

**Tri-County Community Council, Inc. Head Start/Early Head Start
T/TA Plan
Year: 2023-2024**

Training	T/TA Resource	Target Audience	Expected Outcomes	Responsible Manager	Timeline	Estimated Cost
Region IV Conference Atlanta, GA	Region IV Head Start Association	Program Coordinator, Specialist	Staff will be informed with new/current initiatives and issues. Estimate hotel \$199 plus tax (out of state) \$32. And parking \$20 a night for three nights total \$753 and Registration per person \$350 for two people to attend totals \$700. Per diem \$36.00 a day, last day home \$20.00 per quarter for a total \$162 per person.	Director	February 2024 Hotel and registration fees vary registration	Hotel \$753 Regist.\$700 per diem \$324 Total \$1,777 HS (75%) cost-\$1,333 EHS (25%) cost-\$444
Region IV Conference Atlanta, GA	Region IV Head Start Association	Director, 2 Fiscal Staff	Fiscal staff will be informed of current and correct Fiscal requirements for HS/EHS Estimate hotel \$199 plus tax (out of state) \$32 and parking \$20 (one room charged) a night for four nights \$1,004 times two rooms total \$1,928 and Registration per person \$350 for three people to attend totals \$1,050. Per diem \$36.00 a day, last day home \$20.00 per quarter for a total \$162 per person	Director	June 2024 Hotel and registration fees vary	Hotel \$1,928 Regist.\$1,050 per diem \$486 Total \$3,464 HS (75%) cost-\$2,598 EHS (25%) cost-\$866
Practice-Based Coaching	TA Staff	Coach Specialist	To ensure the Coach/trainer Coordinator receives refresher training to provide effective coaching practices for the caregivers and home	Education Coordinator	2024 when the training is offered	\$ 0
College Courses that are needed in pursuing a bachelor degree or enhancing their job.	Local College	All Staff	Meet and exceed the educational requirements and maintain a well-trained staff. We have an agreement with the T.E.A.C.H. Scholarship Program that they will pay 80% tuition for staff that has received the T.E.A.C.H. scholarship. Our program agrees to pay 10% of the staff's tuition. There approx. eight HS	Director	2024 Spring, Summer, and Fall Semesters	HS \$2,200 EHS \$900 No per diem Classes for staff to

			staff and three EHS staff receiving the scholarship. \$100 times each semester totals \$300 per staff.			attend college
Curriculum Refresher	Teaching Strategies	Education and Teaching Staff	Two days of training one full day for the Head Start teaching staff and one full day for the care givers and home visitor. Continuing to build on previous training in the use of creative curriculum.	Director 3495	July/August 2024	HS \$3,495 EHS \$3,495
Assessment Refresher	Teaching Strategies	Education and Teaching Staff	One full day of training for Head Start and Early Head Start. Continuing to build on previous training in the uses of Teaching Strategies Gold.	Director	July/August 2024	HS \$2,621 EHS \$874
Region IV Early Head Start Conference Atlanta, GA	Region IV Head Start Association	2 EHS Teachers	Staff will expand their understanding of prevention and intervention strategies and best practices. Estimate hotel \$199 plus tax (out of state) \$32. And parking \$20 a night for three nights total \$753 and Registration per person \$350 for two people to attend totals \$700. Per diem \$36.00 a day, last day home \$20.00 per quarter for a total \$162 per person.	Director	September 2024 Hotel and registration fees vary registration	Hotel \$753 Regist.\$700 per diem \$324 EHS Total \$1,777
CLASS Certification	Teachstone	Education Coordinator, Education Specialist, & Coach Specialist	Maintain their CLASS certification in Infant, Toddler, and Pre-school. \$125 for each certification and there are three for each one \$125.	Director	December 2023 – November 2024	HS \$375 EHS \$750
Conscious Discipline (Onsight of our agency)	Certified Conscious Discipline Trainer	All Staff	One full day of training for Head Start and Early Head Start. Continuing to build on previous training in the implementation in Conscious Discipline.	Director	July/August 2024	HS \$2,625 EHS \$875
Inclusion/Disability	TA Staff	Teaching Staff	To ensure that the staff understand working with children with an IEP/IFSP and inclusion of them.	Director	August 2024	\$0

