

Home-Based Caregiver Orientation

Meets Keystone STARS Core Series Requirements

Welcome

This orientation package is intended for people caring for children in their homes. Caring for children in your home is an important service to parents and to your community.

This three-part series is an orientation for home-based caregivers. It covers what you need to know about establishing, running, and maintaining a successful child care business and presents important information about understanding and supporting the developmental needs of each child in your care.

The Home-Based Caregiver Orientation contains three videotapes, workbooks, and assignment questions within each workbook. Watch the educational videotape, read the workbook, and complete the assignment questions for Part 1, Part 2, and Part 3.

The home-based caregiver who successfully completes the assignment questions for all three parts will be awarded six (6) professional development hours.

This training meets Keystone Stars guidelines as part of the Keystone STARS Core Series professional development for Family Child Care Homes. Continuing Education Units (CEU's) and Act 48 hours for certified educators are also provided.

As a home-based caregiver, you are in a position to know children well and guide them individually. Be proud of the high-quality services you provide, and remember that professional caregivers are committed to lifelong learning and improvement.

Home-Based Caregiver Orientation Instructions

1 Get ready...

- Watch the video, read the workbook, and complete the assignment questions for each part.

Part 1 — Family Child Care...it's a business

Part 2 — Understanding and Supporting Children's Physical and Cognitive Development

Part 3 — Understanding and Supporting Children's Language and Social/Emotional Development

2 Get set...

- When you have finished, we encourage you to review all the assignment questions for each part.
- Be sure your name is on each assignment page.
- Make a copy of your assignments to keep for your files.
- Complete the PA Key Registration Form.
- Complete the PA Key Evaluation Form.
- Complete the Review Payment Form.

3 Go...

Put these items in an envelope...

1. Home-Based Caregiver Review Payment Form

2. All answered assignment questions for:

Part 1 — Family Child Care...it's a business (K6C1)

Part 2 — Understanding and Supporting Children's Physical and Cognitive Development (K1C1)

Part 3 — Understanding and Supporting Children's Language and Social/Emotional Development (K1C1)

3. PA Key Registration of Training Form

4. PA Key Evaluation Form

...and mail to the Better Kid Care office:

Penn State Better Kid Care
Home-Based Caregiver Orientation
341 North Science Park Road – Suite 208
State College, PA 16803

An Early Childhood Specialist will review and provide feedback on your assignments. Your assignments and a certificate of completion for six training hours will be returned to you within a reasonable time period.

If you have any questions or concerns, please contact:

Patty Wells
Distance Education Assistant Director
Penn State Better Kid Care Program
phone: 814-865-9837
email: plw8@psu.edu

Home-Based Caregiver Orientation Registration Form



Did you include...?

- Review Payment Form (with payment)
 Registration Form
 Evaluation Form
 Assignments

Mail all items to:

Penn State Better Kid Care
 Home-Based Caregiver Orientation
 341 North Science Park Road – Suite 208
 State College, PA 16803

For office use only

Transaction # _____

CCO# _____

IMPORTANT — Save a copy of your assignments and forms for your files

1: Participant Information Indicate where you want your certificate mailed: Home Business

Name (First, Middle, Last)

Address

City

State

Zip

Phone ()

Fax ()

Required for reporting to PA Key:

Date of Birth (mm/dd/yyyy)

E-mail (in order to contact you efficiently)

2. Place of Employment Is this facility a Keystone STARS site? Yes No

Name (leave blank if you do not have a business name)

Address

City

State

Zip

Phone ()

Fax ()

Facility License Number (or, Registration # for home-based providers)

3. Professional Development Information

Professional Development Title: **Home-Based Caregiver Orientation**

Previously completed Part 1 – “Family Child Care... it’s a business” (date) _____

Are you using this professional development to earn Continuing Education Units (CEUs)? Yes No

Are you using this professional development to earn Pennsylvania Act 48 Continuing Professional Education Hours for Certified Educators? Yes No

Are you using this professional development to earn a CDA? Yes No

For more information, visit us at www.betterkidcare.psu.edu/page06a.html



Home-Based Caregiver Orientation Review Payment Form

For office use only

Transaction # _____

CCO# _____

Pennsylvania residents only

Complete this form to request review. A certificate awarding professional development hours will be issued after **all** completed assignments and forms are received and reviewed.

Allow 4 weeks for your completed assignments to be processed and reviewed.

REQUIRED INFORMATION –must complete entire form to process

Request to Review Home-Based Caregiver Orientation Assignments

Complete Orientation includes:

Part 1 – Family Child Care... It's a Business (unless previously completed)

Part 2 – Understanding and Supporting Children's Physical and Cognitive Development

Part 3 – Understanding and Supporting Children's Language and Social/Emotional Development

Review cost of \$5.00 applies to Home-Based Caregiver who completes and submits all 3 parts of the Orientation at one time.

I have enclosed the *complete Orientation* for the review cost of \$5.00

Total Enclosed = \$5.00

Mail with payment to: Penn State Better Kid Care
Home-Based Caregiver Orientation
341 North Science Park Road - Suite 208
State College, PA 16803

Method of Payment (prepayment is required)—DO NOT SEND CASH

Check (payable to **The Pennsylvania State University**) is enclosed
(A \$10 charge will be assessed for all returned checks)

Check #:

Charge to: Visa MasterCard Expiration Date:

Cardholder's Name: (as listed on card)

Cardholder's E-mail Address:

Cardholder's Telephone: ()

Credit Card Number:

<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>
----------------------	----------------------	----------------------	----------------------	----------------------	----------------------	----------------------	----------------------	----------------------	----------------------	----------------------	----------------------	----------------------	----------------------

Cardholder's Signature:
(Authorizes total amount to be charged)



Pennsylvania Keys to Professional Development

Trainee Evaluation Form

Please take a few minutes to answer these questions. What you tell us about the training is important and your personal responses will not be reported. Only a summary of all responses will be given to the trainer.

Title of Training: Home-Based Caregiver Orientation	Trainer Name: Claudia C. Mincemoyer, Ph.D.
Training Site: Penn State Better Kid Care Program	Date of Training:

1. How clearly were the goals of this training stated?

- Very clearly Somewhat
- A little Not at all

Please write your comments here:

2. Based on the training goals, how much did you learn?

- A lot Some
- A little None

3. The level of this training was...

- Too hard Somewhat hard
- Just right Too easy

4. Why did you select this training? *(Check all that apply)*

- Director recommended Meet STARS requirement
- Training need from PDR Meets 6-hour DPW requirement
- Personal convenience (location, time, etc.)

5. How much will you be able to use what you learned in your child care work?

- A lot Some
- A little Not at all

6. Would you tell others to take this training?

- Yes No Don't Know

7. How would you rate this trainer?

- Excellent Good
- Fair Poor

8. How would you rate this training?

- Excellent Good
- Fair Poor

9. The most important thing(s) that I have learned in this training are:

10. I need training in the following areas: *Check all that apply, for each item checked, please write the specific topics in the space provided and specify the level of training needed:*

CBK Content Area	Specific Topics	Beginning	Developing	Mastery
<input type="checkbox"/> Child Growth & Development	_____	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
<input type="checkbox"/> The Environment, Curriculum, & Content	_____	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
<input type="checkbox"/> Families in Society	_____	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
<input type="checkbox"/> Child Assessment	_____	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
<input type="checkbox"/> Communication	_____	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
<input type="checkbox"/> Professionalism & Leadership	_____	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
<input type="checkbox"/> Healthy, Safety, & Nutrition	_____	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
<input type="checkbox"/> Program Organization & Administration	_____	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
<input type="checkbox"/> Other	_____	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>