WELCOME TO NEXT STEPS

Next Steps is a community of individuals. The individuals in the Next Steps community include participants, teachers, counselors, caseworkers, researchers, children and the Next Steps coordinator. Each individual's behavior and attitude affects the entire community. As a community we have established a foundation for how we want to be treated and how we agree to treat others. In the creation of this packet we agreed to create an environment that is safe and respectful while maintaining a culture that promotes tolerance and new ideas. This packet sets forth the expectations we have of each other and the program.

NEXT STEPS CONTRACT

As a member of the NEXT STEPS program, I agree to the following conditions as part of my responsibility to the program. All aspects of this contract apply to all participants and staff members.

In respect to the Next Steps program and the community we have established:

There will be NO:

* Drugs
* Alcohol
* Smoking
* Cursing
* Violence
* Threatening Behavior

There WILL be:

* Confidentiality maintained within the program.
* Follow through with focus and objectives of group activity.
* Willingness to hear others opinions.
* Respect and consideration for others (treat others how you would want to be treated).
* Commitment to the program
* Openness and respect for resolving conflict and willingness to compromise to a mutually satisfying solution.
* Appropriate expressions of negative feelings will be expressed in Women's Group.
* Personal accountability for our own behavior and actions.
* Punctuality

In respect to the West Street Childcare Learning Center:

There will be NO:

* Favoritism
* Shoes on the rug in the infant room

There WILL be:

* A clean and safe environment
* Professionalism
* Open communication
* Developmentally appropriate curriculum
* Participation by parents in classroom curriculum
* Observed rules and regulations of the classroom

In respect to BOCES:

There will be NO:

* Favoritism

There WILL be:

* Written curriculum
* Adherence to curriculum
* Individual responsibility
* Consistency
* Professionalism

_____ _____

Signature Date

_____

Print Name

POLICY STATEMENT
DRUGS AND ALCOHOL

Next Steps is a drug and alcohol free environment. Any use of, or impairment from, drugs or alcohol is prohibited. If you exhibit behavior that suggests you are impaired, which includes but is not limited to intoxication, erratic and/or inappropriate behavior, the Next Steps Coordinator will refer you to the Rockland County Department of Mental Health assessment center for evaluation. Failure to comply with this referral will result in automatic termination from the Next Steps Program. The Department of Social Services Employment Unit and/ or Child Welfare Unit will be advised immediately of your non-compliance.

This policy statement was developed in response to the strongly held beliefs and feelings of the Next Steps women who are determined to protect themselves and their children from detrimental effects of exposure to substance abuse.

I understand the Next Steps policy on drugs and alcohol and agree to the conditions stated above.

_____

Signature

_____

Date

Policies and Procedures of Next Steps

These policies and procedures are to be followed while you are a participant in the Next Steps program.

1. No one is to leave the premises unless they notify a member of the office staff and leave instructions with your childcare teacher on how to reach you in case of an emergency.

2. Lunch is from 11:30 – 12:30. 12:30 – 12:45 is your break time, please use it to attend to personal matters. You must be on time and ready to work when class begins.

3. Please dress appropriately: No miniskirts, short shorts, spaghetti straps, pajamas or halter tops (keep passion marks covered). Wednesday you have Employment Readiness Training, dress as if you were going to work (no exceptions).

4. You must call the office if you are going to be late or absent, failure to call can lead to you being referred back to the Employment Unit or terminated from the program.

5. If you are going to be absent, you must call the Next Steps office (364-3724) to give reason for your absence. If you use transportation you must page your driver and notify him/her by 8:00am in the morning.

6. No profanity

7. No cell phone use during class time.

8. Use of the class telephone is limited to 12:15 – 12:30 and break times only (no exceptions).

9. No eating or drinking in the computer area.

10. No one is allowed on the couches during class time.

11. There will be absolutely no fighting. All violations involved will be arrested, referred back to the Employment Unit and terminated from the program.

12. Do not get involved with the students at Ramapo Freshman Center (no fighting, touching, hanging out or smoking). Please no roaming the halls either.

13. Any problems with other participants are to be brought to the office if they cannot be worked out amongst yourselves.

