



**Office of Children  
and Family Services**

# **Supporting Children and Families through Good Eating Practices**

**Co-trainer Guide**

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**New York State Office of Children and Family Services  
Division of Administration  
Bureau of Training and Development**

**AND**

**Professional Development Program  
Rockefeller College of Public Affairs & Policy  
University at Albany  
Through  
The Research Foundation for The State University of New York**

**Acknowledgement**

This material was developed by the Professional Development Program, Rockefeller College of Public Affairs & Policy, University at Albany, through The Research Foundation for The State University of New York, under a training and administrative services agreement with the New York State Office of Children and Family Services.

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Co-trainer Guide:  
**“Supporting Children and Families through Good Eating Practices”**

Thursday, April 11, 2019

6:45 PM - 9:15 PM

**Before the evening of the webcast:**

- Attend the Co-trainer Webinar on Tuesday, April 9, 2019 from 1 to 2 PM.
- Prepare your computer for the webcast. Test equipment on Tuesday, April 9, 2019 from 2 to 4 PM.
- Read through and follow all policies and procedures as outlined in this guide.
- Verify you have received all necessary materials.
- If materials are missing, please contact the Early Childhood Education and Training Program (ECETP) at (518) 442-6575 or Joan Meyer at [jmeyer@albany.edu](mailto:jmeyer@albany.edu).

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

**Fax: 518-442-6650**

**Phone: 518-442-6678**

**Email: [webcast\\_questions@albany.edu](mailto:webcast_questions@albany.edu)**

Please remind providers to “like” us on Facebook and subscribe to our YouTube channel so they can receive ECETP updates!

**“Supporting Children and Families through Good Eating Practices”**

Thursday, April 11, 2019

6:45 PM - 9:15 PM

Moderator

**Christine Priest**

Live Panelists

**Maggie Hartig, RD, CDN**

Growth and Nutrition Educator  
Capital District Child Care Council

**Krista Hesdorfer**

Child Nutrition Programs Specialist  
Hunger Solutions New York

## **Agenda** *(Times are approximate)*

6:45	<b>On-site:</b>	<b>Seating, On-site Registration, &amp; Formulating Questions</b>
7:00	<b>Broadcast:</b>	<b>News to Use</b> This video segment will inform participants about formatting changes to the Day Care Registration form, or Blue Card, upcoming offerings of free classroom trainings on the Pyramid model, use of the Aspire Registry for finding and registering for trainings, and updated radon testing requirements.
7:05	<b>Broadcast:</b>	<b>Program Open &amp; OCFS Welcome</b> Program begins and Tina Cook, Syracuse Regional Office Manager for the Division of Child Care Services, welcomes participants to the training.
7:10	<b>Segment 1: Broadcast:</b>	<b>Identifying and Addressing Food Insecurity</b> During this segment, panelists will define food insecurity and discuss how it affects children and adults. Panelists will review nutrition assistance programs and the services they offer. Panelists will also identify steps child care providers can take to support individuals experiencing food insecurity and provide a brief overview of the Child and Adult Care Food Program (CACFP).
	<b>On-site:</b>	<b>Activity: Taking Action in Your Program and Community</b> During this activity, participants have the opportunity to brainstorm ideas for establishing or expanding food sharing activities.
7:50	<b>Segment 2: Broadcast:</b>	<b>What You Serve</b> During this segment, panelists discuss the importance of serving fresh and less-processed foods. Panelists share information on programs and resources providers can take advantage of to incorporate food exploration and gardening activities into their programs.
	<b>On-site:</b>	<b>Activity: Community Resources</b> During this activity, participants have the chance to think about the variety of programs discussed during the segment, determine if they would like to learn more, and identify steps for getting more information.
8:20	<b>Segment 3: Broadcast:</b>	<b>How You Serve It &amp; Physical Activity</b> During this segment, panelists discuss the “Division of Responsibility in Feeding” approach and how it can help foster positive mealtime routines. Panelists explain how family-style eating supports the development of healthy eating practices. Panelists also discuss the importance of physical activity and share several video demonstrations of activities for children of different ages, including one highlighting the Eat Well Play Hard program.