School Safety Training Refresher	Local Law Enforcement	All Staff	All staff will know what and how to react in case of the unthinkable.	Director	August 2024	\$0
Various online professional development courses in Early Childhood Education	Child Care Education Institute (CCEI)	All Staff	Teaching staff will gain knowledge of appropriate practices that will strengthen their skills as they work with infant, toddlers, and preschoolers in the classroom. Also various trainings for cooks, cook assistants, etc.	Director	December 2023 – November 2024	\$499 Online cost per center HS cost- \$1,996 EHS cost- \$499

Region IV Head Start T/TA Plan
Grantee Tri-County Community Council, Inc.
Year 2023 – 2024
Part 2 Required Head Start/Early Head Start Training

Required Training (including size & scope)	T/TA Resource	Target Audience	Expected Outcomes	Responsible Manager	Timeline	Estimated Cost
Head Start Act Section 640(a)(3)(B)(ii) Developing skills in working with children with non-English language background and children with disabilities, as appropriate	ECLKC Webinars	Teaching Staff	Teaching staff will provide appropriate experiences for children with non-English language backgrounds and children with disabilities	Education Team	Aug. 2024	\$ 0
N-30-356-1-30(B)(2) 45 CFR 1304.52(k)(3)(i) Identification and reporting of child abuse and neglect including methods for identifying and reporting child abuse and neglect that comply with applicable State and local laws using, so far as possible, a helpful rather than a punitive attitude toward abusing or neglecting parents and other caretakers	Department of Children and Families (DCF)	All Staff	Cases of child abuse and/or neglect will be identified and reported	Head Start/Early Head Start Director	Aug. 2024	\$ 0
45 CFR 1304.41(c)(1)(iv) 45 CFR 1304.52(k)(3)(ii) Transition training for Early Head Start or Head Start staff and school or other child development staff	Education & Family Service Coord.	Teaching & Family Service Worker Staff	Children and families will successfully transition into and out of the Head Start program	Education & Family Service Coord.	May 2024 Transition out	\$ 0

<p>45 CF1304.52(k)(1) Orientation for new staff, consultants and volunteers</p>	<p>Human Resources, Education Specialist & Family Service Coordinator</p>	<p>New Employees & Volunteers</p>	<p>All new staff, consultants, and volunteers will receive an orientation which includes the goals and underlying philosophy of Early Head Start and/or Head Start and the ways in which they are implemented by the program</p>	<p>Director's Assistant & Education Specialist</p>	<p>Aug. 2024 Transition in On-going Upon hiring or volunteers as needed</p>	<p>\$ 0</p>
<p>45 CFR 1306.23(a) Pre and in-service training opportunities designed to improve the ability of staff and volunteers to deliver services required by Head Start regulations and policies</p>	<p>Education, Nutrition, Health, & Family Service Coordinator</p>	<p>All staff & regular volunteers</p>	<p>Program staff and volunteers will acquire or increase the knowledge and skills they need to fulfill their job responsibilities. This training will be directed toward improving the ability of staff and volunteers to deliver services required by Head Start regulations and policies</p>	<p>Head Start/ Early Head Start</p>	<p>(Staff) Aug. 2024 & On-going (Volunteers) As needed</p>	<p>\$ 0</p>
<p>45 CFR 1306.23(b) Training about the underlying goals of Head Start and the program options being implemented</p>	<p>Education, Nutrition, Health, & Family Service Coordinator</p>	<p>All Staff & regular volunteers</p>	<p>Staff and volunteers will increase knowledge about the underlying goals of Head Start and the program options being implemented</p>	<p>Head Start/ Early Head Start Director</p>	<p>Aug. 2024 & On-going</p>	<p>\$ 0</p>
<p>45 CFR 1310.17(b)(1) Operate the vehicle in a safe and efficient manner</p>	<p>T.C.C.C. Coordinated Transport.</p>	<p>Bus Drivers</p>	<p>Transportation services provided to children will be completed safely and efficiently, without incidents of injury to persons or damage to property.</p>	<p>T.C.C.C. Coordinated Transport.</p>	<p>On-going</p>	<p>\$ 0</p>
<p>45 CFR 1310.17 (b)(2) Safely run a fixed route and perform specialized driving maneuvers</p>	<p>T.C.C.C. Coordinated Transport.</p>	<p>Bus Drivers</p>	<p>Drivers will complete assigned routes and driving maneuvers safely, without incidents of injury to persons or damage to property.</p>	<p>T.C.C.C. Coordinated Transport.</p>	<p>On-going</p>	<p>\$ 0</p>
<p>45 CFR 1310.17(b)(3) Administer basic first aid</p>	<p>Family Service Coordinator Health Services Coordinator</p>	<p>All center staff All center staff</p>	<p>Staff and volunteers will obtain knowledge and skill in administering first aid to injured students and staff.</p>	<p>Family Services Coordinator</p>	<p>Aug. 2024 and/or</p>	<p>HS cost \$200 EHS cost \$160</p>