14. All work on your monthly sheet is to be completed by the end of each month.

15. 48 hours is the minimum requirement for transportation requests during the program. No exceptions.

16. There will be absolutely no substance abuse. Use if any substance on school property is automatic grounds for termination from the program.

17. Smoking is prohibited on school grounds; you may smoke beyond the school fence during break time only.

18. All visitors must sign in at the Next Steps office.

19. You must exit the building during fire drills, please do not go into the daycare room to get your child.

20. You must be on time when the van arrives. Constant lateness may result in loss of transportation and probation.

21. Appropriate behavior is expected in all classes, workshops, groups and childcare rooms. If behavior is inappropriate or disruptive you will be asked to leave the classroom. Constant problems may be grounds for probation and termination from program.

DOCUMENT CHECKLIST

	Autobiography	Cover /Thank You Letter	Job Application	Resume/1st Draft	Typed References	Resume/Final Copy	Childcare Options Memo
Grant							
John (Save all documents)							
Liz							
Arlene							

MONTHLY WRITTEN CHILD OBSERVATIONS

	Month 1	Month 2	Month 3	Month 4	Month 5	Month 6
Grant						
Jeniene						
Liz						

****Please make sure to always keep a copy of anything you hand in.

Next Steps Weekly Schedule

Effective November 2009

TIME	MONDAY	TUESDAY	WEDNESDAY	THURSDAY	FRIDAY
9:30 – 11:30 *(Mother/Child)*	Collaborative Education	Collaborative Education	Collaborative Education	Collaborative Education	Collaborative Education
11:30 – 12:30	Women's Group	R.C.G.C. Self-Development Workshop	EPIC Training**	Employment Readiness/Job Training	Creativity Group
12:30 – 1:00	Lunch	Lunch	Lunch	Lunch	Lunch
1:00 – 2:30	B.O.C.E.S Group A – Computer Group B - Academic	B.O.C.E.S Group A – Computer Group B - Academic	D.B.T Group	B.O.C.E.S* Group B – Computer Group A - Academic	B.O.C.E.S Group B – Computer Group A - Academic
2:30 – 2:50 *(Mother/Child)*	Snack Talk w/teachers Departure	Snack Talk w/teachers Departure	Snack Talk w/teachers Departure	Snack Talk w/teachers Departure	Snack Talk w/teachers Departure

* Community Meeting – First Thursday of every month
** Monthly volunteer work at Adult Home – First Wednesday of every month

NEXT STEPS COMMITTEES

Facilities Maintenance Committee (Oversight by Arlene)
Responsible for the upkeep of room 105 including mailboxes, refrigerator, tables and any other common areas.

Management Committee (Oversight by Liz)
Responsible for assisting in matters related to running the program and help develop policy and procedure.

Special Occasion Committee (Oversight by Onikka)
Responsible for organizing parties for holidays, birthdays, special occasions or just fun. Everyone is responsible for her own child during parties and everyone is responsible for clean up.

Transportation Committee (Oversight by Sarah)
Responsible for negotiating issues related to vans, including the cleanliness of vans.

Welcoming Committee (Oversight by Onikka)
Responsible for welcoming new participants, making sure they feel welcome, have the supplies they need and know where they should be.

****EACH PARTICIPANT MUST SIGN UP FOR AT LEAST ONE COMMITTEE****

Please sign up in the NEXT STEPS office.

Self Development

Name _____

Start date _____ Completion Date _____

Month 1	Month 2	Month 3	Month 4	Month 5	Month 6
Assignments: ❑ Begin Collage ❑ Discussion Next Steps Final Project ❑	**Assignments:** ❑ Completion of collage ❑ Presentation of collage ❑ Presentation of Autobiography	**Assignments:** ❑ Presentation on "My Value system" ❑ ❑	**Assignments** ❑ Begin Journal ❑ Schedule Guidance Center Internship	**Assignments:** ❑ Begin Networking Log ❑ Guidance Center Internship ❑ Mock interview	**Assignments** ❑ Facilitate a group discussion about a film ❑ Presentation of Next Steps Final Project ❑