9:00      **Segment 4:**                      **Post-test & Program Closing**  
**Broadcast:**                      During this segment, there is a 1-minute countdown clock until the post-test begins. Each test question and 3 answer choices will appear on the screen and are read by a narrator. After all 10 questions and answer choices are read the entire sequence is repeated.

9:00      **On-site:**                              **Post-test, Survey (“As a result of this webcast, I will...”) & Participant Reaction Questionnaire (PRQ)**  
During this segment, participants complete and return to the Co-trainer their post-test, Survey (“As a result of this webcast, I will...”), and PRQ.

**On-site: Seating, On-site Registration & Formulating Questions**

**1. Objectives:**

As a result of this activity, participants will:

- Receive all participant materials including the post-test
- Identify their expectations for the training
- Formulate questions for the panelists

**2. Materials:**

- Participant Materials
- *Questions I Have* form
- PRQ
  - In order for accurate reporting, each participant must clearly and precisely fill out their PRQ. Additional writing or scribbling may void the document and jeopardize training credit.
- Post-test
  - In order for accurate reporting, each participant must clearly and precisely fill out the document and sign and date the attestation statement at the bottom of the post-test in order to receive training credit. Additional writing or scribbling may void the document and jeopardize training credit.
- Survey (“As a result of this webcast, I will...”)
  - Distribute this with all other materials.

**3. Directions for Activity:**

- a) Welcome and check-in participants using the prepared registration list.
- b) Distribute and ask participants to review the Participant Materials. 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 webcast: “Supporting Children and Families through Good Eating Practices.” What expectations do you have for this 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 answers 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’ve never heard the term “food insecurity.” I’d like to know how this is relevant to my program.

**Question:** What is food insecurity and why should we be knowledgeable about it?

**Participant expectation:** I don’t have much outdoor space in my program so I’m not sure gardening is an option for me.

**Question:** How can I make gardening a part of my program if I don’t have a lot of outdoor space?

#### 4. 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: 518-442-6678
- Email: [webcast\\_questions@albany.edu](mailto:webcast_questions@albany.edu)

**If you call and receive a voicemail message please hang up and try again until your call is answered.**

#### **Segment 1: Identifying and Addressing Food Insecurity**

This segment will focus on:

- Defining food insecurity and discussing how it affects growth and development
- Reviewing resources and strategies for supporting children and families experiencing food insecurity
- Describing the purpose and benefits of the Child and Adult Care Food Program (CACFP)

#### **On-site: Activity: Taking Action in Your Program and Community**

##### 1. Objective:

As a result of this activity participants will be able to:

- List ideas for sharing food resources within their programs or communities.
- Identify steps needed to accomplish their goal(s).

##### 2. Materials:

- Pen/pencil
- Participant Materials, page 2

### 3. Directions for Activity:

- a) Ask participants to think about ways they can make food available to share in their programs and communities.
- b) Then ask participants to complete the questions on page 2 in their Participant Materials.
- c) If time allows, encourage participants to share their ideas with the group.

## Segment 2: What You Serve

This segment will focus on:

- Discussing the importance of serving fresh and less-processed foods
- Exploring programs and resources that can help providers make food exploration and gardening activities part of their programs

## On-site: Activity: Community Resources

### 1. Objective:

As a result of this activity participants will be able to:

- Identify a program or programs that could be beneficial to the children and families they work with.
- Explain how they will get more information on the program(s).

### 2. Materials:

- Pen/pencil
- Participant Materials, page 3

### 3. Directions for Activity:

- a) Ask participants to think about the various programs and resources discussed during the segment.
- b) Then ask participants to complete the questions on page 3 in their Participant Materials.
- c) Ask participants if they have questions on family-style eating they would like the panel to address during the next segment. Use the "Questions I Have form" to send these questions to the panel.
- d) If time allows, encourage participants to share their ideas with the group.

