Special Webcast:
Focus on the New York State Child Day Care Regulations

Co-Trainer Guide
This material was sponsored by the New York State Office of Children and Family Services, funded by the federal Child Care and Development Fund and administered by the Professional Development Program, Rockefeller College, University at Albany.
Before the evening of the webcast:

- Attend the Co-trainer webinar on Tuesday, October 24, 2017 from 1 to 2 PM.
- Read through and follow all policies and procedures as outlined in this Co-Trainer Guide.
- Verify you have received all necessary materials.
- Ensure all equipment is working properly.
- Contact the Early Childhood Education and Training Program (ECETP) office immediately at (518) 442-6556 if you are missing materials or have questions regarding any other aspect of the webcast, including the on-site activities.

During the webcast please fax, phone or email participant questions to:

Fax: 518-442-6650
Phone: 518-486-5101
Email: Webcast_questions@albany.edu

Please remind providers to “like” us on Facebook to receive program updates about the Early Childhood Education and Training Program.
“Special Webcast: Focus on the NYS Child Day Care Regulations”
Thursday, October 26, 2017
6:45 PM - 9:15 PM

**Moderator:**

**Colleen Faragon**
Professional Development Program

**Live Panelists:**

**Kathleen Pickel**
*Manager of the Regional Office Support Unit, Division of Child Care Services, NYS Office of Children and Family Services*

**Mark DeCicco**
*Member of the Regional Office Support Unit, Division of Child Care Services, NYS Office of Children and Family Services*
<table>
<thead>
<tr>
<th>Time</th>
<th>Activity</th>
<th>Details</th>
</tr>
</thead>
<tbody>
<tr>
<td>6:45</td>
<td>On-site:</td>
<td>Welcome: Seating, On-site Registration &amp; Formulate Questions</td>
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<tr>
<td>7:00</td>
<td>Broadcast:</td>
<td>The NYS Office of Children and Family Services (OCFS) Open</td>
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<tr>
<td>7:05</td>
<td>Segment 1:</td>
<td>Statutes and Regulations Pertaining to Child Abuse and Maltreatment</td>
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<td></td>
<td>Broadcast:</td>
<td>During this segment panelists will discuss the role and responsibilities of caregivers as mandated reporters, as well as review the procedure for calling the NYS Statewide Central Register for Child Abuse and Maltreatment. Additional information will be provided on mandated reporter training opportunities.</td>
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<tr>
<td>7:40</td>
<td>On-site:</td>
<td>Summary Guide for Mandated Reporters in NYS</td>
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<tr>
<td></td>
<td>During this activity session participants will review the Summary Guide for Mandated Reporters in New York State.</td>
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<tr>
<td>7:50</td>
<td>Segment 2:</td>
<td>Understanding Regulations, Policies &amp; Law</td>
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<td>Broadcast:</td>
<td>During this segment panelists will discuss caregiver obligations regarding section 390 of the NYS Social Services Law, the NYS Child Day Care Regulations, and the Division of Child Care Services Policy Statements. A description of the regulation and policy development process will also be presented, as well as a review of the Parts and Sections of the regulations.</td>
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<tr>
<td>8:20</td>
<td>On-site:</td>
<td>Using the Child Day Care Regulations</td>
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<td></td>
<td>During this activity session participants will use the NYS Child Day Care Regulations to find answers to questions they may have. Participants will have the opportunity to submit unanswered questions to panelists to be answered.</td>
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<tr>
<td>8:30</td>
<td>Segment 3:</td>
<td>Taking a Closer Look at Regulations</td>
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<td>Broadcast:</td>
<td>During this segment panelists will examine regulations regarding specific sections including but not limited to safety, transportation, supervision of children, behavior management, health and infection control, and training. Updates regarding the Child and Adult Care Food Program (CACFP), the ASPIRE registry, and the ECETP course catalogue will also be provided.</td>
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<tr>
<td>9:00-9:15</td>
<td>Segment 4:</td>
<td>Test &amp; Wrap-up</td>
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<td>Broadcast:</td>
<td>During this segment there will be a 1 minute countdown clock until the post-test begins. Each test question and 3 answer choices will appear on the screen and be read by a narrator. After all 10 questions and answer choices have been read the entire sequence will be repeated.</td>
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</table>
On-site: Test, Evaluation & Participant Reaction Questionnaire
During this segment participants will complete the 10-question post-test, evaluation, and Participant Reaction Questionnaire and return them to the Co-trainer.
1. Objectives:
As a result of this activity, participants will:
- Receive all participant materials including the post-test;
- Identify their expectations for the training; and
- Formulate questions for the panelists.

