CCIP Orientation FY 2015-2016

Conference call: 855-212-0212
Meeting ID/Passcode: 572-212-0212

*6 to Mute or Unmute

For technical assistance, contact Emily Hinsey at: (415) 494-4657 or ehinsey@rrnetwork.org

See the Handouts in the control panel → We will reference the CCIP Policies & Procedures

CALIFORNIA CCIP Child Care Initiative Project

California Child Care Resource & Referral NETWORK

CDE Updates

- **CCIP State Match**
  - Submit local match letters of intent to Gail Brodie at CDE
  - Notify Gail Brodie if no local match can be secured
  - If you have not received a letter with the Quality & State Match Allocation, contact Domenica or Gail immediately

- **Contracts**
  - Ensure that CDE/EESD has the most current contact information on file for your contract(s). This can be done by reviewing CRRP contract information or contacting Gail Brodie.
  - Contracts will be sent out electronically

- **Health and Safety (H&S) Reporting Forms (CD 5004) were due July 20 to CDE**

Child Development Training Consortium (CDTC) Updates

- CDTC Website will be down July 27 - 31
- Professional Development Profile Reports due August 5
- CDTC Webinar July 29, 10:00-11:30am

More information regarding CDTC Reports is available on pages 3 & 6 of the *CCIP Policies & Procedures (P&P)* document.

Contact the Janell Doornenball at the CDTC for questions and technical assistance.

Network CCIP Team: Statewide Support with a Regional Connection

Statewide Support (SF Office)

Domenica Benitez, Provider Services Manager
Rita Edmunds, Training & Events Coordinator
Maggie Hodges, Data Specialist – Welcome!

Northern & Bay Area Regions

Haneefah Shuaibe, Bay Area Regional Coordinator (Training)
Helen Woodlee, Northern Regional Coordinator (Reports/Database), PDQI Co-Chair
Note: Helen will be on leave Sept.1 - Dec. 31, 2015; after that she will work part-time through June 2016
TBA, Temporary/Part-time Northern Regional Coordinator (Reports/Database)

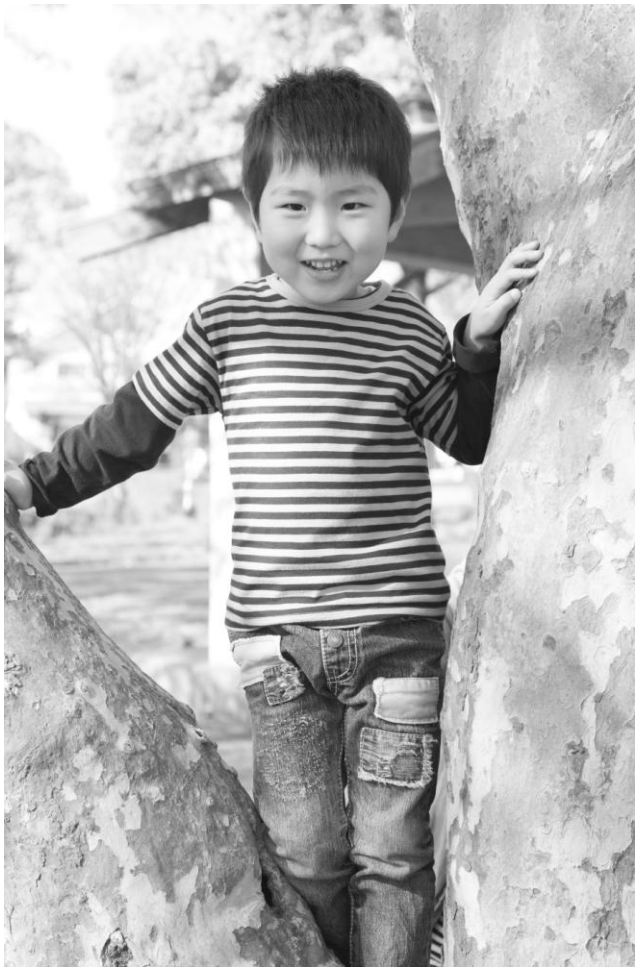
Central Valley & Southern Regions

Disa Lindgren, Southern Regional Coordinator (Training)
Juan Ramirez, Central Valley Regional Coordinator (Reports/Database)

Keep the Network CCIP Staff Contact sheet handy; it's available here: www.rrnetwork.org/ccip_quality

Reporting Due Dates

P&P pgs.2-3



Submissions should be made to the…

Network:

- Project Plan - 8/14/15
  - Project Plan
  - Training Timeline
  - Budget Form
  - Budget Narrative
- Mid-year Report - 1/20/16
  (Formerly Progress Report 1)
- Year-end Report - 7/20/16

State: CDFS Quarterly Fiscal Reports

Child Development Training Consortium (CDTC):
Professional Development Profile data - Quarterly or semi-annually

Heads up!

