause, risk factors, preventive measures, dealing with a SIDS death, and the Pre-School and SIDS.

Table of Contents

1. Definition of SIDS
2. Cause(s) of SIDS
3. Risk Factors for SIDS
4. Preventive Measures
5. Dealing with a SIDS Death
6. Pre-Schools and SIDS
7. Review

Learning Outcomes

After completing this class, the student will be able to:

- Define SIDS, listing 3 things that it is and 3 things that it is not
- Name two major categories of risk factors and three factors in each
- List six things you can do to reduce the risk of SIDS
- Describe four guidelines for pre-schools
- Better understand the risk factors for SIDS
- Take knowledgeable steps to reduce the risk for SIDS
- Respond to an emergency involving a possible SIDS incident

Self-help Skills

2 Hours

Goal: to learn about self-help skills and how to teach skills to children

Description: This class is a broad discussion of teaching self-help skills to children, including discussions on cueing, learning forms and several specific examples of how to teach a skill.

Table of Contents

1. Introduction to Self-help Skills
2. Caregiver's Role with Self-help Skills
3. Different Forms of Learning
4. How to Teach Self-Help Skills

Learning Objectives

After completing this class, the student will be able to:

- Order the 6 supportive steps
- Discuss 5 things to avoid and why in teaching self-help skills
- Illustrate a method that uses learning forms to teach a self-help skill
- Create a self-help skill teaching format employing the 3 prompts

Sense of Security

2 Hours

Goal: to learn to create secure environments, address insecurity, understand attachment and deal with separation anxiety

Description: Discusses how a caregiver can help provide a secure environment for children with attention given to addressing various types of insecurity and separation anxiety.

Table of Contents

1. Caregiver's Role in Creating a Secure Environment
2. Security in Young Childhood
3. Patterns of Attachment in Children
4. Separation Anxiety

Learning Objectives

After completing this class, the student will be able to:

- Identify the four key ways the caregiver can help create a secure environment
- Describe the basic Strategy outline
- Recognize and address insecurity
- Recognize the four types of attachment
- Discuss the strategies for dealing with separation anxiety

Setting Limits

2 Hours

Goal: to learn how to manage behaviors through positive guidance, effective rules lists and consistent follow through

Description: Discusses positive guidance techniques, how to write and use a rule list and the importance of follow through.

Table of Contents

1. Positive Guidance Techniques
2. How to Write & Use a Rules List
3. The Importance of Following Through

Learning Objectives

After completing this class, the student will be able to:

- Discuss the importance of each of the four positive guidance techniques
- Use the '3 step process' to make rules
- Identify 5 keys to good rule enforcement

Shaken Baby Syndrome

2 Hours

Goal: to learn how to cope with a crying infant and learn symptoms of and legal responsibilities for Shaken Baby Syndrome

Description: Describes shaken baby syndrome, identifies symptoms and medical data, and promotes preventive measures and first aid.

Table of Contents

1. About Shaken Baby Syndrome
2. Medical Info
3. Prevention of Shaken Baby Syndrome
4. Legal Issues

Learning Outcomes

After completing this class, the student will be able to:

- Explain how Shaken Baby Syndrome occurs
- List the symptoms of Shaken Baby Syndrome
- Develop a 'Coping Plan' for a crying infant
- Discuss legal responsibilities in response to Shaken Baby Syndrome

Sign Language with Infants

1 Hour

Goal: to learn signs that can be used with infants and the benefits of using sign language with babies

Description: This class identifies signs that can be used with infants, discusses when to teach them these signs, and discusses the many benefits of using sign language with infants.

Table of Contents

1. Concepts
2. Vocabulary
3. Putting it Together
4. The Importance of Signing
5. Brain Development and the Use of Sign Language with Babies

Learning Objectives

After completing this class, the student will be able to:

- Demonstrate the 7 hand shapes that are easiest for infants to make
- List two daily routines that are optimal for using sign language with infants
- Describe the benefits of using sign language with infants
- Discuss ways that brain development is enhanced by the early use of sign language

Sign Language with Preschoolers

1 Hour

Goal: to learn the basics and benefits of signing with preschoolers

Description: This class identifies signs that can be used with preschoolers. It discusses how learning sign language enhances the multiple intelligences, describes when to teach them these signs, and discusses the many benefits of using sign language with preschoolers.

