

**Bourbon County Preschool Head Start Program
TRAINING PLAN 2025-2026**

APPROVAL:

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Policy Council Chair

Morgan Taulbee

3-12-25

Date

Board Chair

Bradley Purcell

Date

Bourbon County Preschool Head Start Program TRAINING PLAN 2025-2026

Data Sources

Management staff from Bourbon County Preschool Head Start analyzed data from several sources to identify program plans and needs for service delivery and consulting with T/TA Specialists. Sources included compiled Performance Appraisals, Community Assessments, self-assessments, Child Plus reports, Child Outcome Records from Teaching Strategies Gold, Financial Reports with budget and expenditure analysis, Program Information Report (PIR) analysis, CLASS results, and Family Surveys. From these data sources, staff looked for trends to determine the strengths and challenges of service delivery and the documentation of those services. Program management staff worked with center staff to look at the Professional Development Needs Assessment at the center level and developed a training plan for staff based on the compiled analysis of the data. Input was received from parents, staff, the Policy Council, and Board Representatives on training opportunities that will enhance and improve child outcomes.

The attached goals and objectives result from a systemic approach that involves stakeholders and considers ongoing monitoring, recordkeeping, and reporting, as well as local, state, and federal regulations. Staff review each service area to ensure regulatory compliance and to identify strengths and areas of improvement. The development of goals reflects our ongoing monitoring of direct services, the results of child outcomes, CLASS results, and the professional development needs of staff. These goals are based on the most recent guidance from the Office of Head Start regarding school readiness and Parent, Family, and Community Engagement. The goals continue to focus on ensuring that all children are ready to be successful in school settings. All goals are

relevant, tied to outcome analysis, measurable, and appropriately budgeted. Program information, including ongoing data results, is collected and shared with the Board and Policy Council throughout the year.

Overview of Plan

A pre-service training will be conducted for all program staff that will serve as an overview for the year; however, ongoing training for Bourbon County Preschool Head Start staff will be based on individual professional development plans that reflect the needs of respective center staff. More intensive training will be offered for new staff to orient them to the requirements and best practices of Head Start, including recommended practices; recognizing and reporting child abuse and neglect; health, safety and sanitation, and pediatric head trauma; as well as sessions on Head Start regulations and policy, and integration of components. In addition, teaching staff are trained in the observation and recording of children's progress, CLASS implementation (with an emphasis on Instructional Support), mental health, family literacy, social and emotional development, and individualization. The main areas of focus for all staff are school readiness for children and families, implementation and assessment of child outcomes, and implementation of the Parent, Family, and Community Engagement Framework. Because the training plan is developed several months before Pre-Service training for all staff, we will modify training opportunities to meet the needs of ACF initiatives and priorities as necessary.

The program schedules in-house trainings, coordinates with other Head Start Programs, contacts local school systems, and/or sends staff to other professional organizations' trainings. The Regional Training Center and Individual Professional Development Portfolio (iPD) Child Care Aware Resources are often used in the training of staff.

In addition to traditional training opportunities, staff are provided the opportunity to attend classes at local Universities. Some staff are working towards Bachelor's degrees in Early Childhood Education (Education Staff), Family Studies (Family Service Staff), or related degrees. Some staff are working towards their CDA's (Child Development Associates Degree). The program provides for books and tuition costs for Fall, Winter, Spring, and Summer sessions. Each staff member must sign a tuition contract and have an approved program of study on file.

Other training opportunities include:

- Early Childhood Summer Institute
- Kentucky Head Start Association Spring Conference – for parents and staff
- Region IV Conferences and trainings
- National Head Start, NAEYC, Early Childhood trainings
- Regional Training Center trainings
- Disability trainings

Parents are offered trainings based on requirements outlined in Performance Standards as well as results of the parent interest survey. Parents are offered guidance and support in obtaining both their education/training and employment goals, which allows them to seek employment with credentials.

