

Met Life Training Grant Proposal

1. Contact Information

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2. Historical Description

Madison has been fortunate over the years to have quality school age child care programs that were developed in the early 70's through the collaborative efforts of the City of Madison, The Madison Metropolitan School District and the UW-Madison. Through the City of Madison, Office of Community Services the school-age programs housed in the Madison elementary schools are engaged in the City Accreditation Process. Over the years there have been many collaborative efforts to provide in-service and continuing education opportunities for the staff of school age programs.

One of the biggest challenges for the providers of after school programs is to provide training for the staff that meets the requirements of state licensing, is specific to school age child care, is of high quality and affordable for the non-profit organizations providing most of the school-age child care. This training is almost non-existent. Two years ago, the YMCA of Dane County and the City of Madison collaborated to develop two non-

credit school-age courses that has been approved by the state to meet the educational requirements for staff to work in licensed programs.

To now implement and make this training available and affordable to all of the school-age child care programs in Dane County, a consortium of providers has been developed. The purpose of the consortium is to provide a training network to share resources, train instructors from all of the agencies involved and to develop a training manual that will be used on an on-going basis to provide consistent high quality training for the program staff of all the agencies involved. After initially piloting the course in the fall of 2007, the group would like to explore making the course available in an on-line-distance learning format to be available throughout the state and to possibly tie it into the Wisconsin School-Age Credential.

The following Agencies and Organizations are partnering:

- City of Madison, Office of Community Services
- Madison School & Community Recreation
- YMCA of Dane County
- Red Caboose School Age Child Care Programs
- Dane County 4-H Youth Development

3. The Planned Training goals and objectives, evaluation plans, training outline

The Primary goal is to provide after school program staff an affordable and accessible training course that meets state standards and is specific to the needs of school-age children and the implementation of high-quality after school programming. A joint course will be held in the fall of 2007 for approximately 50 school-age program staff open to all of school-age programs in the area. The students will be registered through each of the participating agencies. The participating agencies will provide paid time for the students from their agencies. This course is designed to meet the licensing regulations and provide students with an understanding of the key elements of quality after school care. The course is to be taught over 10 weeks and includes one class per week of 2.25 hours, assignments and readings for approximately 2.25 additional hours per week and 3 Saturday half-day sessions. The instructors for each class will be from a combination of the agencies who have received train-the trainer instruction and a comprehensive list of lesson objectives. Oversight and coordination for the class will be done by Linda Eisele with the four main partners identified earlier.

Evaluation will be provided at each step of the process and completed by the partners, participants and instructors.

Participants: Each participant will be required to complete a portfolio to show understanding and application of the course content. In addition, there will be an evaluation of the instructor and content to be completed with each class.

Instructors: Instructors will complete a short evaluation at the conclusion of their class and will participate in a feedback session at the conclusion of the course. In addition, instructors will complete participant competency scoring sheets.

Partners: The partners will review the portfolios of the participants, the weekly evaluations, and participant competency scoring sheets completed by the instructors and facilitate the feedback sessions.

Train the Trainer: The primary partners are identifying quality staff within each organization to plan and instruct the lesson plans for each class based on the identified learning objectives. Training and resources are being provided for these instructors to assure a level of quality across the curriculum and to provide cross-training to develop a pool of instructors to teach the course on an on-going basis. An introductory session has been held and instructors have committed to participating.

4. WAN Guiding Principles

Part of the mission of the Wisconsin Afterschool Network is to assure a system of high quality after school programs. This project specifically addresses the third guiding principal of providing a knowledgeable, experienced diverse staff who represent the community they serve.

Other WAN guiding principles that will be addressed through the curriculum include:

- Providing a safe, healthy, nurturing and engaging environment for the children;
- Positive human relationships and interactions among staff, children, youth, families and communities;
- Program management and organization,
- Deliberate and dynamic programming that responds to community needs and addresses the interests and needs of children and youth.

In addition to the WAN Guiding Principles, the course incorporate all of the essential elements identified by 4-Hafterschool (see attached course outline):

- **Belonging**
A strong focus is placed on developing positive supportive relationships , providing welcoming environments that are both physically and emotionally safe.
- **Mastery**
Much of the hands-on learning philosophy of 4-H and the life skills model that provides an effective model for the informal learning that is the foundation of quality after school programs will be introduced and developed to assure that participants have a strong foundation for program planning and empowering youth as partners. Many of the resource materials developed by 4-H including project literature and the resources of 4-H Afterschool will be incorporated.
- **Generosity**
One of the key elements of service learning is for youth to see themselves as much givers as receivers. Helping youth to understand the role they can play now and in the future to serve locally and globally will be emphasized
- **Independence**
Part of the curriculum focuses on helping children learn self-confidence and to see themselves as capable caring individuals who do have control over how they approach and respond to life. Course objectives include teaching problem solving and decision making skills to aid children in making wise choices

5. Timeline

- March : Partners will develop learning objectives and course outline.
(approximately 20 hours working with 3 after school directors)
- April: Orientation and course overview training for instructors with
assignment of class topics (two-hours with 20 instructors)
- May-August: Development of Instructors lesson plans
Develop course specific evaluation tools
MSCR Workshop for staff (one hour with 18 students)
- August: Class outlines and learning activities will be submitted and a Train
the Trainer event to prepare the instructors will be held (two-hours
with 20 instructors)
- September: Class manual will be completed
- September 25/26: First class will be held
(2.25 hours with 40 students)
- December 5: Last class

6: Proposed Budget

Expense	Amount	Narrative
Instructor fees:	0	In kind contribution of partners
Guest Presenters	\$100	From participant fees*
Resource Books§:	\$1,285	Licensing manuals (40 @ \$5) Half a Childhood (20@ \$38) Reference books and 4-H resources for instructors (estimate of \$325) Partnering agencies will provide some texts for participants from their agency.
Class Manuals	\$175	Binders/tabbed separators
Printing manual contents	0	In kind City of Madison
Food for Saturday meetings	\$225	Continental breakfast for 3 Saturday sessions (from participant fees).
Class supplies and materials	\$300	In-kind and participant fees
Total	\$2,085.	

*Projected per student fee is \$25

§Bolted amounts are expenses being requested through the training grant.