- **CCIP DATABASE DOWN: July 27 – August 2**
- Network CCIP team members will be in touch with each site to update info for the following CCIP contacts at your local CCR&R:
  - Primary
  - Reporting
  - Database
  - Training
  - Fiscal

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Child Care Initiative Project

Network CCIP Trainings for Trainers

P&P pg.8

- **ECE Shared Resources Webinar** (September 2015)

- **Network/CAPPA Joint Conference 2015** (October 21 – 23, 2015)

  Sessions useful to CCIP staff include:

  - CCIP Hot Topics
  - ECE Professionals and Opportunities for Development
  - Adult Learning – a Trainer's Guide
  - Responding Effectively to Children's Challenging Behaviors (Spanish)
  - Supporting Children with Special Needs
  - ECE Quality Improvement Tools & Resources
  - Maximizing Resources to Support Your team - Local or Remote
  - Child Care Development Fund (CCDF) Block Grant (also called CCDBG)

- **Spring Training: 2-Day Training** (March 2016)

- **Year-end Training Webinar** (June 2016)

Network CCIP Technical Assistance (TA)

P&P pg.9

The Network CCIP Team provides TA to you via:

- Telephone
- E-Mail
- Site Visits
- Cluster Meetings
- ***CCIP E-News*** via MailChimp
- Shared Resources Website (eceresourcesca.org)
- Webinars
  - Quarterly Drop-in TA Webinars – New!
  - Monthly Webinars for New Staff
    - CCIP Overview
    - CCIP Database 101
- Resources
  - Tracking forms
  - Multilingual Resource Catalogs
  - Training Guides & PowerPoint Presentations

CCIP Updates

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CCIP Participant Status

P&P pgs. 10-11

Capacity Building

- **Potential New Recruit**
- **New Recruits**
- **Expansion Recruits**

Quality Improvement

- **Training Participant**
  (formerly Prospective Trainee)
- **Trainee**
- **Advanced Trainee**
  (formerly Returning Trainee)

CCIP participants may be an "R" or a "T"

&

they may be both!

NR NEW RECRUIT

ER EXPANSION RECRUIT

CAPACITY BUILDING

+

QUALITY IMPROVEMENT

TP TRAINING PARTICIPANT

T TRAINEE

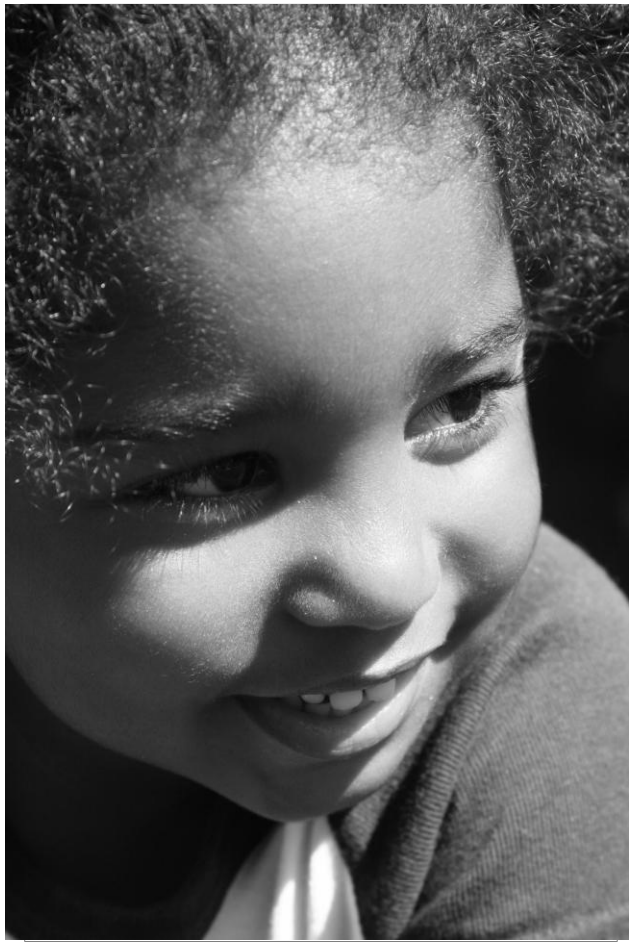
AT ADVANCED TRAINEE

P&P pgs. 10-11

CALIFORNIA CCIP Child Care Initiative Project

Training Modules Outline Revised

P&P pg. 18 (Appendix I)



- An abbreviated CCIP Training Modules Outline is part of the 2015-16 P&P document
- The complete outline is in your handouts for today and will be available on the CCIP page (www.rrnetwork.org/ccip_quality)
- The revised outline should **not** be applied to project work retroactively; it is effective as of July 1, 2015.
- The Network intends to translate/adapt all Module content developed into Spanish.