Monthly Goals:

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Academic Curriculum Goal Checklist

Name _____

Start date _____ Completion Date _____

Month 1	Month 2	Month 3	Month 4	Month 5	Month 6
Assignments: ❑ Resume worksheet ❑ Autobiography rough draft ❑ Written observation of child's development ❑ Begin Next Steps Final Project **TABE SCORES** Reading: _____ Math: _____ Language: _____	**Assignments:** ❑ Autobiography final ❑ Draft cover letter ❑ Draft thank-you letter ❑ Final cover letter ❑ Final Thank you letter ❑ Written observation of child's development	**Assignments:** ❑ Rough budget worksheet ❑ Written observation of child's development ❑ Essay on "ideal job" ❑ List references (keyed) ❑ _____ ❑ _____	**Assignments:** ❑ Written observation of child's development ❑ Budget entered in Excel ❑ Budget formatted for formulas and graphs ❑ Draft memo on three childcare options ❑ _____ ❑ _____ ❑ _____	**Assignments:** ❑ Review cover letter ❑ Review thank-you letter ❑ Review resume ❑ Review references ❑ Review budget ❑ Written observation of child's development ❑ Final memo on childcare arrangements ❑ _____ ❑ _____ **RE-TABE** Reading: _____ Math: _____ Language: _____	**Assignments:** ❑ Final written observation of child's development ❑ Align budget with salary ❑ Ensure all corrected sample letters and documents are in portfolio ❑ Complete a booklet of child's development ❑ Exit interview ❑ Organize reflection on past six months ❑ Create farewell address ❑ _____ ❑ _____

My Monthly Goals:

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Computer Curriculum Goal Checklist

Name _____

Start date _____ Completion Date _____

Month 1	Month 2	Month 3	Month 4	Month 5	Month 6
Assignments: ❑ Begin work on Next Steps Final Project ❑ Keyboarding: _____	**Assignments** ❑ **Cover Letter Draft** ❑ Thank You Letter ❑ **Memo** ❑ Job Search Log ❑ Continue work on Next Steps Final Project Keyboarding: _____	**Assignments** ❑ Continue work on Next Steps Final Project ❑ Keyboarding: _____	**Assignments** ❑ Create a job log database ❑ Templates ❑ Fill-in merges ❑ Fax cover sheet ❑ Memo templates ❑ Mail Merge Letter ❑ Continue work on Next Steps Final Project ❑ Keyboarding: _____	**Assignments** ❑ Business letter ❑ Cover letter ❑ Thank you ❑ Fax cover sheet ❑ Memo templates ❑ Mail Merge Letter ❑ Continue work on Next Steps Final Project ❑ References typed ❑ Update resume with new skills, experience ❑ Keyboarding _____	**Assignments** ❑ Job searching online ❑ Maintain a job log ❑ Post resumes online ❑ E-Mail resume to Guidance Center ❑ Revise resume with Guidance Center changes ❑ Salary.com ❑ Completion of Next Steps Final Project ❑ Keyboarding _____

My Monthly Goals:

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DBT Curriculum Goal Checklist

Name _____ Start date _____ Completion Date _____

Month 1	Month 2	Month 3	Month 4	Month 5	Month 6
CORE MINDFULNESS Goal: To become aware of the importance of balancing the emotional mind and reasonable mind through the wise mind. **Assignments** ❑ To identify behaviors you want to change ❑ To identify and utilize SUDS (subjective units of distress scale- intensity of emotions) **Take Home Assignments** ❑ Core Mindfulness Practice Assignments ❑ Diary Cards	**Distress Tolerance** Goal: Obtain skills for tolerating painful events, urges and emotions without making things worse. **Take Home Assignments** ❑ Weekly Diary Cards ❑ Practice Assignments	**Interpersonal Effectiveness** Goals: Getting somebody to do what you want; keeping a good relationship; keeping your self-respect. **Take Home Assignments** ❑ Weekly Diary Cards ❑ Practice Assignments	**Emotion Regulation** Goals: To understand the emotions you experience; To learn the skills to decrease emotional sensitivity; To learn the skills to stop or reduce unwanted emotions once they start. **Take Home Assignments** ❑ Weekly Diary Cards ❑ Practice Assignments	**Emotion Regulation continued** **Take Home Assignments** ❑ Weekly Diary Cards ❑ Practice Assignments	**Walking the Middle Path** Goals: Understanding dialectics **Take Home Assignments** ❑ Weekly Diary Cards ❑ Practice Assignments

