



Child Care
Resource & Referral

■ WILL ■ GRUNDY ■ KENDALL ■ KANKAKEE COUNTIES

July to
December
2017

Training Calendar

Contact Us!

Provider Services

- Contact to register for Trainings -Tammy Notter 815-741-1163 X226 or tnotter@childcarehelp.com
- Contact to register for CPR/First Aid – Alicia Behan 815-741-1163 X263 or abehan@childcarehelp.com

For all types of training at Child Care Resource & Referral (CCR&R) pre-registration and pre-payment is required. In order to provide the best possible training experience, please remember children may not be present at CCR&R sponsored trainings.

- Interested in ExceleRate Illinois? We will assign you to a “primary specialist”; any of the people listed will know who your “primary specialist” is.
 1. Debra Wells 815-741-1163 X228 or dwells@childcarehelp.com
 2. Stacey Kerwin 815-741-1163 X349 or skerwin@childcarehelp.com
 3. Rebecca Kroiss 815-741-1163 X271 or rkroiss@childcarehelp.com –Rebecca can also assist with answering any questions regarding care for Birth to 3 year olds as the Infant/Toddler Specialist.
 4. Tammy Notter 815-741-1163 X226 or tnotter@childcarehelp.com

JULY 2017

Name of Training: **Level 1 Early Childhood Training: Module 2a (Health Issues for Children in Group Care)**

Date & Time: **July 13, 2017** at 9:30am to 12:30pm

Location: **Will County** - Child Care Resource & Referral, 801 N. Larkin Ave., Joliet, IL. 60435

Cost: No Fee Presenter: Stacey Kerwin

Credential Info: A requirement to attain the Level 1 Early Childhood Credential. Also CDA 3

Description: Ensuring a child's health and well being requires more than basic first aid and emergency contacts. In this class, you will learn how to help the growth of healthy children – from the basics like hand washing to a more in-depth look at various practices surrounding health care.

Name of Training: **Level 1 Early Childhood Training: Module 2b (Nutrition Issues for Group Care)**

Date & Time: **July 13, 2017** at 9:30am to 12:30pm

Location: **Kankakee County** – Kankakee Community College, 100 College Rd., Kankakee, IL. 60901

Cost: No Fee Presenter: Debra Wells

Credential Info: A requirement to attain the Level 1 Early Childhood Credential. Also CDA 1

Description: Whether you are responsible for providing a quick snack or a well balanced meal, understanding children's dietary needs creates healthier and happier kids. Learn the basics of good nutrition, food safety, and various practices surrounding nutrition through this class that offers hands-on activities and practices that will make science and good nutrition easy to understand.

Name of Training: **Level 1 Early Childhood Training: Module 2b (Nutrition Issues for Group Care)**

Date & Time: **July 22, 2017** at 9:00am to 12:00pm

Location: **Will County** - Child Care Resource & Referral, 801 N. Larkin Ave., Joliet, IL. 60435

Cost: No Fee Presenter: Debra Wells

Credential Info: A requirement to attain the Level 1 Early Childhood Credential. Also CDA 1

Description: Whether you are responsible for providing a quick snack or a well balanced meal, understanding children's dietary needs creates healthier and happier kids. Learn the basics of good nutrition, food safety, and various practices surrounding nutrition through this class that offers hands-on activities and practices that will make science and good nutrition easy to understand.



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July– December 2017

Name of Training: **Level 1 Early Childhood Training: Module 2c (Safety Issues for Group Care)**

Date & Time: **July 22, 2017** at 12:30m to 3:30pm

Location: **Will County** - Child Care Resource & Referral, 801 N. Larkin Ave., Joliet, IL. 60435

Cost: No Fee Presenter: Debra Wells

Credential Info: A requirement to attain the Level 1 Early Childhood Credential. Also CDA 1

Description: A child's safety is the number one concern for parents and child care providers alike. In this class, you will identify tips for creating a safer group care environment, confront the issue of abuse and neglect, and learn more about emergency preparedness and first aid.