45 CFR 1310.17(b)(4) Handle emergency situations	Head Start/ Early Head Start	All staff	Staff and volunteers will obtain knowledge and skill in following appropriate procedures to handle emergency situations.	Health Services Coordinator	when needed	\$ 0
45 CFR 1310.17(b)(5) Operate special equipment	Health Services Coordinator	All staff	Staff and volunteers will obtain knowledge and skill in operating special equipment.	Head Start/ Early Head Start	Aug. 2024 On-going/ As needed	\$ 0
45 CFR 1310.17(b)(6) Conduct maintenance and safety checks			Staff and volunteers will obtain knowledge and skill in conducting maintenance and safety checks to ensure a safe environment.	Health & Family Services Coordinators	Aug. 2024 & On going	\$ 0
45 CFR 1310.17(d) Meet applicable driver training requirements of the state in which they operate	T.C.C.C. Coordinated Transport. Education Team	All Drivers Parents	Drivers will obtain knowledge and skills related to requirements for state licensure in which they operate.	T.C.C.C. Coordinated Transport.	Aug. 2024 & On-going	\$ 0
45 CFR 1304.21 (Parent) How to be the primary teacher for their children and full partners in the education of their children	Family Services Coordinator	Parents	Parents will obtain knowledge and skills in guiding their child's education.	Education Team	Oct. 2024	\$ 0
45 CFR 1304.22(a)(5) (Parent) Orientation on the need to prevent abuse and neglect	Education & Family Services Coordinators	Parents	Parents will obtain knowledge and skills needed to prevent abuse and neglect.	Family Services Coordinator	April 2024	\$ 0
45 CFR 1304.52(k)(3)(ii) Preparation for parents to exercise their rights and responsibilities concerning the education of their children in the school setting	Family Services & Education Coordinators	Staff & Parents	Parents will obtain knowledge of their rights and responsibilities concerning the education of their children in the school setting. Parents will develop skills in exercising their rights as parents in the school setting.	Family Services Coordinator & Education Team	March-May 2024 & On- going	\$ 0
45 CFR 1310.21(a) If the agency provides transportation, training that includes vehicle and pedestrian safety		Families	Parents and children will demonstrate knowledge and skill in vehicular safety methods and pedestrian safety methods.	All staff	Aug./Sept. 2024 & as needed	\$ 0
45 CFR 1304.23 Family assistance with nutrition		Parents	Families will receive information on resources to assist with nutrition needs.	Nutrition Assistant	Oct. 2024	\$ 0