Bourbon County Preschool Head Start Identified T/TA Goals

Program Goal 1: *Bourbon County Preschool Head Start will empower families to be proactive in their child's success in school and beyond by recognizing the culture, strengths, and experiences of each family through family engagement events, two-way communication, and parent surveys.*

T/TA Strategies/Events/Activities	T/TA Resources	Target Audience or HS Mgt. System	Responsible Manager	Timeline	Estimated Cost
Pre-service and in-service Learning Genie use and Reporting <ul style="list-style-type: none"> Review and implement areas in which Learning Genie can be used. 	Learning Genie information/videos/trainings	Program Staff	Director Family Service Staff	Ongoing August	\$0
Upload Learning Genie on electronic devices and provide program staff & families access and review areas in which it can be utilized.	Learning Genie Support	Program Staff	Director Family Service Staff	August	\$0
Conduct ongoing monitoring of Learning Genie use and Reports <ul style="list-style-type: none"> Identify team member roles and responsibilities to ensure accountability 	Monitoring Reports	Program Staff	Director Family Service Staff	Monthly	\$0
Review Parent Program Survey results and modify policies and procedures as necessary to include parent perspective	Parent Program Survey / Self-Assessment	Management Staff	Director	August	\$0
Provide Professional Development on how to include parent perspectives in all areas of the program.	Training Materials	Program Staff	Director	Monthly	\$0
Plan Parent Workshops based on Parent Interest Survey	Parent Interest Survey Program Calendar	Families	Family Service Coordinator	Monthly	\$0

Provide information about self-assessment during policy council and governing body meetings	Self-Assessment Meeting Agendas	Governing Bodies	Director	Monthly	\$0
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Program Goal 1: Expected Outcomes

Expected Outcomes	Documentation/Frequency of Measurement
<ul style="list-style-type: none"> • Increased communication between school and home. • Program survey data will be used to improve program quality. • Increase parent participation at Parent Workshops. 	<ul style="list-style-type: none"> • Family Interest Survey – Fall • Family Program Survey-Spring • Monthly monitoring reports • Monthly Learning Genie Reports • Monthly parent participation Reports

Program Goal 2: Bourbon County Preschool Head Start will empower and maximize community partnerships and support for family success. School Readiness: Improvement of cognition, approaches to learning, and general knowledge. Children will increase their understanding of self, language development, physical development, and cognitive development. PFCE: Family Connections to Peers and Community: Parents and families will form connections with peers and mentors through community and school events.

T/TA Strategies/Events/Activities	T/TA Resources	Target Audience or HS Mgt. System	Responsible Manager	Timeline	Estimated Cost
Bourbon County Preschool Head Start will participate in community outreach meetings and activities.	Community Calendar	Program Staff	Family Service Coordinator	Ongoing	\$0
Parents will be educated in understanding the comprehensive services the program provides	List of services	Families	Family Service Coordinator	Ongoing	\$0
Utilize Learning Genie to inform all families in advance of all school events through Learning Genie	List of parent contact information	Families	Family Service staff	Ongoing	\$0
Train staff on community partners and the services they provide and train community partners on program standards and regulations	List of partners and services	Program staff	Family Service Coordinator	August	\$0
Invite Community Partners to lead and participate in parent empowerment sessions	Community Partner contacts	Families	Family Service Coordinator	Monthly	\$0

Program Goal 2: Expected Outcomes

Expected Outcomes	Documentation/Frequency of Measurement
<ul style="list-style-type: none"> Families will be life-long educators Families will be connected to peers and the community Partnerships will show presence and engagement in policy council meetings 	<ul style="list-style-type: none"> Monthly – analysis of parent attendance Ongoing – event sign-in sheets Annually – parent evaluations Ongoing – referrals for services

<ul style="list-style-type: none"> • Community partners will be knowledgeable about program standards and requirements • Strong Community Partnerships • The community supports the interests and needs of our families and encourages parents to participate in their child's learning 	<ul style="list-style-type: none"> • Annually – signed MOUs / contracts • Annually- community needs assessment • Monthly – Board/Policy Council Meeting Attendance • Monthly Learning Genie reports • Fall Brigrance Report • Outcomes Reports – Fall, winter, spring • Brigrance reports – Fall, winter, spring
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Program Goal 3: Program Goal 3: Bourbon County Preschool Head Start will promote classroom safety and strengthen the social and emotional foundation of children and staff. School Readiness: Children will establish and maintain the ability to regulate behaviors, express basic feelings and participate cooperatively in school and community settings. PFCE: Parent-Child relationships: Bourbon County Preschool Head Start will provide opportunities for families to nurture their children's early learning and development.