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Training Modules Outline Revised

P&P pg. 18 (Appendix I)

The CCIP Training Modules Outline has been revised and the CCIP Database will be updated to reflect the changes. Here are the most significant updates:

- **Module 1:**
  - CA Early Learning & Development System moved to Module 4
  - CA Children & Families moved to Module 3
- **Module 2:**
  - Focus changed and renamed *Child Health, Safety & the Learning Environment*
  - Section on Administration moved to Module 1
  - Child Observation and Family Engagement & Support moved to Module 3
  - Reflective Practice moved to Module 4
- **Module 3:**
  - Child Abuse & Neglect moved to Module 2 (under section on Health and Safety)
  - Inclusion of Children with Special Needs was added
  - Some sections were combined
- **Module 4:**
  - A section on Professionalism was added
  - Content for Collaborations and Community Resources was combined
- **Module 5: New!**
  - Infants & Toddlers – continue to use topics from Modules 2 & 3 as new sections are being drafted

Abbreviated for Sharing

CCIP Training Outline

Improving the Quality of Family Child Care in California

Module One: Operating a Strong Family Child Care Business
1.1 Feasibility
1.2 The Licensing Process
1.3 Business Plan Development
1.4 Administration

Module Two: Child Health, Safety and the Learning Environment
2.1 Health and Safety
2.2 Elements of the Learning Environment
2.3 Culturally Inclusive Learning Environments
2.4 Environments for Infants and Toddlers
2.5 Environments for Multi-age Groups

Module Three: Developmental Needs of Children
3.1 Child Development in the Context of Relationships
3.2 Family Engagement and Support
3.3 Child Observation
3.4 Social and Emotional Development
3.5 Language Development
3.6 Perceptual and Motor Development
3.7 Active Play and Cognitive Development
3.8 Inclusion of Children with Special Needs

Module Four: Professionalism and Provider Support
4.1 Professionalism
4.2 California's Early Learning and Development System
4.3 Work-life Balance
4.4 Work Environment
4.5 Professional Development
4.6 Higher Education
4.7 Role Models, Mentors, and Coaches
4.8 Collaboration and Community Resources

Module Five: Infants and Toddlers
(Including content areas from Modules 2 and 3)

CALIFORNIA CCIP Child Care Initiative Project

A Quality Improvement Project funded by the California Department of Education, Early Education and Support Division (CDE, EESD).

Complete Outline for Planning

CALIFORNIA CCIP Child Care Initiative Project

Improving the Quality of Family Child Care in California

Training Modules Outline

Module One: Operating a Strong Family Child Care Business

1.1 Feasibility
- Personal and Financial Assessment
- Market Research (infant/toddler, non-traditional schedule, small/ large)
- Establishing a Sustaining Fee for Services
- Local Ordinances (zoning, rentals)
- *Title 22* Requirements

1.2 The Licensing Process
- Community Care Licensing (CCL) Orientation
- Application
- Fingerprints
- Emergency Plan
- Floor Plan
- Pre-licensing Visit by CCL Division Staff

1.3 Business Plan Development
- Financial Aspects
- Start-up Costs
- Operating Budget
- Taxes
- Legal Aspects
- Insurance and Liability
- Contracts
- Marketing
- Interviewing Families and Visits from Prospective Clients

1.4 Administration
- Program Philosophy (parent handbook)
- Policies and Procedures (health, special needs, exclusions, child release, privacy, confidentiality, open-door)
- Schedule (regular hours, sick time, vacation, substitutes, late pick-up)
- Record Keeping
- Personnel

DRAFT

Draft updated July 1, 2015

Questions?

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CCIP Database Updates

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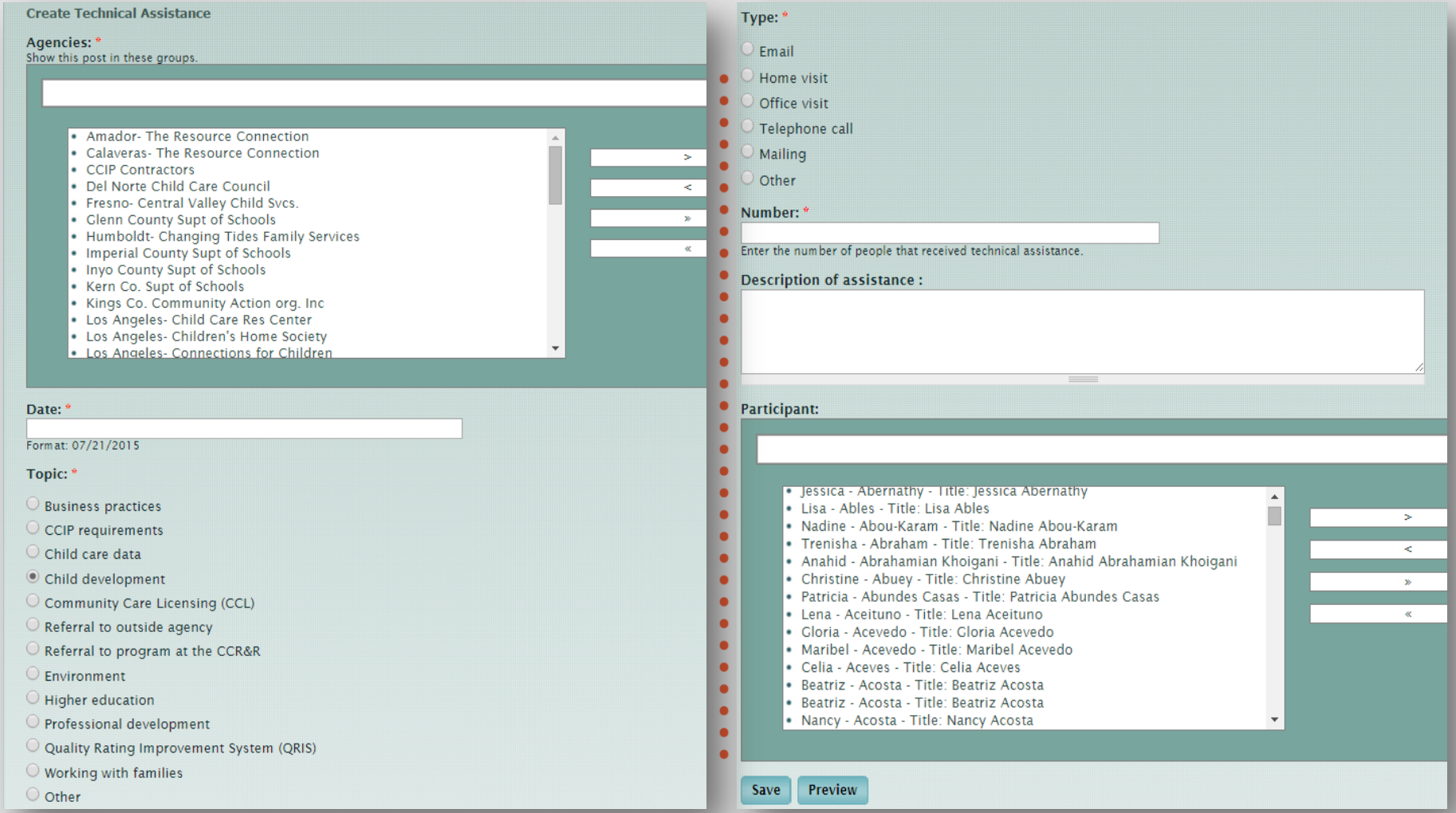
Technical Assistance

