

A Word About Training

The Minimum Standards for each type of child care center or home contains requirements for training. Check your copy of the minimum standards for the number of hours required for directors and caregivers and the topics for which training must be received. Compile training files to assist you in presenting preservice training and orientation to new staff, substitutes or volunteers. Check your minimum standards to include all of the required topics.

Licensing does not have requirements for trainers, or for the content of training presented by trainers, but we do suggest that you find trainers with early care and learning education, experience and know-how. Most training for caregivers is provided through conferences of early childhood professional organizations and through training coalitions across the state. The Licensing Resource Consultants in local licensing offices can direct you to training calendars produced by local training coalitions. Receiving training with other caregivers provides opportunities to interact and learn from others sharing similar work experiences.

Another source of training for child-care providers is self-instructional materials. Receiving some of the required training in this way is sometimes helpful to those providers in rural areas of the state without access to frequent training sessions. Licensing does not approve specific self-study curriculum, but we suggest that you look for these elements when considering using self-study materials: Suggestion for evaluating your own program and developing and executing a plan to incorporate the self-study into your program; or post tests on the self-study materials. We have included some materials from Texas Child Care Quarterly and Licensing Resource Consultants on this CD. These materials may be used to plan training for your staff or as self-study guides.

Document Your Training

You must always document your study and use of self-study materials and other training experiences. Keep a file of all of your training including your name, the date, a written description of the self-study materials or other training and, if self-study materials, how you used it to improve the care you provide. Having this file at your center or home helps you retain what you have learned and helps your Licensing Representative review your training records. Look for a sample form to record caregiver training in another section of this CD.

Special Training Tips for Caregivers

If you care for children younger than 24 months, keep abreast of the latest research on Sudden Infant Death Syndrome (SIDS), Shaken Baby Syndrome (SBS), and early brain development to meet special training requirements; and if you work with one specific age group, choose training topics which focus around the developmental age and stage of the children with whom you work. Knowing the characteristics of children with whom you work makes it easier to plan activities and environments that enable children to grow socially, intellectually, physically, and emotionally.