



## ESSENTIALS CHILD CARE PRESERVICE SERIES

### Training Outline

#### Essentials Child Care Preservice Series

12 modules (12 hours)

Knowledge Area: Health, Safety and Nutrition

CDA Content Area 1: Planning a safe, healthy learning environment

Iowa Early Learning Standards:

1.1 & 8.1 Healthy and Safe Living

7.2 & 14.2 Awareness of Culture

**Series Description:** Providing a welcoming, inclusive environment and meeting the basic health and safety needs of young children can be a challenge. The Essentials Child Care Preservice Series provides helpful answers to many questions about creating a safe environment, preparing for an emergency, transporting children, preventing and controlling infectious diseases, handling and storing hazardous materials, giving medication, managing food allergies, creating a safe sleep environment for infants, preventing shaken baby syndrome, supporting cultural diversity and understanding homelessness.

#### ESSENTIALS SERIES:

Module 1. Essentials for Safety in Your Child Care Environment (1hr.)

Module 2. Essentials for Emergency Preparedness (1hr.)

Module 3. Essentials for Transportation in Child Care (1hr.)

Module 4. Essentials for Prevention and Control of Infectious Diseases (1.5 hrs.)

Module 5. Essentials for Handling and Storage of Hazardous Materials

Module 6. Essentials for Medication in Child Care (1.5 hrs.)

Module 7. Essentials for Managing Food Allergies (1hr.)

Module 8. Essentials for Infant Safe Sleep (1hr.)

Module 9. Essentials for Prevention of Shaken Baby Syndrome (30 min)

Module 10. Essentials for Understanding Cultural Diversity (30 min)

Module 11. Essentials for Understanding Homelessness (30 min)

Module 12. Essentials for Understanding Child Development (1.5 hr.)

**Total: 12 hrs. DHS approved training**

The Essentials Child Care Preservice Series is approved for both online and Face-to-Face training. Please work with your regional Child Care Resource and Referral Training Specialist to schedule the Face-to-Face series.

Providers will be required to register for the Essentials Child Care Series modules on the DHS Registry. If needed, the provider may participate in both online and face to face workshops. NO additional training hour credit will be issued for repeating modules.

### Design and Layout:

All modules in the series have a consistent design and are presented in the same order:

1. Learning Objectives
2. Content
3. Case Study
4. References
5. Quiz

Each module has accompanying **presentation handout(s)** with key information about the topic, a **resource page** and a **note page** (for the participant to take additional notes or to use during activities). Module 12: Essentials for Understanding Child Development also will have Ages and Stages publications from Iowa State University Extension and Outreach available to you.

### Preparing for the Essentials for Child Care Preservice Series:

Preparation for presenting the modules is critical to ensure the flow of the training and to stay within the timeframe of the modules. Practice before hand to ensure you are familiar with the content and the timing of the presentation. The presentations are designed to move quickly with many visuals to illustrate best practice.

Modules are scripted to maintain consistency between Face-to-face workshops and online classes. Please do not deviate or make changes to the modules or script. The power point presentations have been locked and marked as final. This will help prevent corrupted files and will prevent graphic photos and elements from moving or becoming distorted. If you notice an error or inaccuracy, email [essentials@iastate.edu](mailto:essentials@iastate.edu) and the correction will be made and the file reposted.

Time	Instructor Instructions
Prior to training	Scheduling the FTF Essentials Series must be done through the DHS Registry <a href="https://ccmis.dhs.state.ia.us/trainingregistry/">https://ccmis.dhs.state.ia.us/trainingregistry/</a> The recommended maximum group size is 40 participants.
Prior to training	Obtain modules from the CYbox link <a href="https://iastate.box.com/v/Essentials">https://iastate.box.com/v/Essentials</a> PowerPoints, handouts, resource pages and notes are available for download. Modules materials may be updated frequently, be sure you have the latest version before each training. Files will have a date for your reference. An updates and corrections document is included in each workshop folder so that you can quickly see what was updated.
Prior to training	You will need to download to a flash drive or your computer the most up-to-date version of the PowerPoints and handouts. Videos that are part of several of the modules will be embedded and will not require you to have internet access at the presentation site.
Prior to training	Be sure to test the PowerPoint presentation and video on the laptop to be used in the presentation to ensure there are no memory or compatibility issues.

Prior to training	<p>Handouts required for each module:</p> <ul style="list-style-type: none"> <li>• Handout</li> <li>• Resource Page</li> <li>• Note Page</li> </ul> <p>You are not required to print out the PowerPoint slides of the module (the handout and resource page will have the key information presented), however you may choose to print them out if you wish.</p>
Prior to training	<p>Make sure your site has the following or bring with you:</p> <ul style="list-style-type: none"> <li>• Computer with downloaded PowerPoint (or flash drive)</li> <li>• Projector</li> <li>• Speakers (for videos you will need external speakers for best sound quality)</li> </ul>
Day of training	Participant list sign-in, handouts, evaluations. The Essentials Certificate of Completion will be given at the end of the series.
<b>5 minutes</b>	<b>Welcome and Introductions</b> Introduce yourself. Depending on the group size, you may ask for a show of hands “who are child development home providers?” “who are center providers?” and “who are preschool/school-age providers?”
<b>2 minutes</b>	<b>Introduction of topic and learning objectives</b>
<b>40 to 100 minutes depending on the module</b>	<b>Content</b> (the number of slides will vary depending on the module presented (there are 3 modules that are 1.5 hours, 6 modules are 1 hour and 3 modules are 30 minutes). Each module includes a simple interactive activity such as a slide that will prompt a question by the presenter. Depending on the group size, participants may raise their hand to answer the question or you may have the participants turn to their neighbor and discuss before you show the next slide with the correct answer.
<b>5 minutes</b>	<b>Case Study</b> Each module includes a “case study” this is an opportunity for some group participation and may be used as an additional activity depending on the size of the group. In smaller groups you may have each table discuss the case study slide and then discuss as a group the case study response. In a large group setting, having participants turn to their neighbor to discuss the case study slide may also be an option.
<b>3 minutes</b>	<b>References, Resources and Handouts</b> Refer to the handouts for review and where to go for additional information.
<b>5 minutes</b>	<b>Quiz</b> Each module has a quiz. In the FTF training the quiz slides and answers are presented at the end to review and “test” the participant knowledge. The quiz is <u>not</u> to be graded; the questions are presented to the group for group participation.

**For questions or concerns contact:**

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Questions about access to Essentials Materials in CyBox:

Email [essentials@iastate.edu](mailto:essentials@iastate.edu)

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