P&P pg. 12

Technical Assistance



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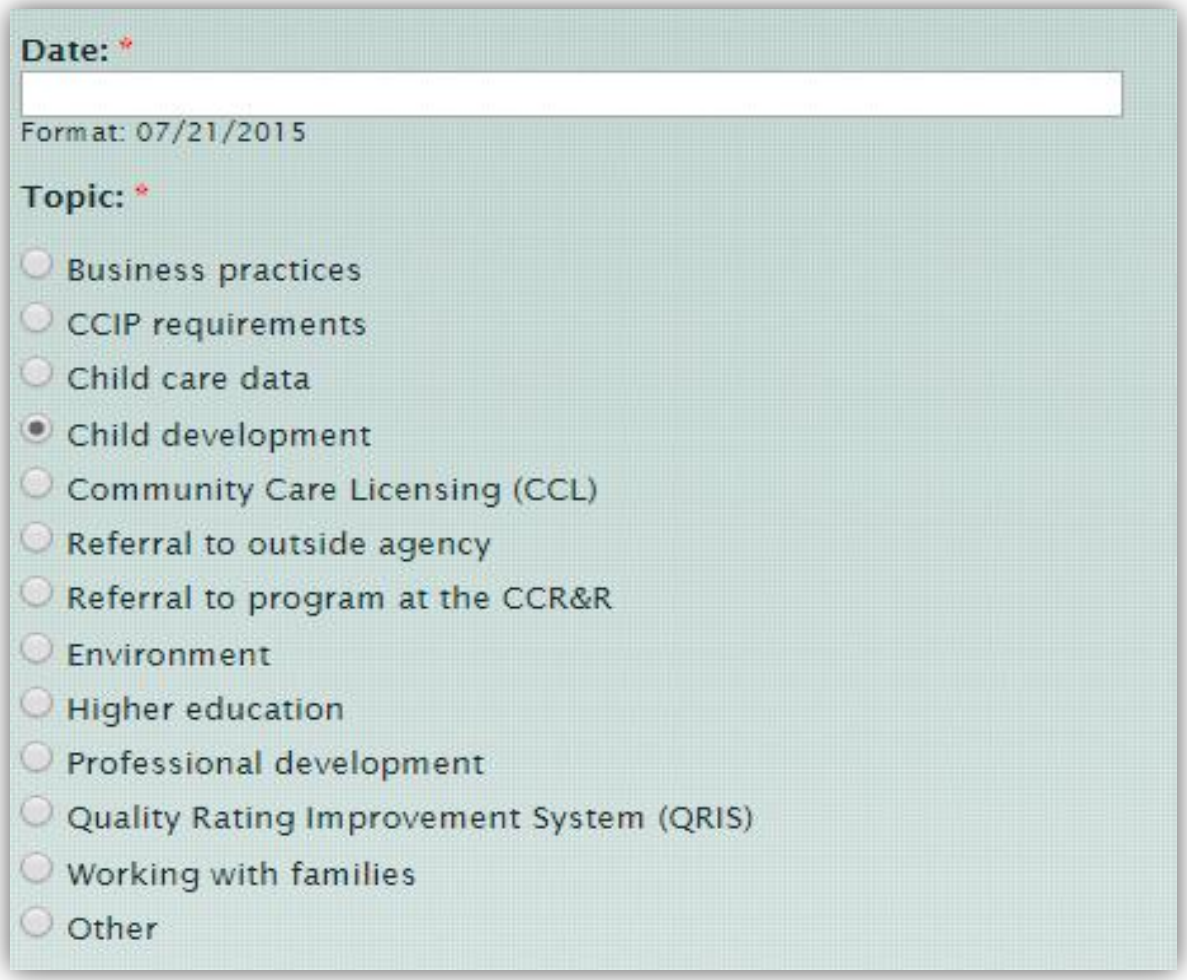
Technical Assistance



