



Training requirements for all those working in WestCOP Early Childhood programs

Westchester Community Opportunity program (WestCOP) is committed to providing high quality care and education to all program children. Part of providing that care is making sure that all staff are well-trained. All staff in WestCOP early childhood programs follow:

1. Office of Children and Family Services (OCFS) licensing requirements, and
2. Head Start Performance Standards

Below is an explanation of each of the two standards:



Requirements from NYS Office of Children and Family Services (OCFS)

In child care centers, each staff person must complete a minimum of thirty (30) hours of training every two years. Fifteen (15) hours of training must be during your first six months of employment by the program.

The 30 hours of training must address the following topics:

- (1) principles of childhood development, focusing on the developmental stages of the age groups for which the program provides care:
- (2) nutrition and health needs of infants and children:

- (3) child day care program development:
- (4) safety and security procedures:
- (5) business record maintenance and management:
- (6) child abuse and maltreatment identification and prevention:
- (7) statutes and regulations pertaining to child day care:
- (8) statutes and regulations pertaining to child abuse and maltreatment:
- (9) education and information on the identification, diagnosis and prevention of shaken baby syndrome.

Requirements from the Head Start Program Performance Standards

The Head Start Act requires:

Staff Qualifications and Development – Section 648A [42 U.S.C. 9843a]

(a)(5) Teacher In-Service Requirement - Each Head Start teacher shall attend not less than 15 clock hours of professional development per year. Such professional development shall be high-quality, sustained, intensive, and classroom-focused in order to have a positive and lasting impact on classroom instruction and the teacher's performance in the classroom, and regularly evaluated by the program for effectiveness.

(f) Professional Development Plans – Each Head Start agency and program shall create, in consultation with an employee, a professional development plan for all full-time Head Start employees who provide direct services to children and shall ensure that such plans are regularly evaluated for their impact on teacher and staff effectiveness.

Definitions – Section 637 [42 U.S.C. 9843]

(21) Professional development means high quality activities that will improve the knowledge and skills of teachers and staff, as relevant to their roles and functions, in program administration and the provisions of services and instruction, as appropriate, in a manner that improves service delivery to enrolled children and families, including activities that –

- A. Are part of a sustained effort to improve overall program quality and outcomes for enrolled children and families;
- B. Are developed or selected with extensive participation of administration and teachers from HS programs;
- C. Are developmentally appropriate for the children being served;
- D. Include instruction in ways that HS teachers and staff may work more effectively with parents, as appropriate;

- E. Are designed to give HS teachers and staff the knowledge and skills to provide instruction and appropriate support services to children of diverse backgrounds, as appropriate;
- F. May include a 1-day or short-term workshop or conference, if the workshop or conferences is consistent in the professional development plan described in section 648A(f) [below] and will be delivered by an institution of higher education or other entity, with expertise in delivering training in early childhood development, training in family support, and other assistance designed to improve the delivery of HS services; and
- G. In the case of teachers, assist teachers with –
 - i. the acquisition of the content knowledge and teaching strategies to provide effective instruction and other school readiness services regarding [the domains];
 - ii. meeting the requirements in paragraphs (1) and (2) of section 648A(a), as appropriate;
 - iii. improving classroom management skills, as appropriate;
 - iv. advancing the understanding of effective instructional strategies that are – (I) based on scientifically valid research; and (II) aligned with – (aa) the Head Start Child Outcomes Framework ... and, as appropriate, State Early Learning standards; and (bb) curricula, ongoing assessment, and other instruction and services, designed to help meet the standards described in section 641A(a)(1);
 - v. acquiring the knowledge and skills to provide instruction and appropriate language and support services to increase the English language skills of limited English proficient children, as appropriate; or methods of teaching children with disabilities, as appropriate.



Evidence-based professional development supports focus on enhancing the knowledge, skills and competencies of program staff. Ongoing professional development supports are comprised of many different approaches and include coaching, mentoring, and reflective supervision, among others.



Head Start and Early Head Start programs must implement a research-based coaching strategy for education staff. The strategy includes opportunities for staff to be observed and receive feedback and modeling of effective teacher and home visiting practices that lead to positive outcomes for children.

Chart for Guidance in fulfilling Training Requirements: applicable to all staff working in WestCOP programs □□

	Training	Who requires?	Who must take it?	Time period to take it?	Where to obtain?	Notes
1	30 hours of OCFS approved Training every 2 years, covering all 9 OCFS topic areas	OCFS and WestCOP	All WestCOP staff, supervisory staff, and volunteers working with children	OCFS says: 2 years <i>however</i> 15 hours must be obtained during first 6 months of employment	WestCOP and/or the program(s) in which one works, or https://www.ecetp.pdp.albany.edu/distance.aspx , or https://www.ecetp.pdp.albany.edu/elearn_catalog.shtm , or Local Child Care Resource and Referral agency (example: Child Care Council of Westchester)	Suggestion: Use training tracking form to track hours
2	5 hr “Foundations in Health and safety” (free, online course available in English and Spanish)	OCFS and WestCOP	All professionals working in WestCOP programs (Teachers, Assistants, Supervisors, Disability & Mental Health Specialists, Cooks, Drivers...)	WestCOP says: within 5 days of hire	https://www.ecetp.pdp.albany.edu/index.asp	These 5 hours count toward “30 hours every 2 years requirements”, as do all other OCFS approved trainings.

