

2019-2020 Preschool Training Plan

Date	Training	Place	Who is Responsible	Budget
July 8th 9:00 Year Round Staff	Year Round Parent Orientation <ul style="list-style-type: none"> Transportation- please schedule w/ your bus drivers Creative Curriculum Attendance Parent Volunteering Parent Assistants Parent Policy Council Literacy Backpack program 	Year Round school locations	Classroom teachers Social Workers Principals Bus drivers	-Literacy Back pack program \$2000 -Brochures (\$0 from KCS Printing) -Location: \$0 Preschool classrooms
July 12th 10:00-12:00	Policy Council Meeting / Parent Training Core Team	Roxalana	Policy Council Governing Body	\$50 from Policy Council/Parent Activity budget
July 31st Teachers 9:00-2:00 ECCATS August 5th 9:00-2:00	New Staff Orientation <ul style="list-style-type: none"> Policies/Procedures Logins PATHS – overview CLASS - overview Child Nutrition Brigance Creative Curriculum Studies PSTEPS Growing Up Wild PATHS Parent Involvement Special Ed. Overview Parent Orientation Information Health and Safety checklist Screener and Assessment Training Brigance and ELRS (Early Learning Reporting System)	Roxalana	Carol Lane Kristina Anderson	Budget Staff Materials, Curriculum, etc. -\$1100
August 7th 7:30 am-3:30	All Staff/ Parent Training New Edition Creative Curriculum CSO's- "Pre-K Standards (3-5)" July 2019 TPOT, Practice Based Coaching	Civic Center	Preschool Education Staff Special Guest	Location Civic Center \$2500
August 8th 7:30 am - 3:30 pm	Designated day to complete mandatory online staff development. All staff in their schools.	Classrooms	Administrators	\$0
August 9 9:00-2:00	Policy Council Meeting / Training Core Team Management Team	Roxalana	Policy Council Governing Body	-supplies and materials \$50 from Policy Council/Parent Activity budget 0\$
August 9th 9:00 am	Parent Orientation <ul style="list-style-type: none"> Transportation- please schedule w/ your bus drivers Creative Curriculum Attendance Parent Volunteering Parent Assistants Parent Policy Council Literacy Backpack program Faculty Senate <ul style="list-style-type: none"> Early Out for Year Round 	All regular preschool locations	Classroom teachers Social Workers Principals Bus drivers	-Literacy Back pack program \$4500 -Brochures (\$0 from KCS Printing) -Location: \$0 – Preschool classrooms

August 26th 7:30-11:30	<ul style="list-style-type: none"> Handle with Care Behavior Management System for Early Childhood” 	Roxalana	Preschool Management Team	\$0
August 30th 8-10 10 30:-1:00	<ul style="list-style-type: none"> New Staff Training Parent Assistant Training 	Raglin	Preschool Management Team	-Supplies and materials \$125 from Policy Council/Parent Activity budget
Sept. 6th PK PLC 7:30-9:30	PLC/PLD Meeting Education Manager Facilitated Faculty Senate	Various Locations with Ed managers	Coaches Peers	-Materials and supplies \$1100 -Locations - \$0
Sept. 13th 10:00-12:00	Policy Council Meeting / Training Self-Assessment – HSPPS Core Team	Roxalana	Policy Council Governing Body	-Supplies and materials \$125 from Policy Council/Parent Activity budget
Sept. 30th 7:30 – 3:00	All Staff	Civic Center	Nicki Patton	-Location - \$1000 -Speaker \$2500
Oct. 4th 9:00-12:00	Policy Council Meeting / Training Core Team Parent Training	Roxalana	Policy Council Governing Body	\$100 from Policy Council/Parent Activity budget
Oct. 23rd 10:00-12:00	CLASS Training for New Staff	Edison	Management Staff	\$200
Oct. 23rd PLD/FS 7:30-9:30	PLC Meeting Education Manager Facilitated Faculty Senate	Various Locations with Ed. managers	Peer Teaching	-Materials and supplies \$1100 -Locations - \$0
Nov. 1st 9:00-12:00	Policy Council Meeting / Parent Training Core Team	Roxalana	Policy Council Governing Body	\$100 from Policy Council/Parent Activity budget
Nov. 12th All Staff	Parent/Teacher Conferences	Various Locations and Times	Classroom Staff	\$0
Nov. 12th - 15th *Management Team Only	WV Head Start Association meeting/Training Fiscal Institute (Admin Only)	Embassy Suite	Various Presenters	\$1475- Parent Activity budget -\$1500 management staff
Nov. 21st 9:00-12:00 *Management Team Only	Literacy Coalition / Community Meeting/Parent Training	RESA	Management Staff Community Partners	-Materials and supplies - \$1000 -location - \$0
Dec. 6th 10:00-12:00	Policy Council Meeting / Training Core Team Parent Training	Roxalana	Policy Council Governing Body	\$2000 from Policy Council/Parent Activity budget