T/TA Strategies/Events/Activities	T/TA Resources	Target Audience or HS Mgt. System	Responsible Manager	Timeline	Estimated Cost
Conscious Discipline will be implemented program-wide.	Conscious Discipline Resources	Program Staff	School Readiness Coordinator	August	\$0
Events that promote children's social & emotional health will be scheduled for families, or social development and foundation materials will be distributed to families.	Program Calendar	Families	Family Service Coordinator	Monthly	\$0
Behavioral Observations will be conducted in classrooms as needed to support positive behavior management strategies	Pyramid Model Resources	Classroom Staff	Disabilities Coordinator	Ongoing	\$0
All classrooms will have a designated safe place	Conscious Discipline Resources	Classroom staff	School Readiness Coordinator	August	\$0
Families will be given examples of family goals that benefit the child's progress during the initial home visit	Samples of goals	Classroom Staff	Family Service Coordinator	August	\$0
Staff will be trained on all safety procedures and regulations.	Safety Policies and Procedures	Program Staff	Health and Safety Coordinator	August/ Ongoing	\$0

Program Goal 3: Expected Outcomes

Expected Outcomes	Documentation/Frequency of Measurement
<ul style="list-style-type: none"> Families will have more knowledge of their child's social and emotional development 	<ul style="list-style-type: none"> Brigance - fall/winter/spring Health History Form IEP progress – Ongoing

<ul style="list-style-type: none"> • Teaching staff will be more knowledgeable in redirecting challenging behaviors to create a positive classroom community • The program will experience fewer behavior referrals and requests for support • Strengthen and maintain warm and responsive interactions between families and children • School staff and families will foster relationships that are effective for children's development • Teachers will be more intentional in their interactions with children • Teaching staff will provide an environment that recognizes and embraces cultural diversity and family composition. • Staff will be given feedback to improve the safety of all environments. 	<ul style="list-style-type: none"> • Individual Health Plans • Child Plus reports • Annually – mental health observations • 2 x per year – parent conferences • Monthly – TSG documentation • Weekly – Lesson plans • 3 x per year – teacher PD plans • Monthly – analysis of behavior referrals • Monthly analysis of safety data • Family Empowerment Sessions/sign-in sheet • Parent Program Survey Data • Accident Report Data
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Program Goal 4: Program Goal 4: Bourbon County Preschool Head Start will implement a developmentally appropriate curriculum (Creative Curriculum) & the Classroom Assessment tool (CLASS) to promote success in all classrooms. School Readiness: Children will strengthen their foundational skills to increase school readiness. PFCE: Parents as life-long educators: Parents and families will observe, guide, promote, and participate in the everyday learning of their child.

T/TA Strategies/Events/Activities	T/TA Resources	Target Audience or HS Mgt. System	Responsible Manager	Timeline	Estimated Cost
Classrooms will be updated with developmentally appropriate materials that support the curriculum <ul style="list-style-type: none"> • Classrooms will be outfitted to implement the Creative Curriculum with fidelity • Teaching materials will be aligned with the curriculum 	Supply catalogs Classroom Inventories & Creative Curriculum Fidelity Tool	Classroom staff	School Readiness Coordinator	August	\$0