My Monthly Goals:

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EPIC Curriculum Goal Checklist

Name _____

Start date _____ Completion Date _____

Month 1	Month 2	Month 3	Month 4	Month 5	Month 6
Assignments ❑ Complete first Ages and Stages ❑ Complete daily *Mommy and Me* activities with child ❑ Videotape child for 5 minutes ❑ Take monthly photograph of child ❑ Write a paragraph of 5 sentences about your child's development and have it signed by Grant ❑ Prepare a scrapbook page for month 1	**Assignments** ❑ Volunteer as a teacher's assistant ❑ Complete daily *Mommy and Me* activities with child ❑ Videotape child for 5 minutes ❑ Take monthly photograph of child ❑	**Assignments** ❑ Complete daily *Mommy and Me* activities with child ❑ Videotape child for 5 minutes ❑ Take monthly photograph of child ❑ Write a paragraph of 5 sentences about your child's development and have it signed by Grant ❑ Prepare a scrapbook page for month 3	**Assignments** ❑ Complete daily *Mommy and Me* activities with child ❑ Videotape child for 5 minutes ❑ Take monthly photograph of child ❑ Write a paragraph of 5 sentences about your child's development and have it signed by Academics ❑ Prepare a scrapbook page for month 4	**Assignments** ❑ Complete daily *Mommy and Me* activities with child ❑ Videotape child for 5 minutes ❑ Take monthly photograph of child ❑ Write a paragraph of 5 sentences about your child's development and have it signed by Grant ❑ Prepare a scrapbook page for month 5	**Assignments** ❑ Complete 2nd Ages & Stages ❑ Complete daily *Mommy and Me* activities with child ❑ Videotape child for 5 minutes ❑ Take monthly photograph of child ❑ Write a paragraph of 5 sentences about your child's development and have it signed by Grant ❑ Prepare a scrapbook page for month 6

My Monthly Goals:

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Employment Readiness Curriculum Goal Checklist

Name _____

Start date _____ Completion Date _____

Month 1	Month 2	Month 3	Month 4	Month 5	Month 6
Assignments ❑ Complete Self Directed Search ❑ Complete Kearsey Temperament ❑ Complete Gathering Skills exercise _____ ❑ Submit job application _____ ❑ Employer contact consent form _____ ❑ Assessment meeting with BOCES job developer _____	**Assignments** ❑ Read, discuss and complete goal setting materials ❑ Dream Job exercise _____	**Assignments** ❑ Complete resume profile including • Skills • Strengths • Work experience • Volunteer experience _____ ❑ Meet with BOCES job developer _____	**Assignments** ❑ Schedule Clothesworks _____ ❑ Schedule Next Steps Office Internship _____ ❑ Next Steps Clerical test _____ ❑ Discuss strategies for interviewing ❑ Role Play interviewing ❑ Practice Virtual interview on computer ❑ Continue Resume Preparation	**Assignments** ❑ Discuss Attitudes ❑ Trip to Clothesworks ❑ Give various presentations for communication skills ❑ Apply DBT concepts to workplace communication skills ❑ Job search meeting _____ ❑ Complete Prepare for job search Form Meeting(s) w/ BOCES job developer _____ ❑ Submit childcare arrangement memo _____	**Assignments** ❑ Time management and Awareness ❑ Stress Management ❑ Work Ethics Employer expectations ❑ Completion of Resource Manuals _____ ❑ Follow on Job Leads ❑ Notify BOCES Job Developer of results of Job leads ❑ Complete job placement form(s) for BOCES ❑ Update Job Management Portfolio ❑ Finalize childcare arrangements ❑ Finalize job transportation

Monthly Goals:

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