

# **Bear River Head Start**

## **Learning Management System (LMS) Training Procedure**

Updated 07/2024

Bear River Head Start uses an online Learning Management System (LMS) as part of the overall training of program employees, Board and Policy Council. The LMS provides a comprehensive training platform and consistent learning experience that is easily accessible.

### **Employees**

- The employee LMS modules contain training topics that include, but are not limited to:
  - Program Overview
  - Program Options and Services
    - Centerbased
    - Homebased
    - Health
    - Family Services
  - Program Governance
  - Fiscal
  - Child Abuse & Neglect
  - CACFP
  - ERSEA
- All LMS modules are reviewed annually, at a minimum, and regularly updated as necessary.
- All new employees are enrolled in the LMS system as part of their new hire set-up process.
- All new employees must complete the LMS training as part of their new hire orientation.
- All employees must complete the LMS training annually as part of the pre-service training at the beginning of the service year.
- The employee LMS module will be available to all employees on an ongoing basis as a training and reference resource.
- The employee LMS system is reset at the beginning of each service year to provide for annual completion tracking.
- Successful completion of each module is tracked through the LMS system with results and completion reports available to management and supervisory staff.
- Management and supervisors of each team are responsible for tracking the completion of necessary LMS training for their individual employees.
- Additional modules can be added as deemed necessary.

### **Board**

- The Board LMS modules contain training topics that include, but are not limited to:

- Program Overview
- Program Options and Services
  - Centerbased
  - Homebased
  - Health
  - Family Services
- Program Governance
- Board Duties
- Fiscal
- Child Abuse & Neglect
- CACFP
- ERSEA
- All LMS modules are reviewed annually, at a minimum, and regularly updated as necessary.
- All new Board members are enrolled in the LMS system as part of their initial training process.
- All new Board members must complete the Board LMS training prior to being seated as a voting Board member.
- Board members will receive annual training on topics relevant to their service on the Bear River Head Start Board.
- The Board LMS module will be available to all Board members on an ongoing basis as a training and reference resource.
- Management and the Board Specialist are responsible for tracking the completion of necessary LMS training for new Board Members.
- Additional modules can be added as deemed necessary.

### **Policy Council**

- The Policy Council LMS modules contain training topics that include, but are not limited to:
  - Program Overview
  - Program Options and Services
    - Centerbased
    - Homebased
    - Health
    - Family Services
  - Program Governance
  - Policy Council Duties
  - Fiscal
  - Child Abuse & Neglect
  - CACFP

- ERSEA

- All LMS modules are reviewed annually, at a minimum, and regularly updated as necessary.
- All new Policy Council members are enrolled in the LMS system as part of their initial training process.
- All new Policy Council members must complete the LMS training (or individualized training, as necessary) prior to being seated as a voting Policy Council member.
- All Policy Council members will receive ongoing training on topics relevant to their service on the Bear River Head Start Policy Council.
- The Policy Council LMS module will be available to all Policy Council members on an ongoing basis as a training and reference resource.
- Review of the Policy Council LMS module is encouraged for returning Policy Council members.
- Management and the Policy Council Specialist are responsible for tracking the completion of necessary LMS training (or individualized training, as necessary) for new Policy Council Members.
- Additional modules can be added as deemed necessary.