Table of Contents

1. Concepts
2. Vocabulary
3. Putting it Together
4. The Benefits of Using Sign Language with Preschool Age Children
5. Brain Development and Sign Language

Learning Objectives

After completing the class, the student will be able to:

- Describe two ways of incorporating sign language into a preschool curriculum
- Identify how Howard Gardner's Multiple Intelligences are compatible with the use of American Sign Language (ASL) in the preschool classroom
- List two benefits of using sign language with preschool age children

Sign Language with Toddlers

1 Hour

Goal: to learn basic signs and the benefits of signing with toddlers

Description: This class identifies signs that can be used with toddlers, discusses when to teach them these signs, and discusses the many benefits of using sign language with toddlers.

Table of Contents

1. Concepts
2. Vocabulary
3. Putting it All Together
4. Strategies for Success
5. The Benefits of Using Sign Language with Toddlers

Learning Objectives

After completing this class, the student will be able to:

- List two strategies for using sign language with toddlers
- Give two examples of how to incorporate sign language into daily activities
- List two benefits of using sign language with toddlers

Special Dietary Needs

2 Hours

Goal: to understand and manage specific dietary needs

Description: Discusses such special dietary concerns as food allergies, religious and cultural diversity, vegetarian diets, and diabetes.

Table of Contents

1. Special Dietary Concerns
2. Allergies
3. Cultural Diversity
4. The Vegetarian Diet
5. Obesity
6. The Diabetic Child

Learning Objectives

After completing this class, the student will be able to:

- Explain the importance identifying/documenting special dietary concerns
- List common food allergies
- Demonstrate response to an allergic reaction
- Discuss ways to combat childhood obesity
- Explain diabetes management in the child care settings

Speech and Language Red Flags

1 Hour

Goal: To understand the importance of identifying speech and language red flags early in a child's life and to feel comfortable in taking the necessary next steps

Description: This class will discuss different types of communication disorder and identify normal stages of language development for birth through 5 years. It also discusses red flags associated with each disorder for each stage of development.

Table of Contents

1. Communication Disorders Overview
2. Articulation
3. Fluency
4. Voice
5. Expressive Language
6. Receptive Language
7. Autism Spectrum Disorder
8. Now What?

Learning Objectives

After completing this class, the student will be able to:

- Define communication disorder
- Describe different types of disorders
- Identify normal patterns for language development
- Identify red flags associated with each disorder

Staff Meetings

1 Hour

Goal: to learn various meeting formats, create an agenda and run an effective meeting

Description: This class discusses the why and how of staff meetings, along with some suggestion for making this time more enjoyable for all.

Table of Contents

1. Frequency of Staff Meetings
2. Staff Meeting Requirements
3. Sharing Responsibility
4. Agendas are Critical
5. The Agenda
6. Staff Meetings Do Double Duty
7. Suggested Sample Agenda
8. Meeting Attendance
9. Length and Purpose of Meeting
10. Suggested Classes for Specific Purposes
11. Using Staff Meetings for Trainings

Learning Objectives

After completing this class, the student will be able to:

- identify a meeting format that fits your organization
- create a realistic agenda for a meeting
- describe and explain possible training to be including in the meeting

Staff Orientation

1 Hour

Goal: to learn the steps to ensure new staff are supported through the onboarding process

Description: Identifies paperwork that should be included in a staff orientation, discusses job descriptions and personnel policies in general, and describes a facilities tour.

Table of Contents

1. Paperwork & Handouts
2. Job Descriptions & Personnel Policies
3. A Tour of Your Facility
4. Introductions

Learning Objectives

After completing this class, the student will be able to:

- Name four steps in the orientation process
- Identify points to cover in the job description and personnel policy
- Identify items to include on the facility tour
- Identify the importance of introductions

Stimulating Language Through Read-Alouds

1 Hour

Goal: To learn how to use interactive read-alouds to promote language development and to recognize how to choose appropriate books and supporting activities

Description: Reading a book aloud to children should be a daily activity at home and in all early childhood settings. Learning how to make read-alouds interactive can help children learn new vocabulary and develop important language skills. There are a variety of characteristics that make books appropriate for effective read-alouds. If you keep the interests of your audience in mind, their engagement will promote communication. Reading should be FUN and inspire a love for books and communicating for years to come.