Name of Training: **Level 1 Early Childhood Training: Module 2b (Nutrition Issues for Group Care)**

Date & Time: **July 27, 2017** at 9:30am to 12:30pm

Location: **Will County** - Child Care Resource & Referral, 801 N. Larkin Ave., Joliet, IL. 60435

Cost: No Fee Presenter: Stacey Kerwin

Credential Info: A requirement to attain the Level 1 Early Childhood Credential. Also CDA 1

Description: Whether you are responsible for providing a quick snack or a well balanced meal, understanding children's dietary needs creates healthier and happier kids. Learn the basics of good nutrition, food safety, and various practices surrounding nutrition through this class that offers hands-on activities and practices that will make science and good nutrition easy to understand. Name of Training:

Level 1 Early Childhood Training: Module 2c (Safety Issues for Group Care)

Date & Time: **July 27, 2017** at 9:30am to 12:30pm

Location: **Kankakee County** – Kankakee Community College, 100 College Rd., Kankakee, IL. 60901

Cost: No Fee Presenter: Debra Wells

Credential Info: A requirement to attain the Level 1 Early Childhood Credential. Also CDA 1

Description: A child's safety is the number one concern for parents and child care providers alike. In this class, you will identify tips for creating a safer group care environment, confront the issue of abuse and neglect, and learn more about emergency preparedness and first aid.

AUGUST 2017

Name of Training: **Level 1 Early Childhood Training: Module 2c (Safety Issues for Group Care)**

Date & Time: **August 3, 2017** at 9:30m to 12:30pm

Location: **Will County** - Child Care Resource & Referral, 801 N. Larkin Ave., Joliet, IL. 60435

Cost: No Fee Presenter: Stacey Kerwin

Credential Info: A requirement to attain the Level 1 Early Childhood Credential. Also CDA 1

Description: A child's safety is the number one concern for parents and child care providers alike. In this class, you will identify tips for creating a safer group care environment, confront the issue of abuse and neglect, and learn more about emergency preparedness and first aid.

Name of Training: **What Is CCAP? (Child Care Assistance Program)**

Date & Time: **August 5, 2017** at 9:00am to 11:00am

Location: **Will County** – Child Care Resource & Referral, 801 N. Larkin Ave., Joliet, IL. 60435

Cost: No Fee Credential Info: CDA 5 Presenter: Amy Emerson

Description: Join this informative session to become more familiar with the Illinois Child Care Assistance Program's (CCAP) policy and procedures, including the application process, provider qualifications, the payment process and parent co-payments. The CCAP is funded by the IL. Department of Human Services.

Name of Training: **Level 1 Early Childhood Training: Module 1 (Child Development Overview)**

Date & Time: **August 9, 2017** at 6:30pm to 9:30pm

Location: **Will County** - Child Care Resource & Referral, 801 N. Larkin Ave., Joliet, IL. 60435

Cost: No Fee Presenter: Stacey Kerwin

Credential Info: A requirement to attain the Level 1 Early Childhood Credential. Also CDA 1, 3 & 8

Description: Participants receive an overview in child development for children birth through early school age. Emphasis will be on understanding basic milestones in development as well as on strategies used to promote the healthy development of children.

Name of Training: **Level 1 School Age & Youth Training: Module 1 (Intro. To Child & Youth Dev.)**

Date & Time: **August 12, 2017** at 9:00am to 12:00noon

Location: **Will County** – Child Care Resource & Referral, 801 N. Larkin Ave., Joliet, IL. 60435

Cost: No Fee Presenter: Tamara Notter

Credential Info: A requirement to attain the Level 1 School Age & Youth Credential. Also CDA 6 & 8

Description: Participants will receive a brief introduction to child and youth development from ages 5 – 21. They will be introduced to the stages of development, along with the physical, cognitive, language and social/emotional characteristics of development that will be used throughout the entire training series.

Name of Training: **Level 1 School Age & Youth Training: Module 2a (School-Age Development Ages 5 - 12)**

Date & Time: **August 12, 2017** at 12:30pm to 3:30pm

Location: **Will County** – Child Care Resource & Referral, 801 N. Larkin Ave., Joliet, IL. 60435

Cost: No Fee Presenter: Tamara Notter

Credential Info: A requirement to attain the Level 1 School Age & Youth Credential. Also CDA 8

Description: This session will explore the general characteristics and what to look for when working with children ages 5 – 12. It will also discuss what to do and how to address children or youth who may have special needs. Participants will also discuss protective factors and how to offer a safety net for children and youth who may be struggling. This session will also introduce five goals that will help guide your approach when working with children and youth.