<p>45 CFR 1304.40(e)(3) Opportunities to enhance parenting skills, knowledge and understanding of the educational and developmental needs and activities of their children</p> <p>45 CFR 1304.24(a) Parent education of mental health issues</p> <p>Head Start Act Section 648(a)(3)(B)(x) Meet the unique needs of homeless children, children with limited English proficiency (LEP), and children with disabilities, as appropriate</p> <p>45 CFR 1304.52(k)(3)(i) Orientation for parents on the need to prevent abuse and neglect and provide protection for abused or neglected children.</p> <p>HS Act Sec 624(d)(3); sec 648(a)(3)(B)(xiii); CFR 1301.5 Training for Governing body, Policy Council, Policy Committee to ensure that members can fulfill their functions.</p> <p>HS ACT Sec 648(a)(3)(B)(ii) T/TA to support the provision of family literacy services.</p>	Nutrition Assistant		Families will receive instruction on proper nutrition and meal planning.	Education Team	Feb. 2024	
	Education Team	Parents	Parents will obtain knowledge in proper methods of parenting; develop an understanding of their child's educational and developmental needs; and develop skill in selecting appropriate educational and developmental activities for their children.		Nov. 2024	\$ 0
	Life Management	Teaching staff, Care givers, home visitor, & Family Service Advocates	Parents will obtain knowledge of mental health issues in children, including characteristics/signs to watch for.	Family Services Coordinator	On-going	\$ 0
	NWFS College & ECLKC Webinars	Parents	The Program will provide appropriate experiences and improve quality of services provided for children who are homeless, have LEP, and children with disabilities.	Education & Family Services Coordinators	Aug. 2024	\$0
			Cases of child abuse and/or neglect will be identified and reported	Education & Family Services Coordinators	April 2024	\$0
	Family Services & Center Coordinators	Parents		Head Start/ Early Head Start Director	Feb. 2024	\$0
	OHS Training	Board of Directors & P.C. members	Governing Body and Policy Council group members will have information to develop knowledge and skills needed to make informed decisions and to understand their roles to effectively oversee and be able to participate in the program.			
	NWFS College	Families	Effective provision of family literacy services.	Head Start/ Early Head Start Director/ Family	Sept. 2024 & On-going	\$0

				Services Coordinator		
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Part 3: Required State and local Training

Required Training (including size & scope)	T/TA Resource	Target Audience	Expected Outcomes	Responsible Manager	Timeline	Estimated Cost
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<i>List of Required trainings from state regulations</i>						
Basic school bus driver training based on 6A-3.0141(4) (b)	T.C.C.C. Coordinated Transportation	Bus Drivers	Bus driver will be fully knowledgeable about state school bus driver transportation requirements. Bus driver will be able to operate a vehicle in accordance with state requirements	Head Start/ Early Head Start Director	Aug. 2024	\$ 0
Driver's responsibilities for transporting students 6A-3.0141(9)(b)	T.C.C.C. Coordinated Transportation	Bus Drivers	Driver will be knowledgeable of responsibilities for transporting students	Head Start/ Early Head Start Director	Aug. 20234	\$ 0
Introductory Child Care Training Chapter 65C-22(2)(a-c)	NWFS/Chipola College, Early Education Care, Child Care Services or on-line	All new staff	Teaching staff will demonstrate competency in providing quality care for children	Education Team	Must be signed up for classes within first 90 days of employment	HS cost \$583 EHS cost \$272 Required by the State of Florida
Director Credential Chapter 65C-22 (7)(a)	NWFS/Chipola College	New Center Coordinator	Center managers/directors will obtain competencies for managing a center	Education Team	Next available semester	If new center coordinator is hired

Totals – **HS \$15,950** EHS \$16,406

Training is subject to change whether in-person or virtual. There are still some of uncertainties.