

Monday—August 4, 2025
Category of Staff: Facilities/Center Custodians
Site: Parent/Child Inc. Bandera Operations & Training Center
Address: 8500 Bandera Road
San Antonio, TX 78250

Time	Topic	Presenter
8:00 a.m. - 9:00 a.m.	Job Description and Expectations In this session, participants will go over the PCI job description for maintenance and custodial workers so that employees can have a clear understanding of the job description expectations. Staff will go over the job description page as well as job expectations.	David Davis, Education Specialist, Parent/Child Inc.
9:00 a.m. - 10:15 a.m.	Handling, Storing and Disposing of Hazardous Materials In this session, participants will gain knowledge on how to safely manage, store, and dispose of hazardous materials. Participants will also learn common hazardous materials in a childcare setting and protective strategies to always ensure chemicals are stored safely, away from children. Best Practices for Cleaning, Sanitizing, and Disinfecting at Schools https://youtu.be/nRnRQrlegi4?si=OVgTc7RvSOa_xKa6	David Davis, Education Specialist, Parent/Child Inc.
10:15 a.m. - 11:30 a.m.	Building and Premises Safety In this session, participants will learn about the techniques to be used to ensure the building and premises are safe at all times for the child, staff, and visitors. Workplace Safety https://youtu.be/GawKChZNjtQ?si=Qb_zPOsjQrJBFA6O	David Davis, Education Specialist, Parent/Child Inc.
11:30 a.m. - 1:00 p.m.	Lunch On Your Own	

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1:00 p.m. - 2:00 p.m.	Custodian/Maintenance Job Working Question and Answer Session In this session the participants will break out into working groups to go over job-related questions while working together to come up with the best responses to the questions given based on what has been presented in the overall daily session.	David Davis, Education Specialist, Parent/Child Inc.
2:00 p.m. - 3:00 p.m.	Recognition, Prevention and Reporting Child Maltreatment In this session, participants will learn essential information and training on recognizing, preventing and responding to child abuse and neglect and will learn procedures for Reporting Child Abuse and Neglect as the Texas Law requires it. Participants will receive community resources that have training programs available for Employees, Children, and Parents.	Emma Grimes, Child Safe
3:00 p.m. - 5:00 p.m.	Safety Practices in the Workplace In this session participants will discuss and gain a better understanding of how to use safety practices in all aspects of the job on the worksite, to include the safe use of equipment and machinery needed to perform job duties. <u>Back safety lifting rules</u> https://youtu.be/LaFoZR3gd44?si=xGZESpUCXB8oFteN	David Davis, Education Specialist, Parent/Child Inc.

Tuesday—August 5, 2025
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Time	Topic	Presenter
8:00 a.m. - 8:30 a.m.	Ice Breaker In this session, participants will get to know each other through an opening day ice breaker activity about the previous day's professional development.	David Davis, Education Specialist, Parent/Child Inc.
8:30 a.m. - 9:30 a.m.	Team Building During this session participants will work individually to get to know one another during a team building activity, and in the end will share their answers with the whole group to formally introduce themselves to their colleagues.	David Davis, Education Specialist, Parent/Child Inc.
9:30 a.m. - 10:30 a.m.	Child Health and Safety Initiative During this session, participants will learn how to describe the factors that contribute to child incidents in Head Start program environments and discuss strategies to prioritize children's safety. They will also learn how to create a culture of safety, by building a trusting environment, with effective leadership practices, while exploring root cause analysis tools to address and prevent child safety issues while following the standards of conduct.	David Davis, Education Specialist, Parent/Child Inc.

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10:30 a.m. - 11:30 a.m.	Daily Center Checklist During this session, participants will go over the daily Center Checklist Form and have an open conversation about each item on the list for clarification and understanding by each participant.	Joseph Gonzales, Maintenance, Parent/Child Inc.
11:30 a.m. - 1:00 p.m.	Lunch On Your Own	
1:00 p.m. - 3:00 p.m.	Equipment Use and Demo In this session the participants will learn how to properly use center equipment and will practice using various machinery that they may encounter to use on a daily basis. The participants will be able to know how to do the following tasks by the end of the training: Changing Lights, Changing Air Filters, Fixing Leaky Faucets, How to use the Shut-Off Valve, Carpet Cleaner, Power Washer, Playground Daily Checks, Label Chemical Bottles, Mow the lawn (using the lawnmower and/or weed eater), Floor Waxing Machine.	Joseph Gonzales, Maintenance, Parent/Child Inc.
3:00 p.m. - 4:00 p.m.	Substance Abuse This session will help participants distinguish between substance abuse and dependency. The trainer will also outline the sociocultural, psychodynamic, cognitive-behavioral, and biological factors that are associated with substance abuse to participants.	Tom Harper, Public Relations Coordinator; San Antonio Council on Alcohol & Drug Awareness
4:00 p.m. - 5:00 p.m.	Center Needs Assessment During this session, participants will work in break-out groups to discuss and share with the entire training group the assessed needs at each center to have a clean, healthy, and safe center environment each day for the child, parents, and staff.	Joseph Gonzales, Maintenance, Parent/Child Inc.