



## Pre-Service/In-Service Training Requirements

**All Bus Drivers and Bus Aides:** (unless otherwise noted) are required to complete training on the following topics. It is the responsibility of the staff person to keep this training record up-to-date in his/her personnel file. As each topic is completed, staff will date and initial. Afterwards, his/her supervisor will review the record and initial to certify correctness.

Name of Staff: \_\_\_\_\_

Topic	Date Completed	Staff Initial	Supervisor Initial
CDL classes and yearly refresher course (required for bus driver only)			
First Aid and CPR Certification (required for bus driver only, but at least one aid on each bus should be certified)			
Emergency evacuation procedures			
Child boarding and exiting procedures			
Developing safe bus routes (bus driver only)			
Use of child restraint systems - proper installation and securing of children			
Child pick-up and release procedures			
Daily Health Checklist and Short Term Exclusion Policy			
IMSHSP Bus Ride Policy and Procedure			
Transportation Safety Education Curriculum			
Required paperwork			

**All Cooks and Assistant Cooks:** (unless otherwise noted) are required to complete training on the following topics. It is the responsibility of the staff person to keep this training record up-to-date in his/her personnel file. As each topic is completed, staff will date and initial. Afterwards, his/her supervisor will review the record and initial to certify correctness.

Name of Staff: \_\_\_\_\_

Topic	Date Completed	Staff Initial	Supervisor Initial
Food Sanitation License (required for cooks only)			
Principles of good child nutrition			
CACFP recordkeeping requirements			
Food purchasing, preparation and storage			
Appropriate menu substitutions			
Kitchen sanitation and cleaning, hand washing procedures for food handlers			
Child pick-up and release procedures			
Daily Health Checklist and Short Term Exclusion Policy			
IMSHSP Bus Ride Policy and Procedure			
Required paperwork			



## Pre-Service/In-Service Training Requirements

**All Education Staff:** (unless otherwise noted) are required to complete training on the following topics. It is the responsibility of the staff person to keep this training record up-to-date in his/her personnel file. As each topic is completed, staff will date and initial. Afterwards, his/her supervisor will review the record and initial to certify correctness.

Name of Staff: \_\_\_\_\_

Topic	Date Completed	Staff Initial	Supervisor Initial
Creative Curriculum			
Anti-Bias Curriculum			
Classroom management & Child Guidance			
Child Observation & Assessment			
Galileo Assessment			
Basic computer training (if entering data or using web planning)			
Child growth & development (including language stimulation & early literacy)			
Developmentally appropriate practices			
Second Language Acquisition			
Head Start Child Outcomes Framework			
Self Monitor			
Daily Health Checklist			
Administration of Medication Procedure (including how to recognize signs of medication side-effects)			
Playground, Pedestrian and Transportation Safety			
Child pick-up and release procedures			
Integration of health and nutrition in the classroom (hand washing, tooth brushing, preparation of children for screenings and exams, cooking activities)			
IMSHSP Center Meal Service Policy and Procedure			
Diapering Procedures (Infant/Toddler staff, other staff as needed)			
Daily Sanitation Guide (Infant/Toddler staff)			
I/T Feeding Procedures (Infant/Toddler staff)			
Role of the RN - I/T classroom observation (Infant/Toddler staff)			
Supervision (Education Coordinators only)			
Mentoring staff (Education Coordinators only)			
Other IMSHSP policies & procedures as applicable			
Adult learning training (Education Coordinators only)			
PIR - Education section (Education Coordinators only)			
Transportation safety Ed. Curriculum (PK staff & Ed Coordinators)			
Family Literacy			



## Pre-Service/In-Service Training Requirements

**Family Services Coordinators:** are required to complete training on the following topics. It is the responsibility of the staff person to keep this training record up-to-date in his/her personnel file. As each topic is completed, staff will date and initial. Afterwards, his/her supervisor will review the record and initial to certify correctness.

Name of Staff: \_\_\_\_\_

Topic	Date Completed	Staff Initial	Supervisor Initial
Cultural competence			
Home visits and interviewing techniques (how to talk to clients, elicit information, establish trust, be respectful and helpful, empathize, maintain optimal professional distance)			
Case management - how to help clients set and realize goals that will improve their lives - The Family Partnership Agreement			
Social service assistance in the community			
Crisis intervention			
Overview of social problems: domestic abuse, alcoholism, child abuse and neglect, drug abuse			
ERSEA			
Family Literacy (with DSC and EC)			
Program Governance - Appendix A, Policy Committee, Policy Council			
Parent Committee			
Parent Education			
IMSHSP policies and procedures, re: parent involvement, social services, etc.			
PIR and Monitoring			

**Health Services Coordinators:** are required to complete training on the following topics. It is the responsibility of the staff person to keep this training record up-to-date in his/her personnel file. As each topic is completed, staff will date and initial. Afterwards, his/her supervisor will review the record and initial to certify correctness.