2. Time:
15 minutes

3. Materials:
- Participant Manual and supplement materials
- Questions I Have form
- Evaluation form (you may distribute this with all other materials or wait until the conclusion of the training)
- Participant Reaction Questionnaire
- Post-test
  - The information at the top of the post-test must be filled in by each participant. Please remind participants to include their complete name and address, and to print the information clearly using a pen or pencil.

4. Directions for Activity:
   a) Welcome and check-in participants using the prepared registration list.
   b) Distribute participant materials and ask participants to review them. Include any additional resources you brought.
   c) Introduce yourself and share something about your background or experience as it relates to the topic.
   d) Communicate housekeeping details including location of bathrooms and exits, as well as “house rules” (smoking areas, clean-up duties or other expectations).
   e) Elicit participant’s expectations for the training. For example you may say:
      “Good evening and welcome to tonight’s special webcast focusing on the New York State Child Day Care Regulations. What expectations do you have for tonight’s training? What do you hope to learn?”
   f) Record participant’s expectations on a flip chart or wipe-off board.
   g) Encourage participants to generate questions for the panel using the Questions I Have form. For example you may say:
      “It is important to us that tonight’s training answer as many of your questions as possible. Take the next few minutes to formulate a question based on your expectations for tonight’s training using the ‘Questions I Have’ form. We’ll fax, phone or email your questions to the panel to be answered throughout the training.”
   h) Select an expectation from the list and demonstrate how it can be turned into a question. For example:
      Participant expectation: I want to know more about my responsibilities as a mandated reporter.
      Question: What are my responsibilities as a mandated reporter?
      Participant expectation: I want to learn more about my training requirements.
      Question: Where can I find more training opportunities?
5. **Activity Wrap-up:**
   a) Transition to the webcast. For example you may say:
   "If your question is not answered tonight, someone from the Early Childhood Education and Training Program will follow up with a response so please remember to include your name and a phone number or e-mail address on the ‘Questions I Have’ form.”
   b) Fax, phone or email participant questions to:
      - Fax: 518-442-6650
      - Phone: 518-486-5101
      - Email: Webcast_questions@albany.edu

**Segment 1: Statutes and Regulations Pertaining to Child Abuse and Maltreatment**

This segment will focus on:
   - Discussing the role and responsibilities of caregivers as mandated reporters
   - Reviewing the procedure for calling the NYS Statewide Central Register for Child Abuse and Maltreatment
   - Providing additional information on mandated reporter training opportunities

**On-site: Summary Guide for Mandated Reporters in NYS**

1. **Objective:**
   As a result of this activity, participants will able to review their role and responsibilities as a mandated reporter.

2. **Time:**
   10 minutes

3. **Materials:**
   - Summary Guide for Mandated Reporters in New York State
   - Questions I Have form

4. **Directions for Activity:**
   a) Ask participants to review the Summary Guide for Mandated Reporters in New York State in their participant materials.
   b) Encourage the participants to use the Questions I Have form to submit questions to the panel.
   c) Send the Questions I Have form to panel for answering.

**Segment 2: Understanding Regulations, Policies & Law**

This segment will focus on:
   - Discussing caregiver obligations regarding section 390 of the NYS Social Services Law, the NYS Child Day Care Regulations, and the Division of Child Care Services Policy Statements
   - Describing the regulation and policy development process
   - Reviewing the Parts and Sections of the NYS Child Day Care Regulations
On-site: Using the Child Day Care Regulations

1. Objectives:
As a result of this activity, participants will be able to:
- Review sections of the NYS Child Day Care Regulations; and
- Submit questions regarding the regulations to the panel to be answered.

2. Time:
10 minutes

3. Materials:
- Pen/pencil
- Participant Manual: Pages 7 & 8
- NYS Child Day Care Regulations
- Activity Sheet: Child Day Care Regulations
- Questions I Have form

4. Directions for Activity:
   a) Begin by having participants get into groups based on their program modality, or type of care.
   b) Give each group their specific Part of the regulations. For example, the school-age child care group should receive Part 414 School-Age Child Care Regulations.
   c) Ask participants to review the NYS Child Day Care Regulations Table of Contents Summary starting on page 7 in their participant materials.
   d) Have participants identify specific sections they have questions about, using the Activity Sheet: Child Day Care Regulations.
   e) Ask participants to write down their questions on the activity sheet.
   f) Assist participants in locating answers to their questions by using the regulations.
   g) Encourage the participants to use the Questions I Have form to submit unanswered questions to the panel.
   h) Send the Questions I Have form to panel for answering.

