

Tri-County Community Council, Inc.
Head Start/Early Head Start

Part: 1302 Program Operations
Subpart: I-Human Resources Management
Section: 1302.90 Personnel Policies
Subject: Required Classes

Policy:

Every center employee is required to obtain the 40-hour Introductory Child Care Training and the 5-hour Early Literacy classes within the first year and 90 days of employment. The 40-hours is made up of the following training courses:

30-hour	Child Care Facility Rules and Regulations (6 hours) Health, Safety, and Nutrition (8 hours) Identifying and Reporting Child Abuse & Neglect (4 hours) Child Growth & Development (6 hours) Behavior Observation and Screening (6 hours)
10-hour	Preschool Appropriate Practices, Special Needs Appropriate Practices, or Infant and Toddler Appropriate Practices (10 hours)
5-hour	Emergent Literacy for Voluntary Pre-Kindergarten (VPK) Instructors (5 hours) Early Literacy for Children Age Birth to Three (5 hours)

Procedure:

1. The Education Specialist or Coach Specialist will register the new staff for the above classes. The classes can be taken online or in class. Head Start will pay for the registration of the classes.
2. There is a test that the employee must register to take after completing each of the modules. Also there is a fee to take the test. Once completing the class and passing the test a certificate can be printed from the web site.
(<http://www.myflorida.com/childcare/training>)
3. Once the employee turns in a certificate and receipt from the test, then the employee will be reimbursed the cost of the test.