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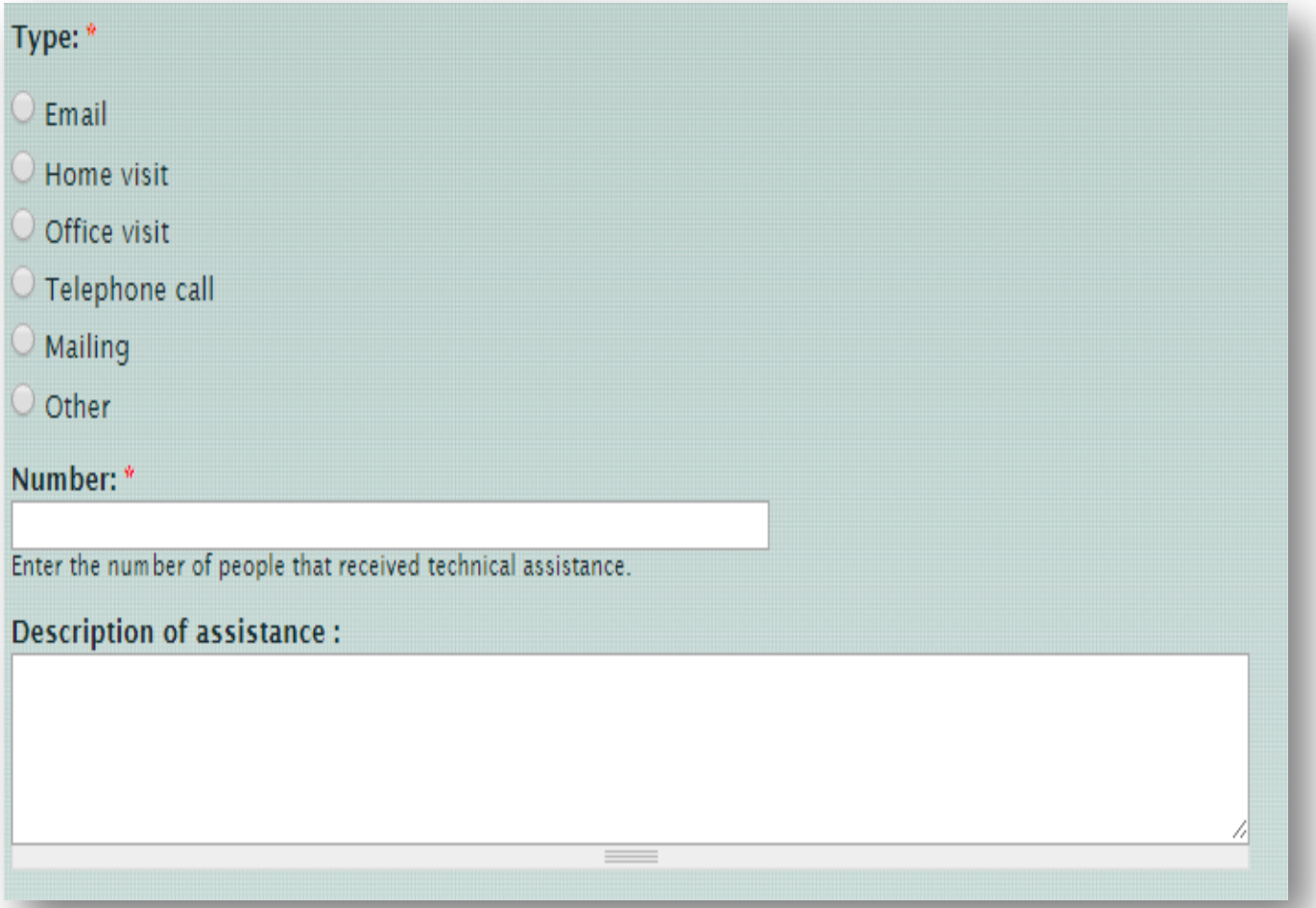

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Outreach

P&P pg. 12

Outreach

P&P pg. 12

- ***Outreach*** is the sharing of information about CCIP through events, emails, mailings, and websites to involve and inform the community, parents, and providers.

