



# **TRAINING PORTFOLIO**

## **WEB-BASED TRAINING**

join us for our online early  
childhood training sessions  
and work at your own pace,  
at the location you choose,  
any time of day.

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**Western Kentucky University**

**Family Child Care Network**

[www.wku.edu/fccn](http://www.wku.edu/fccn)

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## *A short letter from the WKU Family Child Care Network:*

The staff from the **FCCN at WKU** are excited to offer a variety of training sessions using an online learning management system. Online venues allow individuals to sign up for training that not only meets their technology needs, but also allows them to do the work from their program or home without having to travel. Because online training is not tightly scheduled, you can also complete the training at a time most convenient for you!

Training courses have a prerecorded training which may also include multiple sources of information and activities. Online classes run monthly, and participants have approximately two weeks to complete them, depending on the course. Once the training is successfully completed and ends for the month, ECE TRIS credit is awarded. ECE TRIS credited is awarded within 10 business days of the course end date, not individual completion date. Course end dates are usually the last day of the month.

Once you have chosen a topic that meets your needs, register online at <https://www.wku.edu/fccn/>. Due to the requirements of the Information Technology administrators, registrations must be received no later than 5 working days before each session begin date. Registrations received less than 5 working days before the session will be registered the following month, unless other arrangements have been made.

### IMPORTANT CONSIDERATIONS:

- This is an “individual participation” event. Participants must register individually and must have their own current, valid, and active personal e-mail address to participate.
- Groups of individuals cannot participate using a single e-mail address.
- Delays in accessing the training may occur based upon the speed and reliability of their Internet access. We recommend a high-speed connection to view videos.

If you have already taken one of our training modules, then look through our extensive list to take a new session! Participants are only eligible to complete a specific module one time.

***Although this is online and an independent study, we do not want you to feel alone.***

If you need help, have questions, or just want to say "Hello!" please email our training monitor, Heather Sawyer, at [heather.sawyer@wku.edu](mailto:heather.sawyer@wku.edu). You can also reach her by calling our office at: 270-745-2216.

We at the **WKU FCCN** are excited about the opportunity to offer providers a variety of training in an alternative format, designed to meet the needs of early care and education professionals!

We look forward to seeing you in training!



## Being Prepared for Emergencies

Emergency planning can be overwhelming to think about, but it is one of the most important policies and procedures that a childcare home or center should put in place. This training is meant to help you step through the many parts of the emergency plan and prepare to implement it.

Objectives:

- Identify the appropriate regulations as they relate to the different levels of care.
- Understand the requirements of their emergency plan and how to appropriately plan ahead.
- Identify appropriate community resources and how to access them.
- Review appropriate update procedures and how to communicate changes to DRCC and families that you serve.

Presented by: Katie Martin, WKU FCCN Family Child Care Specialist

Audience: Directors/Admin, FCCN Providers, Registered Providers

Age Groups: Infant Toddler, Preschool, School Age, Family Child Care

CORE Content: Health, Safety, Nutrition

CDA Subject Area: Planning a safe, healthy learning environment

Training Level: 1

ECE TRIS Credit Hours: 1

Cost: \$5.00

## Curriculum-based Assessment

Curriculum-based assessment is a process of gathering information about a child from a variety of sources, reviewing the information, and then using the information to plan educational activities for an individual child or a group of children. This allows the activities to be at a level the child(ren) can understand and is(are) able to learn from.

Assessment is a critical part of a high-quality, early childhood program. By using the assessment process in an ongoing format and assessing development stages, we can observe and track each child to get information about what he or she knows and what he or she can do. This helps us meet the needs of all children in our curriculum and lesson planning.

Objectives:

- Participants will learn the difference between screening and assessment.
- Participants will learn the purpose of assessment.
- Participants will learn what assessment measures.
- Participants will learn how to implement some informal methods of assessment.
- Participants will learn why assessment is a cycle and not an event.

Presented by: Tracy Sizemore, WKU FCCN Family Child Care Specialist

Audience: All Staff, Directors/Admin, FCCN Providers, Registered Providers

Age Groups: Infant Toddler, Preschool, School Age, Family Child Care

CORE Content: Child Assessment

CDA Subject Area: Observing and recording children's behavior

Training Level: 2

ECE TRIS Credit Hours: 1

Cost: \$5.00

## Developmental Screening

Developmental screening is the first step in understanding where each child is in all developmental domains. Participants will explore the screening process and better understand the importance of screening in Early Childhood settings. They will also examine the follow up and referral process, and the way the child's results impact those steps.