Table of Contents

1. Read Aloud Basics
2. Targeting Specific Skills
3. Choosing an Appropriate Book
4. Expansion Activities
5. Final Thoughts

Learning Objectives

After completing this class, the student will be able to:

- Discuss how read-alouds affect language development
- Explain how to select books to target specific skills
- Identify other activities to accompany reading materials

Strategies for Working with Special Needs

2 Hours

Goal: to learn strategies to successfully work with children with special needs and adapt the classroom environment to accommodate their needs

Description: This course provides food for thought and concrete suggestions for working with young children with special needs and/or challenging behavior; in most cases the information presented applies regardless of a specific diagnosis or lack thereof.

Table of Contents:

1. Introduction
2. Ground Rules
3. Observations
4. Interactions
5. Strategies
6. Legal/Ethical

Learning Objectives:

After completing this class, the student will be able to:

- List and explain five "Ground Rules" working with a young child with special needs and/or challenging behavior
- Discuss the importance of objectivity in supporting the child with special needs
- List at least five specific strategies to better support meaningful learning and positive behavior
- Articulate important legal and ethical considerations connected with working with young children

Supporting Your Staff's Development

1 Hour

Goal: to learn how to support the personal and professional development of your staff

Description: Finding and hiring the best staff can be a challenge. Keep them at the top of their game by supporting their development. Learn simple and effective methods and tools for coaching and developing inspired and engaged employees.

Table of Contents

1. Why is Professional Development Important?
2. The Director as Coach
3. The Right Support for Each Situation
4. Setting and Managing Goals
5. Feedback Tools and Methods

Learning Objectives

After completing this class, the student will be able to:

- Discuss why development is important
- Describe the Director's role as a Coach
- Explain how leadership techniques vary by staff
- Explain the process for managing goals
- Identify at least 3 ways to provide formal feedback

Talking with Parents

1 Hour

Goal: to learn how to engage with parents, encourage involvement and handle difficult conversations

Description: Explores talking with parents, responding to their concerns, handling confrontation and documenting concerns.

Table of Contents

1. Talking with Parents
2. Involving Parents in Class Itinerary
3. Tell It Like It Is
4. Center Policy
5. Review

Learning Objectives

After completing this class, the student will be able to:

- Apply these skills to promote open, constructive communications with parents
- Discuss ways to encourage parents' participation
- Describe effective listening skills
- Explain the need for policies and how to communicate these to parents

Teaching Children Good Habits

2 Hours

Goal: to learn about habits and how to effectively instill them in children

Description: This class is updated from our previous Skills for Everyday Living. Updated with new content, this class will discuss habits, what they are, and how they are formed. It also describes many good habits with suggestions on how to encourage them in the classroom environment and how to praise children for good behavior. And, perhaps most importantly, learn how to make habits stick!

Table of Contents

1. What Drives Children's Behavior?
2. What is a Habit?
3. Habits
 - a. Sharing
 - b. Taking turns
 - c. Sportsmanship, sporting events
 - d. Becoming angry and handling anger
 - e. Following the rules
 - f. Accepting change
 - g. Accepting authority
 - h. Showing sympathy
 - i. Table habits and manners
 - j. Rest time manners and habits
 - k. When the day begins and ends
 - l. Respect for parents, teachers, self
4. How to Make Habits Stick
5. Praising Good Behavior

Learning Objectives

After completing this class, the student will be able to:

- Define what a habit is
- List several learned skills that are considered habits
- Describe a life skill/habit that you wish to focus on in your program
- Develop your plan for instilling this habit in your children

Teaching STEM in Preschool

2 Hours

Goal: to learn about STEM and how to develop teaching topics for your preschool classroom

Description: This class explores the ways we can introduce STEM (Science, Technology, Engineering and Math) into the preschool curriculum so as to encourage child-initiated, play-based exploration and discovery that results in learning that is both meaningful and foundational.