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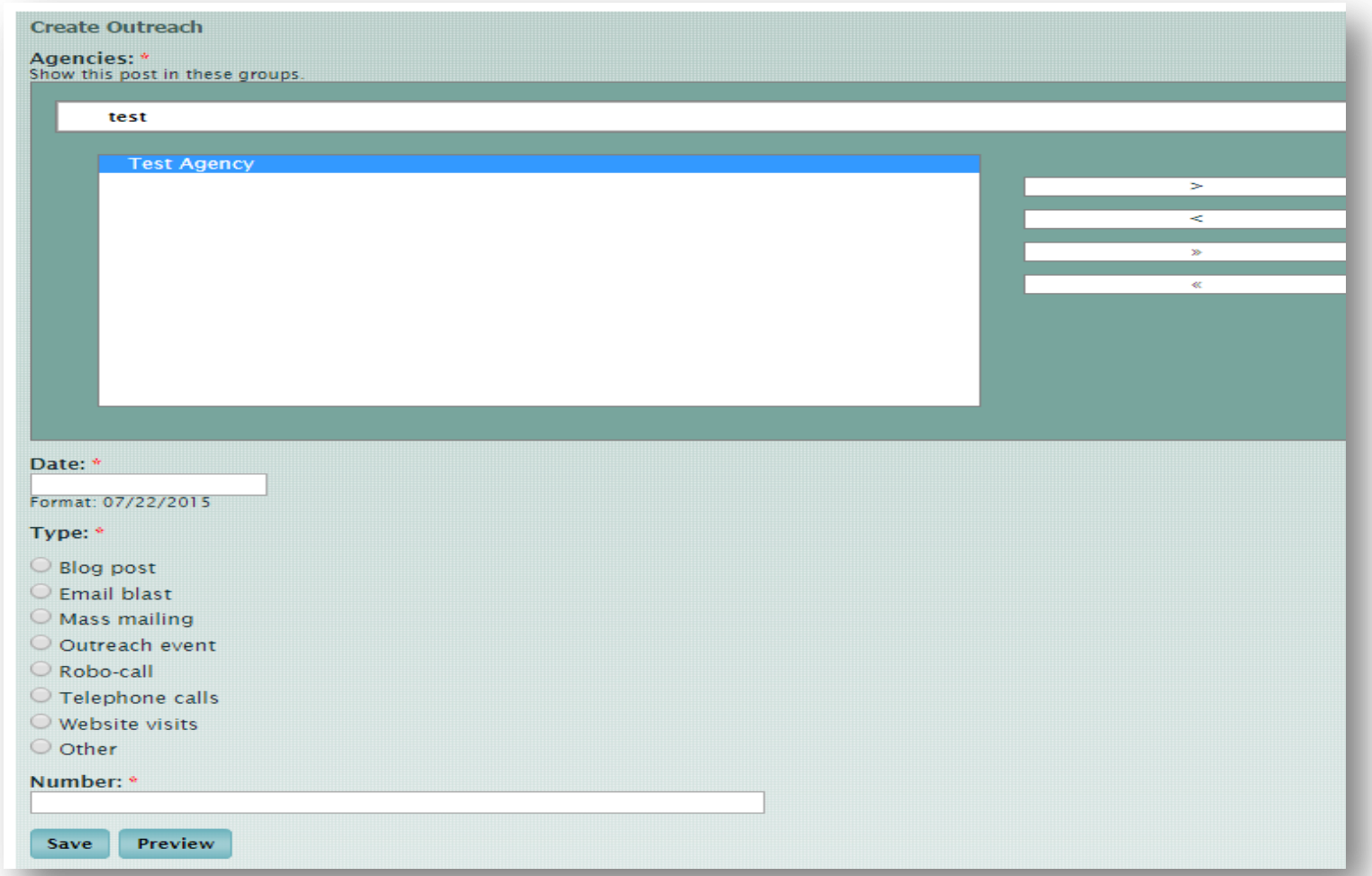
Outreach



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CCIP Supports

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Support for Project Implementation: Resources

- Recent Handouts
  - Technical Assistance (TA) activities
  - State Match project ideas
  - Evaluation form samples
- E-newsletters
  - This year, the ***CCIP E-News*** will have a CCIP-specific focus
  - CDE or CDTC information will be shared when requested
- Tip Sheets coming soon
  - CCIP Participant Status & Definitions
  - Incentives
- Your reports make many of these resources possible; thanks!
- Please let us know about any other resources that would be helpful

NEW! Technical Assistance Webinars

Optional Technical Assistance webinars, to be offered quarterly. Register from links in the ***CCIP E-News***:

- Topic 1: Outreach: August 27, 10-11 a.m.
- Topic 2: CCIP Hot Topics session at the Annual Conference, in lieu of a TA webinar during the 2nd quarter
- Topics 3&4: We look forward to receiving your input during the CCIP Hot Topics session at the Annual Conference. It will help us decided on topics for the last two TA webinars of 2015-2016.

  If you can't join us for CCIP Hot Topics in Sacramento, email Disa with your suggestions for the 3rd and 4th quarter TA webinar topics.

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CCIP Trainer Support

P&P pgs 20-24

- Professional Development & Quality Improvement (PDQI) Task Force survey
- *CCR&R Trainer Recommendations Matrix is* now included in our P&P document. Use it to support your CCIP trainers during:
  - Lateral job changes, internal promotions
  - External hires
  - Evaluations
  - Professional growth, career planning
- As you track training that you complete, don't forget to include webinars!

Questions?