Objectives:

- Participants will be able to identify what screening is.
- Participants will understand the purpose of screening and why the results are important.
- Participants will learn what developmental domains are covered in the screening process.
- Participants will be able to identify what results they may see, and the steps to take according to the child's result.
- Participants will learn how to cultivate conversation and trust with families when discussing screening results and next steps.
- Participants will explore examples of screenings tools and general screening processes.

Presented by: Katie Martin, WKU FCCN Family Child Care Specialist

Audience: All Staff

Age Groups: Infant/Toddler, Preschool, School Agee

CORE Content: Child Assessment

CDA Subject Area: Observing and Recording Children's Behavior

Training Level: 2

ECE TRIS Credit Hours: 1

Cost: \$5.00

## Early Childhood Environments: Learning through Routines and Rituals

Daily routines and rituals are inevitable in the early childhood classroom! How they are planned and incorporated can make a world of difference! It is first important to realize the difference between routines and rituals and to make the most of that knowledge! Routines can become rituals that turn chaos into comfort! Purposeful planning and consistent implementation can turn those mundane activities into wonderful learning experiences! This training focuses on making the most out of routines and rituals by using age-appropriate materials, activities, and interactions.

Objectives:

- Participants will be able to define and differentiate routines and rituals.
- Participants will be able to list ways to make transitions flow more easily.
- Participants will be able to describe how planning learning experiences can and should include routines.
- Participants will be able to determine two daily routines that can be turned into learning experiences or rituals and list 3 things that can be done to make them happen.

Presented by: Tracy Sizemore, WKU FCCN Family Child Care Specialist

Audience: All Staff, Directors/Admin, FCCN Providers, Registered Providers

Age Groups: Family Child Care

CORE Content: Learning Environment and Curriculum

CDA Subject Area: Principles of child development and learning

Training Level: 2

ECE TRIS Credit Hours: 2

Cost: \$10.00

## Evaluating Your Services

What does quality childcare look like and how can we achieve it? In this training, providers will explore different ways to show how their program meets quality standards and provides you with resources to become quality. This training touches on Family Child Care specific resources.

Objectives:

- Participants will be able to explore what it means to provide “Quality Child Care”.
- Participants will be able to explore program evaluation tools and resources.
- Participants will be able to practice a program evaluation on your own program.
- Participants will be able to identify ways to gather feedback from your families.

Presented by: Ashley Ware, WKU FCCN Family Child Care Specialist

Audience: FCCN Providers

Age Groups: Family Child Care

CORE Content: Program Management and Evaluation

CDA Subject Area: Strategies to manage an effective program operation

Training Level: 1

ECE TRIS Credit Hours: 1

Cost: \$5.00

## Family Engagement

This training will provide a deeper understanding of family engagement and why it is essential to Family Child Care Homes. Participants will be able to identify ways to enhance family engagement within their program.

Objectives:

- Participants will be able to define Family Engagement.
- Participants will be able to identify practices that support quality family engagement.
- Participants will be able to identify information to inform inclusive family engagement practices.
- Participants will be able to learn and apply strategies to increase Family Engagement within your program.

Presented by: Kaity Kellett, WKU FCCN Family Child Care Specialist

Audience: FCCN Providers

Age Groups: Infant Toddler, Preschool, School Age, Family Child Care

CORE Content: Family and Community Partnerships

CDA Subject Area: Strategies to establish productive relationships with families

Training Level: 1

ECE TRIS Credit Hours: 1

Cost: \$5.00

## Health, Safety, Nutrition

Come either refresh your memory or learn new information on how to provide a healthy and safe childcare environment. This training will review regulations regarding meals, bottles, safe sleep, immunizations, and hygiene practices for infants through school age children.

Objectives:

- Participants will be able to identify recommended practices for ensuring infants and toddlers are safe and healthy.
- Participants will be able to explore expectations for children's health (medical, dental, and nutrition).
- Participants will be able to review resources related to health, safety, and nutrition for infants, toddlers, and preschool aged children.

Presented by: Ashley Ware, WKU FCCN Family Child Care Specialist

Audience: All Staff, Directors/Admin, FCCN Providers, New Staff

Age Groups: Infant Toddler, Preschool, School Age, Family Child Care

CORE Content: Health, safety, and nutrition

CDA Subject Area: Planning a safe, healthy learning environment

Training Level: 1

ECE TRIS Credit Hours: 2

Cost: \$10.00

## Infant and Toddler Development

Throughout this training, we take a step into Child Development Theories that can help children grow and develop from young ages. We look at different theories of child development, explore the child developmental milestones for children ages 0-36 months, and discuss how to find resources to best answer parent questions about child development.