The CLASS observation tool will be used to strengthen classroom communities	CLASS videos Observations	Classroom Staff	School Readiness Coordinator	Ongoing	\$0
Structured activities will be provided for children in all areas and centers	Creative Curriculum Fidelity Tool	Classroom Staff	School Readiness Coordinator	Ongoing	\$0
ECERS 3 environmental piece will be used to survey current materials	ECERS3	Classroom Staff	School Readiness Coordinator	Ongoing	\$0
Curriculum and Assessment Data will be used for program outcomes and reports	Curriculum and Assessment Data	Program Staff	School Readiness Coordinator	Monthly	\$0
Assessment Data will be reviewed during PLCs	Assessment Data	Classroom Staff	Lead Teachers/School Readiness Coordinator	Monthly	\$0
Certify appropriate staff in CLASS observations	Web access	Lead Teachers	Director	August	\$2000
Observe and report CLASS data	CLASS Tool Child Plus report	Classroom staff/Management Staff	School Readiness Coordinator	October April	\$0
Teaching Strategies Gold Reliability Training	online	Classroom Staff	School Readiness Coordinator	August	\$0
Creative Curriculum Fidelity Training	online	Classroom Staff	School Readiness Coordinator	August	\$0
Brigance Training	online	Classroom Staff	School Readiness Coordinator	August	\$0

Program Goal 4: Expected Outcomes

Expected Outcomes	Documentation/Frequency of Measurement
<ul style="list-style-type: none">• The program will provide children with foundation and transitional skills to promote kindergarten readiness.• Alignment with the Kentucky kindergarten entrance screener and Kentucky Early Childhood Standards (revised standards)• Every child will show growth in foundational school readiness skills.• CLASS observation feedback will be used to set meaningful classroom goals• Teachers will score high fidelity in Teaching Strategies Gold documentation• Teachers will be more intentional in their interactions with children.	<ul style="list-style-type: none">• Monthly - TSG reports• 2 x per year -CLASS observations• Annually-CLASS observer reliability certificates• 3 x per year -TSG Growth assessment data• Monthly- CLASS Practive Based Coaching Documentation• February- Professional Needs Survey Data• Monthly- Newsletters• Monthly- Teacher Meeting Minutes• August- Teaching Strategies Gold training documentation• 2X per year- Parent Conferences & Home Visit documentation• Monthly- Family Nights• Monthly- Learning Genie data• Weekly- PLC data forms• August- Brigance Training Sign-in sheet• Monthly –Purchase orders

Required Head Start Trainings

Required Training	T/TA Resources	Target Audience	Expected Outcome	Responsible Manager	Timeline	Estimated Cost
New Staff Orientation	Staff Orientation Checklist	New Staff	Increase knowledge of program operations and job responsibility	Director Coordinators	Within one month of hire	\$0
Orientation to Head Start	Head Start Standards Volunteer Handbook Substitute Handbook	New Staff Volunteers Substitutes	Increase knowledge of Head Start standards and requirements	Director Coordinators	Within one month of hire	\$0
Substitute/Volunteer Training	Employee and volunteer Handbooks	Substitutes and volunteer employees	Knowledge of job requirements and program expectations	Human Resource Department/ Family Service Director	August / ongoing	\$0
Governing Board Orientation	ECLKC Governing Body Handbook Head Start Trainer	Governing Board Members	Increase knowledge of Head Start Standards and requirements	Director	Within 100 days of the new term	\$250
Child Abuse and Neglect /Child Maltreatment	Videos	All Staff	Identify reasonable suspicion and proper reporting procedures that comply with Federal, State, & Local Laws	Family Service Director	August	\$0

Health Advisory Council Orientation	School Nurses	Health Advisory Representatives	Increase knowledge of Head Start standards and requirements	Health Coordinator	October & February	\$0
Pediatric First Aid/CPR/AED (Including prevention and response to emergencies due to food and allergic reactions)	School Nurses	All Staff Parents	Follow appropriate safety practices and first aid procedures in emergencies	Health Coordinator	June/July	\$0
Bus Monitor Training	Transportation Director	Bus Monitors Substitutes	Provide safe and dependable transportation for children	Director	August	\$0
Bus Driver Training	Transportation Director	Bus Drivers Substitutes	Provide safe and dependable transportation for children	Transportation Director	August	\$0
Dual Language Learners	Online Individual Professional Development (iPD) Toolkit	All staff	Provide appropriate experiences for children with non-English language backgrounds	Family Service ELL Coordinator	Monthly	\$0
Kindergarten Transition	Kindergarten Representatives	Parents	Meet the individual needs of children and families as they transition into and out of the Head Start Program	Family Service Coordinator	March	\$0