Dec. 11th PLD/FS 7:30-9:30	PLC Meeting Education Manager Facilitated Faculty Senate	Various Locations with Ed. managers	Peer Teaching	-Materials and supplies \$1100 -Locations - \$0
Jan. 10th 10:00-12:00	Policy Council Meeting / Parent Training ERSEA Training/Core Team	Roxalana	Policy Council Governing Body	\$100 from Policy Council/Parent Activity budget
Jan. 21st Transition to Kindergarten 1:30-3:30	Faculty Senate Transition to Kindergarten meeting / training ERSEA Training	Beni Kedem	Preschool and Kindergarten teachers from every elementary school	-Materials and supplies \$1100 -Locations - \$0 -Location - \$1200 -materials - \$1449
Feb. 7th 10:00-12:00	Policy Council Meeting / Training Core Team Parent Training	Roxalana	Policy Council Governing Body	\$500 from Policy Council/Parent Activity budget
Feb. 19th PLD/FS 7:30-9:30	PLC Meeting Education Manager Facilitated Faculty Senate (Make-up date for Kindergarten Transition meeting)	Various Locations with Ed. Managers	Peer Teaching	-Materials and supplies \$1100 -Locations - \$0
March Application Fairs	Fair Dates: March 3, 4, 5, 17, 18, 19, 24, 25, 26, 30, 31	Various Locations	Management Staff	
March 6th 10:00-12:00	Policy Council Meeting / Parent Training Core Team	Roxalana	Policy Council Governing Body	\$1600 from Policy Council/Parent Activity budget
Spring Break March 9 - 13				
April 3rd 10:00-12:00	Policy Council Meeting / Training Core Team Parent Training	Roxalana	Policy Council Governing Body	\$2650 from Policy Council/Parent Activity budget
April 9th PLD/FS 7:30-9:30	PLC Meeting Education Manager Facilitated Faculty Senate	Various Locations with Ed. managers	Peer Teaching	-Materials and supplies \$1100 -Locations - \$0
May 1st 10:00-12:00	Policy Council Meeting / Parent Training Core Team	Roxalana	Policy Council Governing Body	\$1100 from Policy Council/Parent Activity budget
May 8th 8:00 - 12:00	All Staff/Parent Training ACES	Bible Center	Management Staff	-Location- \$2500 -Supplies and materials - \$10,000
May 19th	End of the Year Celebrations with Parents	Kanawha State Forest	All Preschool Staff	\$6500
June 2-4 9:00-4:00	WV Head Start Association meeting	Embassy Suites	Management Staff Policy Council	\$2000

Core Team/ Policy Council Meeting/training dates: (Begin at 8:00 am)

July 12th
August 2nd
September 6th
October 4th
November 1st
December 6th
January 10th
February 7th
March 6th
April 21st
May 1st
May 1st

Pre-k Collaborative Child Care Director's training (9:00)

July 16th
August 20th
September 24th
October 15th
November 26th
January 21st
February 18th
March 24th
April 21st
May 12th

DRAFT