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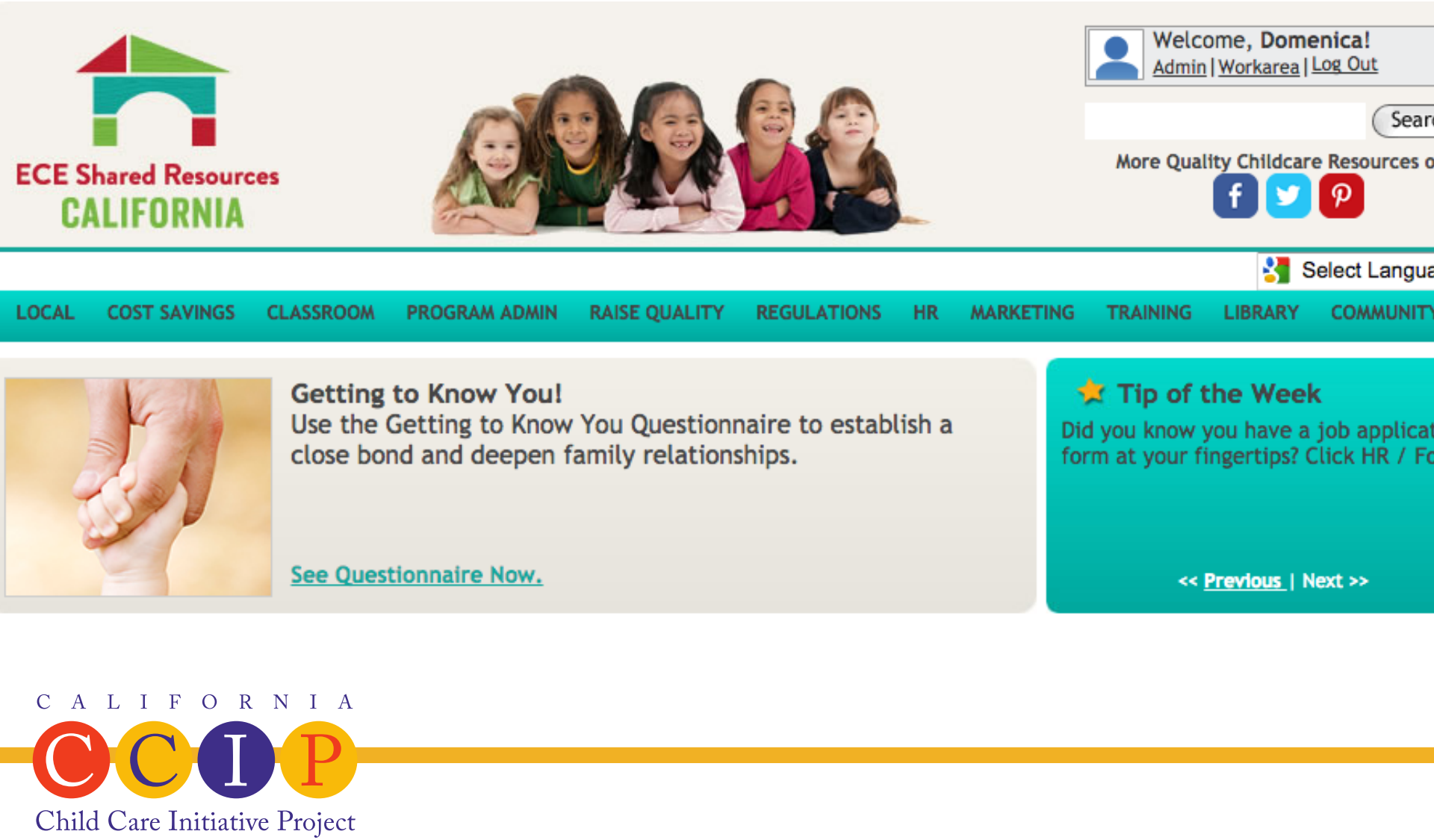
www.eceresourcesca.org



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Shared Resources: www.eceresourcesca.org

- Visit the website
- Request login info if you don't have it yet
- Explore the site to find useful information:
  - Community Care Licensing
  - Child & Adult Care Food Program
  - Cost Savings
  - Legally vetted templates
  - Eco-healthy Child Care
  - Health & Safety
  - PowerPoints, Sign in Sheets, Handouts
  - Parent Handouts
- Participate in the Shared Resources webinar in September (specific date TBA)
- Attend the Shared Services 101 workshop at the Network/CAPPA Joint Conference in October

ECE Shared Resources
CALIFORNIA

LOCAL | COST SAVINGS | CLASSROOM | PROGRAM ADMIN | RAISE QUALITY | REGULATIONS | HR

- Assessment
- Curriculum >>
- ERS Materials >>
- Executive Function >>
- Family Connections >>
- Literacy >>
- Physical Activities >>
- Teacher Resources >>
  - Developmental Issues
  - Family Night
  - Field Day/Outdoor Family Day
  - Parent Handouts >>

CLASSROOM

Assessment

Curriculum >>

ERS Materials >>

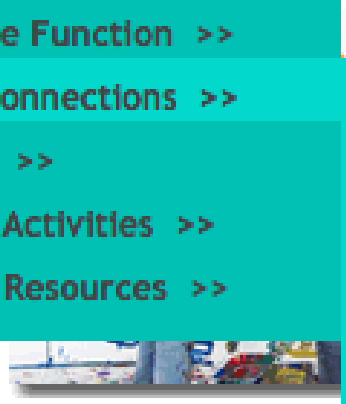
Executive Function >>

Family Connections >>

Developmental Issues

Family Night

Hosting A Family Night



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Hosting a Family Night provides the perfect stage to share
introduce a new topic, and offer strategies for families to

FAMILY NIGHT

Hosting A Family Night

Children benefit greatly when the home and the classroom are well connected. Family Nights are a wonderful way to engage families and build community within your childcare.

