



A Newsletter from your
 Technical Assistance Center,
 Prevent Child Abuse-NJ

Supporting Essex, Hudson, Mercer, Middlesex, Monmouth, Ocean and Somerset Counties



New Year, New You!

It's a new year and if you're like most, you're feeling motivated and excited to set new goals, explore new possibilities, and achieve new successes., and chances are, you're probably also feeling a little overwhelmed by it all! You may think, how can I work any harder than I already do? Don't work harder – work SMARTER! Take a breath and read on to see how setting SMART goals can make all the difference! We all have an idea of what we want to achieve, but sometimes we don't take the time to be smart about how we are going to get there. A proactive plan, using SMART goals, can be the roadmap you need. There are varying models of SMART goals, but for our purposes SMART stands for Specific, Measurable, Achievable & Action-oriented, Realistic, Rigorous & Results-driven, and Timely.

Specific: Your goal needs to be detailed and targeted to be as specific as possible, i.e. wanting to lose 10 pounds by the 15th of February. In contrast, a vague goal would simply state that you want to lose weight. Another specific goal is wanting to read two books on Leadership before the 15th of February, as opposed to merely stating that you want to read more. Can you see the difference?

Measurable: What action needs to take place to reach the goal and how will it be monitored? Without a number or a date attached, how will you be certain that the goal is attained? What will your measures of quantity or quality be? Remember, if you can't measure it, you can't manage it.

Achievable & Action-oriented: What are the resources that you will need to achieve this goal? Recognizing that you need support and resources is half the battle—the next step is finding them. Remember that resources come in all varieties: lean on your team, use community resources, check websites and publications. 'A' is also for Action-oriented. You will know that your goal is attainable when you know who is responsible for what action.

Realistic, Rigorous & Results-driven: Your goal should be realistic yet ambitious and stretch you to a certain level of achievement. If it is not realistic, it will become discouraging and exhausting. This is where you need to think about the end result. In doing so consider: *how* you will use the resources you come up with, *how* will you divide your goal into manageable steps, and *who* you will delegate to or work with to make it happen?

Timely: A goal without a deadline attached is rarely accomplished. Consider not only when you want the entire goal achieved, but when each individual step toward the overall goal will be reached. Adding dates and times to each step will help keep you and your team focused and accountable.

The road to a happy new year is paved with SMART goals! Good luck!



Specific	Add as much detail as possible (Ex. "I want to lose 15 pounds by August 31" vs "I want to lose weight").
Measurable	Assign a number or date to your goal; a way to know for certain that you have reached your goal successfully (ex. 15 lbs. & August 31).
Achievable	List resources that will help you achieve the goal. (Ex. Weight watchers, exercise DVD, Zumba, iPod for walking, Fitbit, etc.)
Realistic	How will you use your resources? How can you chunk down your goal to make it realistic to achieve? (Ex. Exercise at least 3 mornings per week, walk after dinner 4 nights per week, track every meal in food journal).
Timely	When will each step be completed? (Ex. Start on Monday, weigh in every Sunday, adjust exercise accordingly).

GNJK Connection: Use SMART Goals in developing plans to achieve the GNJK standards in the self assessment and in developing your center's quality improvement plan (QIP).

Reach to Your Goals, Reach Out to Your Community

Developing a plan to reach your goals can also include locating resources found within your own community. There are many opportunities available to help you continually increase quality at your programs.

Throughout New Jersey, there are many established organizations to help support your work. In various counties there are Child Care Director Associations and Directors' meetings. The purpose of these organized meetings is to bring together administrative leadership and help support efforts to improve quality of care and education. Every county in NJ has a Child Care Resource and Referral agency that provides programs and services to help promote quality child care in local communities and an established County Council for Young Children (CCYC). The mission of the CCYC is to "strengthen collaboration between parents, families, and local community stakeholders with health, early care and education, family support, and other service providers." Local CCYCs use a shared leadership philosophy and a [Strengthening Families Protective Factors Framework](#).