Name of Training: **Illinois Early Learning Guidelines (IELG)**

Date & Time: **August 17, 2017** at 5:30pm to 9:30pm

Location: **Kendall County** – Site To Be Determined

Cost: No Fee Credential Info: CDA 7 & 8 Presenter: Rebecca Kroiss

ExceleRate Info: Required at Bronze Circle for the Administrator and 50% of Teaching Staff trained on the standards specific to the age group they care for.

Description: This training gives early childhood practitioners an overview of program guidelines for children birth to age three. The training creates a foundational understanding for providers and practitioners in the field of what children birth to age three are expected to know and do across multiple domains.



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Name of Training: **Level 1 Early Childhood Training: Module 2a (Health Issues for Children in Group Care)**

Date & Time: **August 24, 2017** at 6:30pm to 9:30pm

Location: **Will County** - Child Care Resource & Referral, 801 N. Larkin Ave., Joliet, IL. 60435

Cost: No Fee Presenter: Stacey Kerwin

Credential Info: A requirement to attain the Level 1 Early Childhood Credential. Also CDA 3

Description: Ensuring a child’s health and well being requires more than basic first aid and emergency contacts. In this class, you will learn how to help the growth of healthy children – from the basics like hand washing to a more in-depth look at various practices surrounding health care.

Name of Training: **Level 1 Early Childhood Training: Module 1 (Child Development Overview)**

Date & Time: **August 26, 2017** at 9:00am to 12:00noon

Location: **Kankakee County** – Kankakee Community College, 100 College Rd., Kankakee, IL. 60901

Cost: No Fee Presenter: Debra Wells

Credential Info: A requirement to attain the Level 1 Early Childhood Credential. Also CDA 1, 3 & 8

Description: Participants receive an overview in child development for children birth through early school age. Emphasis will be on understanding basic milestones in development as well as on strategies used to promote the healthy development of children.

Name of Training: **Level 1 Early Childhood Training: Module 2a (Health Issues for Children in Group Care)**

Date & Time: **August 26, 2017** at 12:30pm to 3:30pm

Location: **Kankakee County** – Kankakee Community College, 100 College Rd., Kankakee, IL. 60901

Cost: No Fee Presenter: Debra Wells

Credential Info: A requirement to attain the Level 1 Early Childhood Credential. Also CDA 3

Description: Ensuring a child’s health and well being requires more than basic first aid and emergency contacts. In this class, you will learn how to help the growth of healthy children – from the basics like hand washing to a more in-depth look at various practices surrounding health care.



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Name of Training: **Level 1 School Age & Youth Training: Module (2b Early Adolescent Dev. 11-16 years)**

Date & Time: **August 26, 2017** at 9:00am to 12:00noon

Location: **Will County** – Child Care Resource & Referral, 801 N. Larkin Ave., Joliet, IL. 60435

Cost: No Fee Presenter: Tamara Notter

Credential Info: A requirement to attain the Level 1 School Age & Youth Credential. Also CDA 8

Description: This session will explore the general characteristics and what to look for when working with children ages 11 – 16. It will also discuss the teenage brain, risk taking and positive sense of self. There will be information shared on “productive engagement”, stages of moral development and five goals for supporting children and youth: Focus on Early Adolescent.

Name of Training: **Level 1 School Age & Youth Training: Module(2c Late Adolescent/Young Adult Dev.15-21)**

Date & Time: **August 26, 2017** at 12:30pm to 3:30pm

Location: **Will County** – Child Care Resource & Referral, 801 N. Larkin Ave., Joliet, IL. 60435

Cost: No Fee Presenter: Tamara Notter

Credential Info: A requirement to attain the Level 1 School Age & Youth Credential. Also CDA 8

Description: This session will explore the general characteristics and what to look for when working with older adolescent and young adult ages 15 – 21. It will also discuss peer sharing, learning and leadership. There will be information shared on life skill development and real-life opportunities. Five goals for supporting children and youth: Focus on late adolescent and early adulthood.