Table of Contents:

1. Introduction
2. Developmentally Appropriate Practice (DAP)
3. What is STEM?
4. Play-based Program Planning
5. Developing STEM Topics

Learning Objectives:

After completing this class, the student will be able to:

- Identify the differences between Academic Learning and Intellectual Learning
- Discuss at least five environmental design concerns and how they can help support play-based learning
- Demonstrate an understanding of how to use the Scientific Method with preschoolers
- Develop a STEM teaching topic for your preschool class

Teaching with Color

1 Hour

Goal: to learn about primary colors and the use of colors

Description: This class seeks to teach a love of color through understanding the primary and secondary colors and observing the use of color in our world.

Table of Contents

1. Teaching a Love of Color
2. Meanings of Color
3. Primary and Secondary
4. Color in Our World
5. Favorite Colors

Learning Objectives

After completing this class, the student will be able to:

- List the primary colors
- Discuss the use of color in the world around us

Temperaments

2 Hours

Goal: to understand temperament traits and how to support different temperaments

Description: This is an intermediate-level course that discusses how to assess a child's temperament, how to support different temperaments and provides management tips for all temperaments.

Table of Contents

1. Assessing Temperament
2. Supporting Challenging Temperaments
3. General Temperament Management Tips

Learning Objectives

After completing this class, the student will be able to:

- List the 9 temperament traits
- Describe the 4-step approach for supporting challenging temperaments
- Rate yourself on the 5 management tips

The Director 1: Roles & Responsibilities

1 Hour

Goal: to learn general duties of childcare administration

Description: Discusses the director's responsibilities and roles as a leader in managing people, time and finances, and in marketing the child care facility. Also, discusses staffing issues and performance evaluations.

Table of Contents

1. Leadership
2. Financial Manager
3. Marketing
4. Staffing Issues
5. Employee Evaluations

Learning Outcomes

After completing this class, the student will be able to:

- Identify effective strategies for managing time and people
- Discuss the director's role as a financial manager
- Prioritize five ways to market the child care center
- Identify staffing problems and describe ways to resolve them
- List the four areas of an employee evaluation

The Director 2: Managing Teachers

1 Hour

Goal: to understand teachers' roles and learn good hiring techniques

Description: Discusses the teacher's role in the classroom as communicator and educator; hiring techniques: selecting applicants, hiring techniques and interview formats; and creating personnel files.

Table of Contents

1. The Teacher's Role
2. Hiring Techniques
3. The Interview

Learning Outcomes

After completing this class, the student will be able to:

- Recognize and describe the teacher's role in the classroom
- List ways to find qualified applicants
- Describe interview formats
- Apply interview techniques
- Assess the importance of references

The Director 3: Policies & Procedures

1 Hour

Goal: to understand employment policies and ensure compliance

Description: This class discusses policy and procedures. It looks at personnel policy, evaluation policy, discipline policy, child abuse policy and general child care policies.

Table of Contents

1. Policy and Procedures
2. Personnel Policy
3. Evaluation Policy
4. Discipline Policy
5. Child Abuse Policy
6. Child Care Policies

Learning Outcomes

After completing this class, the student will be able to:

- Create and Evaluate Written Policies and Procedures
- Identify Information Resources Discuss the Importance of Policy and Procedure Review
- Implement Policy and Procedures in your Child Care Center

The Director 4: Employee Handbook

2 Hours

Goal: to understand employment policies and prepare a handbook to guide staff on proper conduct, responsibilities and benefits

Description: This classes discusses the Employee Handbook. Such topics as philosophy, job description, dress code, compensation, benefits package. continuing education and grievance resolution are covered.

Table of Contents

1. Content
2. Compensation
3. Benefit Package
4. Continuing Education Requirements
5. Employee Grievance and Conflict Resolution

Learning Objectives

After completing this class, the student will be able to:

- Create an Employee Handbook of policies and procedures
- Develop expectations regarding the environment, requirements and benefits of the organization
- Discuss employee grievance and conflict process

The Guide to ADA and Special Needs

2 Hours

Goal: to understand how to accommodate children with special needs and the requirements of the Americans with Disabilities Act (ADA)

Description: This class discusses basic information concerning special needs children. It covers such topics as the American Disabilities Act (ADA), types of disabilities you may encounter, health and safety issues, environmental changes and available resources.