3	Children Abuse/Neglect & Mandated Reporter Training	OCFS and WestCOP HS Performance Standards	All WestCOP staff, supervisory staff, and volunteers working directly and regularly with children	WestCOP says: within 5 days of hire	The program in which one works, or https://www.ecetp.pdp.albany.edu/elearn_catalog.shtm (scroll to bottom of page to see link for Mandated Reporter training. Takes you to this page: https://www.nysmandatedreporter.org/)	The online course through ecetp listed in box to the left gives credit following 3 OCFS topic areas: (5), (6), and (8)
4	Child supervision	WestCOP HS Performance Standards	All WestCOP staff, supervisory staff, and volunteers working directly and regularly with children	WestCOP says: within 1 month of hire	The program in which one works, or https://www.ecetp.pdp.albany.edu/elearn_catalog.shtm (scroll half-way down the page)	The online course through ecetp listed in box to the left gives credit in the following OCFS topic area: (4)
5	The prevention and control of infectious diseases	WestCOP HS Performance Standards	All WestCOP staff, supervisory staff, and volunteers working directly and regularly with children	Ongoing	Program's Nurse or Health Specialist, or 5 hour Foundations in Health and safety covers this topic. See row 2 above	
	Training	Who requires?	Who must take it?	Time period to take it?	Where to obtain?	Notes
6	Prevention of sudden infant death syndrome and use of safe sleeping practices	WestCOP HS Performance Standards	All WestCOP staff, supervisory staff, and volunteers working directly and regularly with children	Ongoing	5 hour Foundations in Health and safety covers this training content, or https://www.ecetp.pdp.albany.edu/elearn_catalog.shtm (scroll almost to end of the page for 1 hr course)	
7	Prevention and response to emergencies due to food and allergic reactions	WestCOP HS Performance Standards	All WestCOP staff, supervisory staff, and volunteers working directly and regularly with children	Ongoing	Program's Nurse or Health Specialist, or 5 hour Foundations in Health and safety covers this training content. See row 2 above.	
8	Building and physical premises safety, including identification of and protection from hazards,	WestCOP HS Performance Standards	All WestCOP staff, supervisory staff, and volunteers working directly and regularly with children	Ongoing	5 hour Foundations in Health and safety covers this training content. See row 2 above.	

	bodies of water, vehicular traffic					
9	Prevention of shaken baby syndrome, abusive head trauma	OCFS and WestCOP HS Performance Standards	All WestCOP staff, supervisory staff, and volunteers working directly and regularly with children	Ongoing	5 hour Foundations in Health and safety covers this training content and covers this OCFS training topic, topic #9. See row 2 above, or https://www.ecetp.pdp.albany.edu/elearn_catalog.shtm (scroll almost to end of the page for 1 hr course)	
10	Emergency preparedness and response planning for emergencies	WestCOP HS Performance Standards	All WestCOP staff, supervisory staff, and volunteers working directly and regularly with children	Ongoing	5 hour Foundations in Health and safety covers this training content. See row 2 above.	
11	Handling and storage of hazardous materials and the appropriate disposal of bio-contaminants	WestCOP HS Performance Standards	All WestCOP staff, supervisory staff, and volunteers working directly and regularly with children	Ongoing	5 hour Foundations in Health and safety covers this training content. See row 2 above.	
	Training	Who requires?	Who must take it?	Time period to take it?	Where to obtain?	Notes, if applicable
12	Appropriate precautions in transporting children, if applicable	WestCOP HS Performance Standards	All WestCOP staff, supervisory staff, and volunteers working directly and regularly with children	Ongoing	5 hour Foundations in Health and safety covers this training content. See row 2 above.	
13	CACFP	CACFP	All WestCOP staff, supervisory staff, and volunteers working directly and regularly with children	1x/year	Given on-site at each program as coordinated by Site Director and Nutrition Coordinator.	
14	First aid and cardiopulmonary resuscitation	OCFS and WestCOP HS Performance Standards	All WestCOP staff, supervisory staff, and volunteers working directly	At least every 2 years	Contact WestCOP Health Services Coordinator at ext. 109 to register.	Classes given 1x/month

			and regularly with children			
15	Medication Administration Training (MAT)	WestCOP HS Performance Standards	At discretion of Director/Ed Coord. at each site	See certificate for renewal requirements	If needed, Contact WestCOP Health Services Coordinator at ext. 109 to register.	Classes given 1x/month
16	Bus Driver/Bus Monitor pre-Employment Training	WestCOP HS Performance Standards	All new bus drivers and bus monitors	Prior to employment	Transportation Coordinator	
17	Transportation Safety Refresher Class	NYS DMV	All bus drivers and bus monitors	On-going	Transportation Coordinator and NYS DMV Article 19-A certified Examiner	Classes offered every 6 months

Consult your OCFS Licensor for further guidance as needed, and with any questions regarding training requirements