Objectives:

- Participants will examine a variety of child developmental theories.
- Participants will explore the milestones of development specifically for children ages 0 to 36 months.
- Participants will examine various influences that impact development and understand how to research parent questions.

Presented by: Ashley Ware, WKU FCCN Family Child Care Specialist

Audience: All Staff, FCCN Providers

Age Groups: Infant Toddler

CORE Content: Child Growth and Development

CDA Subject Area: Principles of child development and learning

Training Level: 1

ECE TRIS Credit Hours: 1.5

Cost: \$7.50

## Introduction to Screening and Assessment

This training meets the All STARS requirements and provides participants with an introduction to Screening and Assessment. Participants will review handouts (specific sections of the KY Continuous Assessment Guide), view video clips, review power points and pass an exit assessment with a minimum 75% passing rate.

Presented by: Dr. Amy Hood, WKU FCCN Director

Audience: All Staff

Age Groups: Infant Toddler, Preschool, School Age

CORE Content: Child Assessment

CDA Subject Area: Observing and recording children's behavior.

Training Level: 1

ECE TRIS Credit Hours: 1

Cost: \$5.00

## Let's Get Appy

This training provides opportunities for Child Care Admin to learn more about different apps and web-based programs that would benefit their child care program. We review the basics of web browsers and move on to different childcare apps and how to incorporate them to your classroom, business, or family engagement activities.

Objectives:

- Participants will explore using the internet and different phone apps to gather information and resources for families.
- Participants will explore and identify quality websites and apps.
- Participants will gather and share resources that can be used in "real life" and are valuable to the families you serve.
- Participants will become aware of online networking resources. Learn how to involve families through Internet/App Communication.

Presented by: Ashley Ware, WKU FCCN Family Child Care Specialist

Audience: All Staff, FCCN Providers

Age Groups: Family Child Care

CORE Content: Program Management and Evaluation

CDA Subject Area: Strategies to manage an effective program operation

Training Level: 1

ECE TRIS Credit Hours: 1

Cost: \$5.00

## Preventing Burnout

Have you ever felt like you are just ready to burst? You might have felt the effects of burnout. Come learn more about burnout and how to prevent it while working with children in your home or classroom.

Objectives:

- Participants will be able to identify common signs of “Burnout”.
- Participants will be able to learn to use strategies to prevent “Burnout” and relieve stress.

Presented by: Ashley Ware, WKU FCCN Family Child Care Specialist

Audience: All Staff, FCCN Providers

Age Groups: Infant Toddler, Preschool, School Age, Family Child Care

CORE Content: Professional Development/Professionalism

CDA Subject Area: Maintaining a commitment to professionalism

Training Level: 1

ECE TRIS Credit Hours: 1

Cost: \$5.00

## Recognizing and Reporting Child Abuse & Neglect/Safe Sleep Practices & SIDS

Participants will learn about the different types of abuse & neglect, the different signs of abuse & neglect and how to report suspected abuse or neglect. Those who take the training will study images of safe sleeping practices and learn about the steps to take to achieve a safe sleep space for young children. Participants will learn about SIDS and SIDS prevention.

Objectives:

- Participants will identify the different types of abuse and neglect.
- Participants will identify the signs of child abuse and neglect.
- Participants will learn about the different ways to report suspected abuse and neglect.
- Participants will learn about SIDS and the steps to take to prevent SIDS.
- Participants will observe safe sleep images and the steps to take to achieve a safe sleep environment.

Presented by: Caitlin Riggs, WKU FCCN Family Child Care Specialist

Audience: All Staff, Directors/Admin, FCCN Providers, Registered Providers

Age Groups: Infant Toddler, Preschool, School Age, Family Child Care

CORE Content: Health, Safety, Nutrition

CDA Subject Area: Planning a safe, healthy learning environment

Training Level: 1

ECE TRIS Credit Hours: 1

Cost: \$5.00

## Science in the Early Childhood Classroom

How often do you think about science? If you are like the vast majority of the population, you don't think about it often. Which is shocking because science is happening all around us every single day. The same goes for infants and toddlers! Even young children are learning science every day just from things that we would not typically think is "science". Come explore with us and see what we can find about Science in an Early Learning Environment.