Income Eligibility Training	Federal Income Guidelines Head Start Final Rule Head Start Performance Standards	Family Service Staff Program Staff Governing Board Policy Council Management Team	Accurately complete eligibility interviews and required documents for age and income eligibility	Director Family Service Coordinator	August/ March Within 90 days of hiring new staff Within 180 days of the beginning of the term of a new governing body and/or policy council	\$0
Medication Training	School Nurses	Program Staff	Store and administer medications properly	Health Coordinator	August	\$0
Seizure Training	School Nurses	Program Staff	Responding to seizures	Health Coordinator	August	\$0
Parent Committee Training	ECLKC resources	Parents	Understand the role of the parent committee	Family Service Coordinator	Within 100 days of the new term	\$0
Building and Physical Premises Safety	Facilities Coordinator	Program Staff	Understand safety procedures inside the building	Director/ Health & Safety Coordinator	August	\$0
Emergency Preparedness	Emergency Responder Personnel	Program Staff	Be prepared for emergencies that may occur	Nurse/ Health & Safety Coordinator	August	\$0
Region IV Head Start Training	Head Start Trainers	Program Staff	Gain knowledge of Head Start Initiatives	Director	February	\$5,119
Brigance Training	District Trainer	Program Staff	Conduct Brigance Screenings Appropriately and with Fidelity	District Trainer/ School Readiness Coordinator	August	\$0

CDA (Child Development Associate)	University/ Professors	New classified classroom staff	Staff will be qualified to meet Head Start Requirements	Director	August/December	\$5000
Social & Emotional Support	iPD/ online	Program Staff	Increase knowledge of Social & Emotional Strategies	Director	August	\$0
Guiding Children's Behavior	iPD/ online	Program Staff	Learn tools for managing classroom behaviors	Director/ Special Education Coordinator	August	\$0
Building Positive Relationships with Families	iPD/ online Coordinating Comprehensive Services Module 4: Building Positive Relationships with Families	Program Staff	Knowledge to improve child and family outcomes	Family Service Staff, Health Coordinator, Special Education Coordinator	August	\$0
Parents as Educators	Family Service Coordinator	Program Staff	Gain knowledge in how to partner with families	Family Service Coordinator	August	\$0
Early Learning Outcomes Framework (ELOF)	ELOF Manual	Classroom Staff	Gain knowledge of content in the Head Start Early Learning Outcome Framework	School Readines Coordinator	August	\$0
National Head Start Conference	Head Start Trainers	Management Team Members	Learn Head Start updates and initiatives	Director	May	\$8,188

Head Start Required Parent Trainings

Required Training	T/TA Resources	Target Audience	Expected Outcome	Responsible Manager	Timeline	Estimated Cost
Child Abuse and Neglect	Videos/Handouts	Parents Families	Obtain the knowledge and skills needed to prevent abuse and neglect	Family Service Coordinator	August	\$0
Health and Nutrition	Handouts	Parents Family Members	Provide appropriate nutrition for children.	Family Service Coordinator	March	\$0
Financial Literacy	Handouts	Parents Family Members	Obtain knowledge and skills in budgeting, couponing, and other financial issues	Family Service Coordinator	October	\$0
Mental Health	Handouts	Parents Family Members	Obtain knowledge of mental health issues in children.	Family Service Coordinator	February	\$0
Partners in Education/Primary Teacher/Family Literacy	Handouts	Parents Family Members	Obtain knowledge and skills in guiding children's education	Family Service Coordinator	November	\$0
School Transition	Handouts School Staff	Parents Family Members	Obtain knowledge of rights and responsibilities concerning the education of children in the public school setting; develop skills in exercising rights as parents in the school setting	Family Service Coordinator Disability Coordinator	April	\$0