## Segment 3: How You Serve It & Physical Activity

This segment will focus on:

- Explaining why using the "Division of Responsibility in Feeding" approach can help foster positive mealtime routines
- Exploring how family-style eating supports the development of healthy eating practices
- Discussing the importance of physical activity and sharing ideas for activities providers can do with children of all ages



#### Segment 4: Post-test & Program Closing

The post-test will begin 1 minute after the program has ended. Participants should have their post-test and pen or pencil ready. If participants have completed their post-test before the post-test video begins they may hand it in, along with the Survey (“As a result of this webcast, I will...”), and PRQ, and leave. Remind participants to leave quietly so that those who are watching the post-test are not disturbed.

Post-test questions will be shown and read aloud on the video screen and repeated a second time.

**\*Important to remember:** The post-test is open-book and can be completed by participants during the webcast. During the webcast encourage participants to follow along in their Participant Materials, as this assists in reinforcing the information being discussed.

#### On-site: Post-test, Survey (“As a result of this webcast, I will...”) & Participant Reaction Questionnaire (PRQ)

##### 1. Objectives:

As a result of this activity, participants will be able to:

- a) Test their understanding of the webcast material
- b) Provide feedback through the Survey (“As a result of this webcast, I will...”) and PRQ

##### 2. Materials:

- Pen/pencil
- Post-test
- PRQ
- Survey (“As a result of this webcast, I will...”)

##### 3. Directions for Activity:

- a) Ask participants to complete the post-test, Survey (“As a result of this webcast, I will...”), and PRQ.
  - In order for accurate reporting, each participant must clearly and precisely fill out the documents and sign and date the attestation statement at the bottom of the post-test in order to receive training credit. Additional writing or scribbling may void the documents and jeopardize training credit.
- b) Inform participants that “**Trainer(s)/Presenter(s)**” on the PRQ refers to the live panelist on set and not the Co-trainer(s) on site.
- c) Collect the post-test, Survey (“As a result of this webcast, I will...”), and PRQ from participants and check them to be sure they are filled out accurately and completely.

##### 4. Closing Remarks:

Thank the participants for attending the webcast. For example, you may say:

*“Thank you for your participation in tonight’s training. I hope that this session has provided you with valuable strategies for incorporating healthy eating practices and fun physical activities into your programs.”*

## Policies and Procedures

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 via mail or email listing webcast training opportunities for the 2019 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.

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.

**Creating an ECETP Account**—All participants are highly encouraged to create an ECETP account. This will streamline the registration process and provide access to training certificates in a more timely fashion

Follow these steps to create and ECETP account:

- Go to <https://www.ecetp.pdp.albany.edu/mytraining/login.aspx>
- Click on “Create a New ECETP Account”
- You will be asked to fill in your
  - First name,
  - Last name and
  - an Email address – this should be a personal email not a work email
- Then click “Send Verification Link”
- Check email supplied and click on the link in the verification email
- Create a password then click “Create your account”
- Click “Go to login”

- Enter your email and password then click “Login”
- Enter demographic information then click “Submit”

After completing these steps providers can log in at any time to access e-Learnings, register for webcasts, and retrieve certificates.

Participants with an ECETP account should access certificates through their accounts. PDP will only mail certificates to those participants without ECETP accounts.

### **Roster Policy**

The Early Childhood Education and Training Program will provide a roster of participants for each training. The roster will be included as part of the webcast mailing and will be placed in the Co-trainer packet. The roster is available on the Training Portal. This gives you the opportunity to see the number of providers registered at your site before you receive the box of training materials. This also allows you the opportunity to do local outreach.

Each participant must sign the roster in order to receive a certificate by mail, or via their ECETP account, 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 original (not photocopied) roster must be completed accurately and returned to the Early Childhood Education and Training Program.

### **Training No Show**

If a participant does not show up for the training, you must mark him/her as a no show in the Training Portal. In the Training Portal check the “Never showed up” box for that provider and hit save.

### **Seating Policy**

Participants must arrive at the training site no later than 6:45 PM. The broadcast portion of the webcast begins at approximately 6:55 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 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.

Then, 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 paper clipped to post-tests for non-registered participants and returned to the ECETP for data processing and certificate distribution.**

### **Post-Test**

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 participant in the space indicated and returned to the Co-trainer. A passing score of 70% is required. All who pass the test successfully will be issued a certificate by mail or via their ECETP account. **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 participant's knowledge of the material covered in that particular webcast, there will be no re-testing.