Hosting a Family Night provides the perfect stage to share information, introduce a new topic, and offer strategies for families to use at home.

Invitations and Family Sign-up Sheets

Get the word out to families early to ensure attendance. Use these ready-made Invitation Templates!

Families love to be involved. If you are hosting an event where family members are encouraged to bring an item, utilize this Family Member Sign-Up Sheet.

Go, Slow, & Whoa Foods

These resources have been gathered and adapted from the U.S. Department of Health and Human Services and the U.S. Department of Agriculture to help you plan a Family Night to instruct parents, families, or caregivers on nutrition and making healthy food choices with their children.

The event comes with a PowerPoint presentation, event handout, as well as a "kit" that includes a topic overview, talking points, and activities to help you run a successful Family Night. The entire event runs about 1 ½ hours.
Kit PowerPoint Handout

Order Free Resources!
The Two Bite Club Book - order FREE books here!
Or download printable copies English Español

Handouts:
Grocery List Template
How to Use the Nutrition Facts Label
U R What U Eat

Bodies in Motion

These resources provided by the Head Start Body Start initiative will help you plan a Family Night to instruct parents, families, or caregivers on how to promote activities that will help their children with creativity, active play, object control and locomotor skills.
Each event comes with a Power Point presentation as well as a "kit" that includes a topic overview, talking points, agenda, activities, and suggested healthy snacks to help you run a successful Family Night. The entire event runs about 1 ½ hours.

HEAD START
BODY START

National Center for
Physical Development
and Outdoor Play

HEAD START BODY START

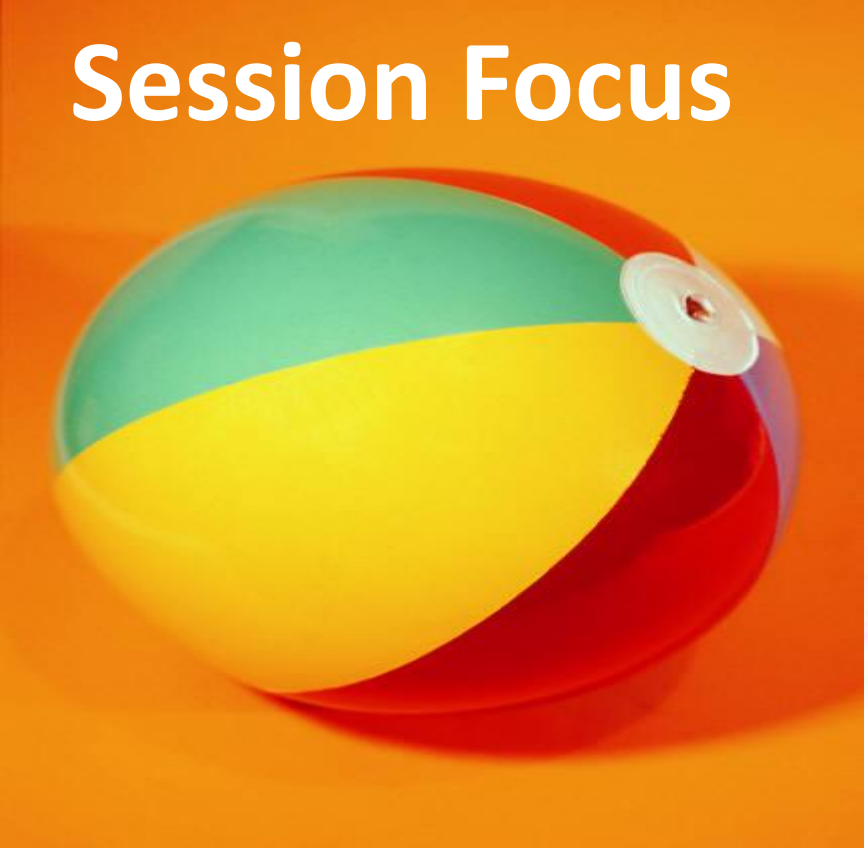
NATIONAL CENTER FOR PHYSICAL DEVELOPMENT AND OUTDOOR PLAY (HSBS)

Play on the GO!

Developing Object Control Skills

American Alliance for
Health, Physical Education,
Recreation and Dance

Session Focus



Learn fun activities to do at home

-- inside and out --

to foster physical development of

Object Control skills or GROSS motor skills.

Questions?

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Thank you!

- Thanks for your participation and commitment!
- Please complete the Survey Monkey after this webinar to access your:
  - Evaluation
  - Infrastructure Profile
  - CCIP Certificate

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