Objectives:

- Participants will examine a variety of learning activities.
- Participants will have a working understanding of school readiness in an Early Learning Environment.
- Participants will identify developmental milestones across the developmental continuum as they relate to the topic of each event.

Presented by: Ashley Ware, WKU FCCN Family Child Care Specialist

Audience: All Staff, FCCN Providers

Age Groups: Infant Toddler, Family Child Care

CORE Content: Learning Environment and Curriculum

CDA Subject Area: Steps to advance children's physical and intellectual development

Training Level: 1

ECE TRIS Credit Hours: 1

Cost: \$5.00

## Social Studies in the Early Childhood Classroom

How can infants and toddlers learn more about social studies? By incorporating easy activities into their daily care routine. Come explore with us the definition of Social Studies, what it looks like for infants and toddlers, and how to incorporate it into your early care environment.

Objectives:

- Participants will examine a variety of learning activities.
- Participants will have a working understanding of school readiness.
- Participants will identify developmental milestones across the developmental continuum as they relate to the topic of each event.

Presented by: Ashley Ware, WKU FCCN Family Child Care Specialist

Audience: All Staff, FCCN Providers

Age Groups: Infant Toddler, Family Child Care

CORE Content: Learning Environment and Curriculum

CDA Subject Area: Steps to advance children's physical and intellectual development

Training Level: 1

ECE TRIS Credit Hours: 1

Cost: \$5.00

## The Stressed Child

This training will offer insight into the common sources of stress for children. Participants will learn about the signs to look for to detect stress in children. Participants will then learn about the stress management techniques that benefit children under stress. This training will describe the hazards of unmanaged stress in children.

Objectives:

- Participants will have a working understanding of the different types of stress that can effect children.
- Participants will be able to identify Sources of Stress for children.
- Participants will be able to identify signs of stress in children.
- Participants will have a working understanding of the harmful effects of stress on children.
- Participants will learn stress management techniques to assist children in managing their stress.

Presented by: Caitlin Riggs, WKU FCCN Family Child Care Specialist

Audience: All Staff, FCCN Providers

Age Groups: Infant Toddler, Preschool, School Age, Family Child Care

CORE Content: Child Growth and Development

CDA Subject Area: Positive ways to support children's social and emotional development

Training Level: 1

ECE TRIS Credit Hours: 1

Cost: \$5.00

## The Value of Play

Play is an essential part of early childhood that needs to be encouraged through all ages. Play can help build communication, problem-solving skills, and many more developmental gains. Come explore how play is beneficial to young children, how you can play with them, and how to inform others about play.

Objectives:

- **Participants will know the benefits of play and how it impacts children's development.**
- **Participants will know the different types of play.**
- **Participants will be able to list activity and material examples that assist in developing different types of play.**
- Participants will know how adults can foster and participate in play.

Presented by: Ashley Ware, WKU FCCN Family Child Care Specialist

Audience: All Staff, FCCN Providers, New Staff

Age Groups: Infant Toddler, Preschool, Family Child Care

CORE Content: Learning Environment and Curriculum

CDA Subject Area: Steps to advance children's physical and intellectual development

Training Level: 1

ECE TRIS Credit Hours: 1

Cost: \$5.00

## Using Books for Family Engagement: Literacy Bags

Supporting families is an important part of high-quality early learning. “Parents are a child’s first teachers.” It is important for childcare providers and teachers to remember this and build respectful partnerships with families. Family engagement helps do just that! One effective way to engage families is through Family Literacy Bags.

This training will demonstrate how use books, activities, games, puppets, and other materials in Family Literacy Bags that are sent home with families to use at home. This is an exciting way to involve families in building children’s literacy skills.

### Objectives:

- Participants will be able to define family engagement.
- Participants will be able to describe aspects of a strong teacher/family relationship.
- Participants will be able to explain the process of creating and using Family Literacy Bags.
- Participants will be able to create a literacy bag to send home with a child in the classroom.
- Participants will be able to summarize the experience and how it was executed.

Presented by: Tracy Sizemore, WKU FCCN Family Child Care Specialist

Audience: All Staff, FCCN Providers

Age Groups: Infant Toddler, Preschool, School Age, Family Child Care

CORE Content: Child Growth and Development, Family and Community Partnerships

CDA Subject Area: Strategies to establish productive relationships with families

Training Level: 2

ECE TRIS Credit Hours: 2

Cost: \$10.00