Table of Contents

1. The American Disabilities Act (ADA)
2. Disabilities
3. Health and Safety Issues
4. Education
5. Available Resources

Learning Objectives

After completing this class, the student will be able to:

- Explain the Americans with Disabilities Act (ADA)
- Name disabilities that fall under the ADA
- Discuss health and safety needs
- List available resources to child care provider

Transportation Safety

2 Hours

Goal: to guide teachers and program administrators in how to prepare and conduct field trips to ensure safety of the children and good communication with parents

Description: This class will focus on the two most consistent uses of transportation in child care facilities: field trips and before/after school transportation. This class also covers safety on and off the facility van or bus.

Table of Contents

1. Field Trips
2. School Transportation
3. Transportation Policy
4. Safety

Learning Outcomes

After completing this class, the student will be able to:

- Prepare a checklist of things to consider for a field trip
- Explain how to determine costs and prepare for school transportation
- Identify key items in developing a transportation policy
- Choose the appropriate car seat for children of specific ages, height and weight
- Discuss at least 3 areas to consider to promote children's safety

Working with Children Who Stutter

1 Hour

Goal: to gain insight into the world of stuttering and acquire tools that can be easily implemented when working with children who stutter

Description: The way we speak to and listen to a child who stutters can have a significant impact on that child's educational experience and emotional well-being. This class will help gain insight into the world of stuttering and acquire tools which can be implemented easily when working with children who stutter.

Table of Contents

1. Stuttering Basics
2. Tips for Interacting with Preschoolers Who Stutter
3. Modifications and Accommodations for Older Students
4. The Role of Speech-Language Pathologists
5. Stuttering Myths
6. Final Thoughts

Learning Objectives

After completing this class, the student will be able to:

- Describe what stuttering is and its causes
- Discuss how to work with children who stutter
- Explain the role of a Speech Pathologist
- Identify 7 stuttering myths

Working with Humor

1 Hour

Goal: to learn about what humor is appropriate for the workplace and how to use it to relieve stress and positively affect the work environment

Description: Promotes humor as a way of relieving stress, identifies good humor versus bad humor, describes how to apply humor in the workplace and discusses the positive benefits of using humor.

Table of Contents

1. Introduction
2. Technique of Humor
3. Benefits of Humor
4. Putting Humor to Work

Learning Objectives

After completing this class, the student will be able to:

- Identify alternative ways to relieve stress
- Identify the basis of good humor
- Describe methods of using humor in the workplace
- List the positive outcomes of using humor

Workplace Burnout

1 Hour

Goal: to recognize job burnout and learn how to manage difficult situations to reduce stress

Description: Discusses how to recognize burnout, debunks stress myths, and describes the normal reaction sequence. Identifies effects of stress and how to reduce stress. Emphasizes the control that each individual has over their own level of stress.

Table of Contents

1. Myths About Stress
2. The Reaction Sequence
3. Too Much Stress
4. You and Stress
5. Stress and the Job
6. Handling Stress

Learning Objectives

After completing this class, the student will be able to:

- Recognize my burnout
- Identify myths about stress
- Describe the three parts of the reaction sequence
- List physical and emotional effects of stress
- Identify and evaluate techniques for reducing stress
- Discuss the importance of the control each individual has over stressful situations

Writing Good Rule Lists

1 hour

Goal: to learn categories of rules and difficulties if used incorrectly

Description: This class describes the process of making a good rule list and helps you to develop a plan for writing effective, clear rules.

Table of Contents

1. Consider what you are teaching
2. Making your rule list
3. Using your rule list

Learning Objectives

After completing this class, the student will be able to:

- List the four main categories that nearly all rules can fit under
- Describe 4 problems that will occur with children if you use privileges incorrectly (taken away for too long, privilege is too difficult to manage)
- Write a rule following the process described in the case study section