

**Yolo County Office of Education
Head Start/Early Head Start**

Policy: Training and Advancement Opportunities

Performance Standard: The Head Start/Early Head Start Program must provide pre-service training and in-service training opportunities to program staff and volunteers to assist them in acquiring the skills they need to fulfill their job responsibilities. Information and training regarding the underlying philosophy and goals of Head Start as well as program options being implemented must also be provided.

Procedures:

1. The program provides an orientation to all new staff, consultants, and volunteers as well as the Policy Council and governing body members, when possible, that includes at a minimum, the goals and underlying philosophy of Head Start and the ways in which they are implemented by the program.
2. The program establishes and implements a structured approach to staff training and development, attaching academic credit whenever possible. Training is designed to help build relationships among staff and to assist staff in acquiring or increasing the knowledge and skills needed to fulfill their job responsibilities.
3. Training provides ongoing opportunities for staff to acquire the knowledge and skills necessary to implement the content of the Performance Standards including:
 - a. 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; and
 - b. Methods for planning for successful child and family transitions to and from the Early Head Start or Head Start program.
4. The training is directed toward improving the ability of staff and volunteers to deliver services required by Head Start regulations and policies.
5. The program provides staff with information and training about the underlying philosophy and goals of Head Start and the program options being implemented.

Related Regulations: 1301.31(a)(4); 1304.52(k); 1304.52(k)(1); 1304.52(k)(2); 1304.52(k)(3); 1304.52(k)(3)(i); 1304.52(k)(3)(ii); 1304.52(k)(4); 1306.23, 1306.23(a), 1306.23(b).

ADOPTED BY POLICY COUNCIL: 6/8/05