In addition to local organizations to help you improve quality at your program, there are also resources found in the virtual community that could lend support. Childcare programs throughout the nation have been increasingly using social media platforms to help support one another when working towards goals of quality education and care. One such example is a virtual platform called [Slack](#) which allows teams of people to communicate via written form in an easy manner on an everyday basis. Other platforms, such as [GoToMeeting](#), provide a video conferencing experience that allows for a more personal encounter with peers. There are many options within the virtual community that could help with goal planning and implementation., seeking the right one that works for you and your program's needs is key.

To help facilitate resource sharing and networking, each Grow NJ Kids TA Center offers Peer Learning Communities held at least quarterly, to help support directors and staff that are enrolled in the program. At these meetings, directors and teaching staff have opportunities to discuss best practices, plan strategies to help meet challenges, and reflect on the process of learning. Attending a peer learning community may help you meet your Grow NJ Kids goals faster and easier by giving you a support network throughout your journey to quality.

When thinking about specific areas of improvement, many of the practices you currently have in place may already fulfill some of the goals you've established. For example, when thinking about Family and Community Engagement, it is important to know what organizations the families in your program already participate in within the community. A parent may already be an active member of the PTA at the school of their second child, which meets the criteria for GNJK standard 3.3.5/3.4.5. Conducting a brief poll of parent participation in local or regional community advisory councils may be beneficial when planning to improve quality at your program. You may be surprised to learn you are further along in the process than you realize!

Whatever resources you choose, remember to be creative and know that support is available within your communities.

SMART Example for Standards 1.4.3 & 1.5.2

Specific

- All Staff need to be trained in First Aid, CPR & AED usage.

Measurable

- 100% Compliance by licensing renewal on July 1, 2017.

Achievable

- Review staff who are in need of training or renewal & availability
- Research available options for providing appropriate training
- Coordinate trainer, training space, date & time
- Confirm arrangements with trainer/staff
- Confirm arrangements with trainer/staff
- Provide meal/training
- Record on training logs

Realistic

- Director to task Head Teacher with reviewing staff training logs for those needing training
- School Secretary to research options for available training
- Director to coordinate date, time, space & confirmations
- School Secretary to arrange for pizza delivery
- Head Teacher to log trainings into staff files

Timely

- Head Teacher & School Secretary report initial findings to Director by January 15, 2017
- Director to select provider and set up training date by February 1, 2017 to take place prior to spring break (April 10-17, 2017)
- School Secretary to confirm order of pizza for training date with director on the morning of the training
- Head Teacher to Confirm logging of trainings into staff files with director by 1 week after the training date

Time Management and Team Building

January brings many opportunities and is a time of renewal. When reflecting on how to achieve your goals, it is important to make sure your center's team works cohesively toward common goals. Teambuilding is pivotal to your center's success. Let your team know they are valued! Taking a skills inventory of your staff can identify individual strengths and help you make effective use of team diversity. Your staff may feel more invested if you identify and properly utilize their skills. Every member must have a clear understanding and the acceptance of the goals and vision that you have built together.

Once you have set your goals, you need to determine what process works best for you and your team.

Here are some helpful tips to help you succeed:

- The more each person feels their contribution has led to the final solution, the more he or she will be committed to the process and the end result.
- Be organized and review progress regularly. Use a spreadsheet to keep track of responsibilities and ongoing progress.
- Give reasonable timelines; don't set yourself or your team up for failure. Use Outlook to keep everyone on track.
- Delegate! Delegate! Delegate!
- Ask for feedback and suggestions from your team.
- Celebrate success along the way!

GNJK Standards: 5.3.6, 5.3.7

Linking Staff to Leadership. Skills Inventory Example.

Staff Name _____

What are the strengths of this person?

- Creating solutions
- Sharing new ideas
- Completing tasks
- Understanding concepts
- Contagious enthusiasm
- Giving attention to details
- Effective communication:
 - Large group
 - Small group
 - One-on-one
- Thoughtful listener
- Effective classroom modeling
- Other: _____

What are his/her likes?

- Brainstorming
- Problem solving
- Talking
- Answering other people's questions
- Trying new things
- Working with new people
- Working with people they already know
- Teaching adults
- Other: _____

What leadership responsibilities match their strengths and likes?