Participants who registered online and pass the test can access their certificates online via their ECETP account. Please allow up to 4 weeks after the webcast for certificates to become available online.

For any provider without an ECETP account or who attends as a walk in, paperclip their post-test to the walk in registration form and return to ECETP for data entry and certificate distribution.

Mail all original participant post-tests to ECETP.

### **Scoring Post-Tests**

The Training Portal requires the trainer to verify the test answers for each registered provider once the training has been completed. If the provider has all correct answers, no action needs to be taken by the trainer. If there are incorrect answers, the trainer will need to engage in the test verification process.

The Training Portal automatically displays the correct answers for each question.

If a provider indicates an incorrect answer on their post-test you must change the answer in the Training Portal. To do this click on the triangle next to the answer for that question. A pop-up appears with answer options. Change the answer to what appears on the provider's test.

Once you have finished verifying all test answers scroll to the bottom of the page and click "Save." The Training Portal will automatically update the roster information and the provider will receive an email stating his/her training status has changed.

ECETP will verify test answers in the Training Portal for providers upon receiving training materials from the trainer.

### **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, although open book, 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 his 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.**

### **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.

### **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.

**If you call in a question for the panel and receive a voicemail message please hang up and try again until your call is answered.**

### **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 Joan Meyer at 518-442-6556 or [jmeyer@albany.edu](mailto:jmeyer@albany.edu). Then, using your registration roster, which can be found on the Training Portal at any time, contact registered participants to inform them of the cancellation. Post a sign on the facility’s door indicating the training has been cancelled due to the weather and will be rescheduled. Also include the location and contact information and the ECETP contact information on the sign.

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 2019 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 Joan Meyer 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 properly.

**Please note:** This link will not be live until 6 PM the night of the training, Thursday, April 11, 2019.

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

If you have any questions before the night of the webcast, please feel free to contact Joan Meyer or Colleen Faragon at 518-442-6575 or [jmeyer@albany.edu](mailto:jmeyer@albany.edu) or [cfaragon2@albany.edu](mailto:cfaragon2@albany.edu).

### **Technical Policy**

If you are experiencing technical difficulties on the night of the broadcast please refer to the "Preparing Your Computer for Webcast" document sent to you by Joan Meyer.

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 1-800-295-9616 or 518-442-6575.**

**If you call and receive a voicemail message please hang up and try again until your call is answered.**

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 Joan Meyer at 518-442-6575 or [jmeyer@albany.edu](mailto:jmeyer@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 or link of the broadcast for the rescheduled training.

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

### **Materials to be Returned to ECETP**

The following materials should be returned to ECETP within 10 days of conducting the webcast:

- Co-trainer Feedback Form(s) – Filled out only by the Co-trainer(s) with his/her name, site number and feedback.
- Invoice (if applicable) – Be sure to use the current year's invoice and that it includes your site number.
- Original (not photocopied) Registration Roster – Be sure to include your signature on the bottom of the roster cover page.
- Original (not photocopied) Walk-in Roster Registration Sheets – Have walk-in participants clearly print their name, address, email and telephone number on the sheets. Please include your signature and date. **Remember to paperclip the walk-in registration to post-tests for non-registered participants before returning them to ECETP for data processing and certificate distribution.**
- Participant Reaction Questionnaires (PRQ) – In order for accurate reporting, each participant must clearly and precisely fill out their PRQ. Additional writing or scribbling may void the document and jeopardize training credit.
- Post-test Materials (post-test and survey) – An original (not photocopied) post-test should be submitted for each participant. In order for accurate reporting, participants must clearly and precisely fill out the document and sign and date the attestation statement at the bottom of the post-test in order to receive training credit. **Remember to paperclip the post-test for any**

provider without an ECETP account or who attends as a walk in, to the walk-in registration form and return to ECETP for data entry and certificate distribution.

- Unanswered "Questions I Have" forms – Any questions not answered during the webcast should be returned to ECETP. Please be sure the participant's contact information (phone number or email address) is included on the sheet.

**Return materials to:**

Professional Development Program  
Attn: Joan Meyer  
4 Tower Place, 4<sup>th</sup>Floor  
Albany, NY 12203

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