Bus Safety/Pedestrian Safety/Car Safety	Handouts	Parents Family Members	Demonstrate knowledge and skill in vehicular safety methods and pedestrian safety methods	Family Service Coordinator	September	\$0
Educational and Developmental Needs and Activities of Children	Born Learning Academy School Readiness Packet	Parents Family Members	Obtain knowledge of proper methods of parenting; develop an understanding of the child's educational and developmental needs; develop skills in selecting appropriate educational and developmental activities for the child	Family Service Coordinator	Ongoing	\$0
Benefits of regular attendance	ECLKC Online Resources	Parents Family Members	Increase the child's daily attendance	Family Service Coordinator	October	\$0
Parent Committee Training	ECLKC	Family Members	Develop knowledge of their roles as a Parent Committee Member	Family Service Coordinator	September	\$0
Policy Council Training	ECLKC Head Start Trainer	Family Members	Develop knowledge of their roles and responsibilities as a Policy Council Member	Director	September	\$250

Parent Trainings Offered by Head Start

Training	T/TA Resources	Target Audience	Expected Outcome	Responsible Manager	Timeline	Estimated Cost
Job Skills	Community Business Leaders	Parents	Develop knowledge of job skills needed in the community	Family Service Coordinator	August	\$0
Consumer Education	Extension Agent	Families	Develop knowledge of Products and Availability	Family Service Coordinator	September	\$0
Home Ownership	Bank Representative	Families	Gain knowledge of financial independence	Family Service Coordinator	October	\$0
Personal Growth	Videos	Families	Develop strategies to develop healthy habits and personal relationships	Family Service Coordinator	November	\$0
Community Involvement	Community Representatives	Families	Find ways to become active in the community	Family Service Coordinator	December	\$0
Continuing Education	Adult Education Department	Families	Earn HSD or College Credit	Family Service Coordinator	Ongoing	\$0
Home Safety	Fire Department Representatives	Families	Develop knowledge of strategies to keep homes safe for children	Family Service Coordinator	October	\$0
Disaster/Emergency Planning	Fire Department Representatives	Families	Develop family plans for emergencies	Family Service Coordinator	February	\$0
Positive Methods of Discipline	School Psychologist	Parents	Gain appropriate strategies for behavior management	Family Service Coordinator	March	\$0

English as a Second Language	Community Education Classes	Families	Become more proficient in the English language	Family Service Coordinator	Fall Spring	\$0
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Required State/Local Trainings

Required Training	T/TA Resources	Target Audience	Expected Outcome	Responsible Manager	Timeline	Estimated Cost
Blood Borne Pathogens	online video	All Staff	Minimize the risk of transmission of HIV, Hepatitis B, and other blood-borne pathogens to staff, volunteers, and children	Health Coordinator	August Upon Hire	\$0
Bullying	online video	All Staff	Minimize the risk of bullying behavior in the school setting	Director	August	\$0
Evaluation	Evaluation Documents	All Staff	Understand the Evaluation process	Director	August	\$0
Confidentiality	Videos	All Staff	Minimize the risk of confidential information being shared with persons who do not have the right to have the information	Director	August	\$0

Title IV Sexual Harassment & Discrimination	Google Slides	All Staff	Minimize the risk of harassing behavior taking place in the workplace	Director	August	\$0
PBIS	online video	All Staff	Understand the Positive Behavior and the guidelines for physical contact with children	Director	August	\$0
Suicide	Videos	All Staff	Recognize the signs of depression and suicidal thoughts and tendencies in children	Director	August	\$0
EPI Pen Training	Certified Instructor	All Staff	Competency in the use of emergency medication	Health Coordinator	August	\$0
Safe Crisis Management	Certified Instructor	School Team	Competency in the use of safe crisis management	Special Education Director	August	\$0
Active Shooter	Online video	All staff	Competency in the event of a lockdown or active shooter	Director	August	\$0