Segment 3: Taking a Closer Look at the Regulations

This segment will focus on:
- Examining regulations regarding specific sections including but not limited to safety, transportation, supervision of children, behavior management, health and infection control, and training
- Providing updates on the Child and Adult Care Food Program (CACFP), the ASPIRE registry, and the ECETP course catalogue

Segment 4: Test & Wrap-up

The post-test segment of the video will begin 1 minute after the training has ended. Participants should have their post-test and pen or pencil ready. If participants have completed their post-test before the video begins they may hand it in, along with the evaluation and Participant Reaction Questionnaire, and leave. Remind participants to leave quietly so that those who are watching the video are not disturbed.
Post-test questions will be shown and read aloud on the video screen and repeated a second time.

<table>
<thead>
<tr>
<th>On-site: Test, Evaluation &amp; Participant Reaction Questionnaire</th>
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<tbody>
<tr>
<td>1. Objectives:</td>
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<tr>
<td>As a result of this activity, participants will be able to:</td>
</tr>
<tr>
<td>a) Test their understanding of the webcast material; and</td>
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<tr>
<td>b) Provide feedback through the evaluation form and Participant Reaction Questionnaire.</td>
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<tr>
<td>2. Time:</td>
</tr>
<tr>
<td>15 minutes</td>
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<tr>
<td>3. Materials:</td>
</tr>
<tr>
<td>• Pen/pencil</td>
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<tr>
<td>• Post-test</td>
</tr>
<tr>
<td>• Evaluation Form</td>
</tr>
<tr>
<td>• Participant Reaction Questionnaire</td>
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<tr>
<td>4. Directions for Activity:</td>
</tr>
<tr>
<td>a) Ask participants to complete the post-test, evaluation form and Participant Reaction Questionnaire.</td>
</tr>
<tr>
<td>b) Remind participants to sign the attestation statement on the post-test.</td>
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<tr>
<td>c) Inform participants that “Trainer(s)/Presenter(s)” on the Participant Reaction Questionnaire refers to the live panelist(s) on set and not the Co-trainer(s) on site.</td>
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<tr>
<td>d) Collect the post-test, evaluation form and Participant Reaction Questionnaire from participants.</td>
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<td>5. Closing Remarks:</td>
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<td>Thank the participants for attending the webcast. For example you may say:</td>
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<tr>
<td>“Thank you for your participation in tonight’s training. I hope that this session has provided you with valuable information about the New York State Child Day Care Regulations. Have a good evening.”</td>
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As a webcast Co-trainer, you play an important role in the success of this training. Co-trainers must maintain a professional and supportive atmosphere for the training to be a valuable experience for each individual in attendance.

For each webcast training Co-trainers must prepare in advance by:

- Reviewing the Co-Trainer Guide;
- Attending the Co-Trainer Webinar;
- Checking to be sure there are enough materials for each registered participant and contacting the Early Childhood Education and Training Program if anything is missing;
- Gathering any additional materials/resources to enhance the on-site activities and discussion opportunities; and by
- Bringing a copy of the New York State Office of Children and Family Services Regulations for Day Care Centers (418), Family Day Care Homes (417), Group Family Day Care Homes (416) and School-age Child Care (414).
  - The regulations can be found online at [www.ocfs.ny.gov](http://www.ocfs.ny.gov).

**Registration Policy**

Licensed and registered child care providers receive a brochure from the Early Childhood Education and Training Program listing webcast training opportunities for the 2017 calendar year.

Participants may register via mail, fax or online at [www.ecetp.pdp.albany.edu](http://www.ecetp.pdp.albany.edu). The Early Childhood Education and Training Program cannot accept registration over the telephone.

Registration deadline is two (2) weeks prior to the webcast training.

Participants will receive a confirmation letter with a site address or a declination letter indicating they have been placed on a waiting list.

If a registered participant is unable to attend the training, the Early Childhood Education and Training Program asks that he or she calls us directly to cancel. Following the cancellation, we will contact the declined participants.

**Roster Policy**

The Early Childhood Education and Training Program will provide a roster of participants for each training based on the confirmation and declination list. The roster will be included as part of the webcast mailing and will be placed in the Co-trainer packet. Each participant must sign the roster in order to receive a certificate by mail upon successful completion of the post-test. Each page of the roster must be signed by the Co-trainer where indicated to certify that it is an accurate reflection of attendance. Please keep a copy of the roster for your records, in case there are any questions about attendance.

As part of the Co-trainer agreement, the roster must be completed accurately and returned to the Early Childhood Education and Training Program.
**Seating Policy**
Participants must arrive at the training site no later than 6:45 PM. The broadcast portion of the webcast begins at 7 PM and concludes at 9:15 PM. Seating is limited and seats will not be reserved for participants arriving later than 6:45 PM. Depending on the size of the training space, you may be able to accommodate declined and walk-in participants. This decision is up to each individual site.

Using the roster, seat all registered and confirmed participants first. Ask all others to wait.