- Program planning
- Working on a family event
- Presenting at a staff meeting
- Presenting a workshop (in-house locally, or nationally)
- Providing tours
- Answering office phones
- Mentoring a new staff member
- Providing classroom support
- Assisting with Individual PD plans
- Other: _____

Resources: "Building an Effective Team." *Ideas for Team Building*. Web. 23 Dec. 2016. <http://www.childcarelounge.com/director-articles/team-building.php>
"Inspiring the workforce blog." *Sheffield Hallam University*. Web. 23 Dec. 2016. <http://extra.shu.ac.uk/sbsblog/2012/12/goal-setting-and-team-building-let-your-team-know-they-are-valued/>

GNJK PCA-NJ Expos

Grow NJ Kids TA Center-Northeast Region would like to thank all of the participants that attended our first Quality Child Care Expo in Newark, NJ on Friday, December 2, 2016. The event was a great success! Nearly 100 early childhood professionals experienced what quality in early childhood can look like in programs across the state.

Thank you again to all who participated and helped make our vision come to life.

If you missed out, **it's not too late to attend the Grow NJ Kids Quality Child Care Expo for the Central Region on Wednesday, January 11, 2017 in New Brunswick, NJ.** During this event you will be able to participate in interactive information sessions, tour model classroom exhibits, watch demonstrations of proper hand-washing, diapering and table sanitizing technique, meet local vendors and more. All attendees will receive 3 training hours and have the opportunity to win door prizes that will be raffled off the day of the Expo. This event is open to *all* teachers, directors, and family child care providers throughout NJ's early childhood community. We hope that you can join us!

Register here for the Central Jersey Quality Child Care Expo on January 11th:

<https://pcanj.wufoo.com/forms/qoqdir815m3pxw/>



Save the Date for these Upcoming Opportunities!



Webinars, Open to all GNJK programs

Date	Time	Topic	Presenter(s)	Description
1/18/17	12:30-1:30	Being Present from Infancy to 5 Years of Age: Interacting with Children Responsively to Extend Their Learning	Grow NJ Kids Technical Assistance Center-North	Participants will be able to describe the responsive caregiving process and will learn strategies that promote responsive caregiving and effective teacher-child interactions in the classroom. Registration Link: https://attendee.gotowebinar.com/register/7138956754842121475
2/17/17	1pm-2pm	Providing Choices for Children	Grow NJ Kids Technical Assistance Center-Northeast: Barbara Thornton, Joy Baker, & Leanna Felipe	Overly managed classrooms may look controlled, but are not optimal for children's development. Learn about how we can allow children to exercise their power of choice, and why it is so important. Registration Link: https://attendee.gotowebinar.com/register/9059257109733181186

GNJK Peer Learning Communities (PLCs), County Specific

Date	Time	Location	County
1/19/17	1pm-3pm	Child Care Resources of Monmouth County	Ocean, Monmouth
1/25/17	1:30pm-3:30pm	DCF Training Academy, New Brunswick	Middlesex, Somerset
2/09/17	12pm-2pm	Sandy Lane Nursery School, Belleville	Essex
3/08/17	12pm-2pm	North Bergen Public Library, Kennedy Branch	Hudson



PCA-NJ operates a broad range of preventative services designed to support the improvement and quality of professional workforces and programming, resulting in significant positive impacts on family functioning and health in all 21 counties. *PCA-NJ programs include:*

- ◆ Grow NJ Kids TAC
- ◆ Healthy Families
- ◆ Parents as Teachers
- ◆ Parent Linking Program
- ◆ Enough Abuse
- ◆ Middlesex County Council for Young Children
- ◆ Human Trafficking Prevention
- ◆ Essex Pregnancy & Parenting Connection
- ◆ Parent Education & Technical Assistance
- ◆ The Period of Purple Crying

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Northeast Region TA Center 550 Broad Street, Suite 1105 Newark, NJ 07102 973.371.5301

<https://www.preventchildabusenj.org/what-we-do/programs/grow-nj-kids/>