Name of Staff: \_\_\_\_\_

Topic	Date Completed	Staff Initial	Supervisor Initial
First Aid and CPR Certification			
Food Sanitation License			
Schedule of well child care, childhood diseases and conditions, medical terminology			
Cultural competence - understanding the families' culture and how it relates to service provision			
Interviewing techniques (and working with a translator if not bilingual)			
Efficient and effective tracking and documentation of child health services			
Health Services in the community - identifying, contracting and working with, using Head Start funds as the last resort, organizing a HSAC, helping families identify a medical home, etc.			



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**Health Services Coordinators:** are required to complete training on the following topics. It is the responsibility of the staff person to keep this training record up-to-date in his/her personnel file. As each topic is completed, staff will date and initial. Afterwards, his/her supervisor will review the record and initial to certify correctness.

Name of Staff: \_\_\_\_\_

Topic	Date Completed	Staff Initial	Supervisor Initial
Medicaid eligibility criteria			
Case Management			
Transition and continuity of services			
Relevant laws and regulations (e.g., HIPPA, OSHA, CACFP, health department, fire codes, transportation, licensing)			
Principles of good child nutrition			
Self monitoring, supervision, monitoring and training others			
Transportation Safety Education Curriculum (with Pre-K teachers and Education Coordinator. Will then train bus staff at center.)			
IMSHSP policies and procedures, re: health safety, transportation, nutrition, etc.			
PIR			

**Disabilities Services Coordinators:** are required to complete training on the following topics. It is the responsibility of the staff person to keep this training record up-to-date in his/her personnel file. As each topic is completed, staff will date and initial. Afterwards, his/her supervisor will review the record and initial to certify correctness.

Name of Staff: \_\_\_\_\_

Topic	Date Completed	Staff Initial	Supervisor Initial
Basic knowledge of the laws protecting people with disabilities: IDEA, ADA, Section 504 of the Rehabilitation Act and 1308 Head Start Performance Standards			
From screening to referrals, including Denver & ASQ-SE			
How to read and understand an IEP and IFSP			
Inclusion and the right to Natural Environments and Least Restrictive Environment			
Basic knowledge on accommodations and adaptations			
The importance of collaboration and basic principles on how to work with parents, staff, professionals and agencies (LEA & CFC)			
Family Literacy (with Education Coordinators & FSC's)			
PIR and Monitoring			
IMSHSP policies and procedures, re: inclusion, interagency agreements, etc.			



## Pre-Service/In-Service Training Requirements

**Mental Health Services Coordinators:** are required to complete training on the following topics. It is the responsibility of the staff person to keep this training record up-to-date in his/per personnel file. As each topic is completed, staff will date and initial. Afterwards, his/her supervisor will review the record and initial to certify correctness.

Name of Staff: \_\_\_\_\_

Topic	Date Completed	Staff Initial	Supervisor Initial
History & Prevention of Child-Abuse; working with abusive families.			
Working with families with substance abuse or domestic violence issues			
Child Psychology			
Psychology of exceptional children			
Intervention with children & adults			
Cognitive process			
PIR and Monitoring			
IMSHSP policies and procedures			
Developmental Screenings, including Denver & ASQ-SE			

**Fiscal Coordinators:** are required to complete training on the following topics. It is the responsibility of the staff person to keep this training record up-to-date in his/her personnel file. As each topic is completed, staff will date and initial. Afterwards, his/her supervisor will review the record and initial to certify correctness.

Name of Staff: \_\_\_\_\_

Topic	Date Completed	Staff Initial	Supervisor Initial
<b>FEDERAL REGULATIONS:</b>			
OMB Circular A-122 - Cost Principles for Non-Profit Organizations			
OMB Circular A-133 - Audits of States, Local Governments, and Non-Profit Organizations; AND Compliance Supplement to A-133			
45CFR Part 74 - DHHS Uniform Administrative Requirements for Non-profit Organizations			
45CFR Part 1301 - Head Start grants administration			
45CFR Part 1303 - Appeal Procedures for Head Start Grantees and Current or Prospective Delegate Agencies			
ACYF-PI-HS-01-01:Applicability of the Fair Labor Standards Act to Head Start grantees			
ACYF-IM-HS-03-06: Final Rule for the Purchase, Major Renovation and Construction of Head Start Centers			
ACYF-IM-HS-01-13: Budgeting for Partnerships between Child Care and Head Start			
ACYF-IM-HS-01-06: Financial Management Issues in Head Start			
ACYF-IM-HS-95-27: Reimbursement and Cost Allocation			
ACYF-IM-HS-95-04: The Davis-Bacon Act and Head Start Programs			
Other ACYF Information Memorandums as may apply to individual programs			
<b>OTHER:</b>			
All IMSHSP Fiscal Procedures			
Financial Reporting requirements			
Grant Application Budget Instrument (GABI) - the automated Head Start grant application program			