Second, seat participants who are listed on the “declination list” only if you have enough room to accommodate them.

Finally, seat any walk-in participants and ask them to fill out all of the necessary information on the walk-in registration form that is included in the Co-trainer packet only if you have enough room to accommodate them. The walk-in registration form must be returned to the Early Childhood Education and Training Program.

**Certificate Policy**
Webcast training is an adult learning experience designed to help child care providers fulfill the training requirements of the New York State Office of Children and Family Services regulations.

The expectation of an adult training session is that a participant will be actively engaged in the broadcast, and the on-site activities and discussions.

At the conclusion of the training, each training site’s attendees will take a written post-test consisting of ten questions. The questions on the post-test will appear on the screen and be read out loud twice. The completed post-test sheet must be signed by the attendee in the space indicated and returned to the Co-trainer. The tests will be submitted to ECETP by the Co-trainer for grading. A passing score of 70% is required. Those who pass the test successfully will be issued a certificate by mail. **If the participant fails to sign both the test and the roster, no certificate will be issued.** Because the test is designed to confirm the provider’s knowledge of the material covered in that particular webcast, there will be no re-testing.

**Cheating Policy**
It is the responsibility of the Co-trainer to ensure that an adult learning environment is maintained at all times throughout the webcast. As a result, all written post-tests should be completed independently without giving or receiving any assistance as stated by the Attestation Statement on the back of the test.

If at any time the Co-trainer observes that a participant’s work is not he’s or her own, the Co-trainer must collect the participant’s exam and the participant should be informed that he or she **will not be receiving credit for the Early Childhood Education and Training Program’s webcast.**

**Faxing, Phoning and Emailing Questions to the Panel Policy**
Using the “Questions I Have” form provided by the Early Childhood Education and Training Program, Co-trainers may assist participants in formulating questions to ask the panel during the broadcast.

In order for a participant’s question to be answered on-air, the “Questions I Have” form must be completed with the participant’s name, site number/location and a daytime telephone number.
Co-trainers must screen questions for professionalism and/or regulatory issues. The Co-trainer must address lack of professionalism and/or regulatory issues immediately.

**Children Attending Training Policy**
Webcast training is an adult learning experience; due to the sensitive nature of some of the topics children are not permitted.

**Inclement Weather Policy**
The policy of the Early Childhood Education and Training Program is to conduct the webcast training as scheduled, regardless of inclement weather. It is at your discretion, as a Co-trainer, to continue as scheduled or to cancel due to the weather in your area.

If you choose to cancel, immediately contact Sarah Iacobacci at 518-442-6556 or siacobacci@albany.edu. Then, using your registration roster, contact registered participants by phone to inform them of the cancellation.

Contact the Early Childhood Education and Training Program, the next day, to reschedule the training.

**Webcast**
In an effort to provide child care providers with high quality training the 2017 webcast training series will be presented to you via internet webcasting. In order to participate via webcast, you will need ONE of the following:

- A computer with access to the internet, a projector and speakers; or
- An HDTV that can be hooked up to a computer with internet access; or
- A smart board with internet access.

The night of the webcast:

You will use the link below to access the broadcast. This link will also be sent to you by Sarah Iacobacci in an email prior to the webcast. Be sure to click on the webcasting link that was sent to you prior to the training. This will help to ensure the link is entered correctly. If you enter the link manually it may not work correctly.

**Please note:** This link will not be live until 6 PM the night of the training, Thursday, October 26, 2017.

To access the link visit: [http://videoconference.pdp.albany.edu/](http://videoconference.pdp.albany.edu/)

If you have any questions before the night of the webcast, please feel free to contact Sarah Iacobacci at 518-442-6556 or siacobacci@albany.edu.

**Technical Policy**
If you are experiencing technical difficulties on the night of the broadcast please refer to the troubleshooting guide sent to you by Sarah Iacobacci.
If you are experiencing technical difficulties on the night of the broadcast and are at a site that has a media or technical services representative, please use their expertise.

If you are experiencing technical difficulties on the night of the broadcast and are at a site that does **NOT** have a media or technical services representative, please contact the Early Childhood Education and Training Program at 518-486-5101.

After you have contacted the Early Childhood Education and Training Program and the technical problem cannot be remedied:

1. Send participants home and let them know they will be contacted with an alternate training date.
2. Contact Sarah Iacobacci at 518-442-6556 or siacobacci@albany.edu the next day to report the technical problems and reschedule. The Early Childhood Education and Training Program will assist with technical issues and send a DVD of the broadcast for the rescheduled training.

**Conducting training using the participant materials is not an acceptable form of training.**

***Failure to comply with any of these policies may result in non-payment to the agency and/or individual.***