

Educare Lab School & Learning Hub's Substitute & Teacher Aide Training Agenda January 4-6, 2022

Session 1: Tuesday, 01/04/2022 9:00-2:30

- ★ **Welcome & Training Overview** 9:00- 10:00
 - Agenda
 - Introduction to KVCAP & C&FS
 - Substitute Aide job description
 - Group norms & expectations for Substitute Training
 - Introduction of basic policies
 - Code of Conduct
 - Confidentiality
 - Suspected Child Abuse & Neglect
 - Peaceable Workplace

- ★ **Health, Safety & Nutrition** 10:00- 11:30
 - CACFP Food Program & standards
 - Meal times: components & expectations; family style dining
 - Food Safety: allergies, food storage & labeling, etc.
 - Safety
 - First Aid bags & guidance
 - Handwashing procedure
 - Accident reports and process
 - MSDS sheets
 - Y.I.K.E.S. Evacuation Procedure
 - Bloodborne Pathogens Training

- ★ **Lunch** 11:30- 12:00

- ★ **Child Development & Behavior Guidance Overviews** 12:00- 1:00
 - Child development, birth to age 5
 - O.W.L. Preschool Curriculum Basics
 - Child Behavior Guidance Policy
 - Conscious Discipline

- ★ **Classroom Observations** 1:00- 2:15

- ★ **Debrief** 2:15- 2:30

Session 2: Wednesday, 01/05/2022 9:00-2:30

- ★ **Welcome & Reflections** 9:00- 9:30
- ★ **Classroom Observations** 9:30- 10:30
- ★ **Conscious Discipline: Session 1** 10:30- 11:30

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January 4-6, 2022**

- ★ **Lunch** 11:30- 12:00
- ★ **Infants & Toddlers Development & Curriculum** 12:00- 1:30
 - Introduction to Early Head Start programming at KVCAP
 - Continuity of care & primary caregiving
 - Relationships with families
 - Using behavior as language
 - Overview of The Creative Curriculum
- ★ **Substitute Roles & Expectations: Next Steps** 1:30- 2:30
 - Sub roles: chain of command, availability, etc.
 - Communication with Supervisor
 - Overview of dress code
 - What’s Next?
 - Optional 3rd day
 - Application Process

(Optional) Session 3: Thursday, 01/06/2022 8:00-3:00

- ★ **Debrief** 8:00- 8:30
- ★ **Volunteering in Classrooms** 8:30- 10:00
- ★ **Break** 10:00 -10:15
- ★ **Volunteering in Classrooms** 10:15- 11:45
- ★ **Working Lunch** 11:30-12:15
- ★ **Interviews & Volunteering in Classrooms** 12:15- 3:00

Timeframe	Interviews	Volunteering
12:15-1:00	1 & 2	Part Day classrooms
1:00- 1:45	3 & 4	Part Day classrooms
1:45- 2:30	5 & 6	Part Day classrooms
2:30- 3:00	7 & 8	Part Day classrooms