Name of Training: **What Is CCAP? (Child Care Assistance Program)**

Date & Time: **August 31, 2017** at 6:30pm to 9:30pm

Location: **Kankakee County** – Site To Be Determined

Cost: No Fee Credential Info: CDA 5 Presenter: Amy Emerson

Description: Join this informative session to become more familiar with the Illinois Child Care Assistance Program’s (CCAP) policy and procedures, including the application process, provider qualifications, the payment process and parent co-payments. The CCAP is funded by the IL. Department of Human Services.

SEPTEMBER 2017

Name of Training: **Level 1 Early Childhood Training: Module 2b (Nutrition Issues for Group Care)**

Date & Time: **September 9, 2017** at 9:00am to 12:00noon

Location: **Will County** - Child Care Resource & Referral, 801 N. Larkin Ave., Joliet, IL. 60435

Cost: No Fee Presenter: Stacey Kerwin

Credential Info: A requirement to attain the Level 1 Early Childhood Credential. Also CDA 1

Description: Whether you are responsible for providing a quick snack or a well balanced meal, understanding children’s dietary needs creates healthier and happier kids. Learn the basics of good nutrition, food safety, and various practices surrounding nutrition through this class that offers hands-on activities and practices that will make science and good nutrition easy to understand.

Name of Training: **Level 1 Early Childhood Training: Module 2c (Safety Issues for Group Care)**

Date & Time: **September 9, 2017** at 12:30pm to 3:30pm

Location: **Will County** - Child Care Resource & Referral, 801 N. Larkin Ave., Joliet, IL. 60435

Cost: No Fee Presenter: Stacey Kerwin

Credential Info: A requirement to attain the Level 1 Early Childhood Credential. Also CDA 1

Description: A child’s safety is the number one concern for parents and child care providers alike. In this class, you will identify tips for creating a safer group care environment, confront the issue of abuse and neglect, and learn more about emergency preparedness and first aid.

Name of Training: **Level 1 Early Childhood Training: Module 2b (Nutrition Issues for Group Care)**

Date & Time: **September 9, 2017** at 9:00am to 12:00noon

Location: **Kankakee County** – Kankakee Community College, 100 College Rd., Kankakee, IL. 60901

Cost: No Fee Presenter: Debra Wells

Credential Info: A requirement to attain the Level 1 Early Childhood Credential. Also CDA 1

Description: Whether you are responsible for providing a quick snack or a well balanced meal, understanding children’s dietary needs creates healthier and happier kids. Learn the basics of good nutrition, food safety, and various practices surrounding nutrition through this class that offers hands-on activities and practices that will make science and good nutrition easy to understand.



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Name of Training: **Level 1 Early Childhood Training: Module 2c (Safety Issues for Group Care)**

Date & Time: **September 9, 2017** at 12:30pm to 3:30pm

Location: **Kankakee County** – Kankakee Community College, 100 College Rd., Kankakee, IL. 60901

Cost: No Fee Presenter: Debra Wells

Credential Info: A requirement to attain the Level 1 Early Childhood Credential. Also CDA 1

Description: A child’s safety is the number one concern for parents and child care providers alike. In this class, you will identify tips for creating a safer group care environment, confront the issue of abuse and neglect, and learn more about emergency preparedness and first aid.

Name of Training: **Welcoming Each & Every Child (WEEC)**

Date & Time: **September 9, 2017** at 8:30am to 4:30pm

Location: **Will County** – Child Care Resource & Referral, 801 N. Larkin Ave., Joliet, IL. 60435

Cost: \$15.00 Presenter: Tamara Notter Credential Info: CDA 1, 4, 7, 8

ExceleRate Info: Required at Bronze & Silver for Administrator and 1 Teacher per classroom. At Gold all classroom staff. Required for Family Child Care Provide and Assistant at all Circles of Quality.

Description: This training provides information on caring for children with special needs in typical child care settings. This training helps increase the knowledge and comfort level of participants to enhance their ability to care for young children with disabilities in early childhood environments. Adaptations and modifications that will assist all children to participate in activities will be discussed. This meets the DCFS requirement for early childhood providers in special care inclusion training.

Name of Training: **Redleaf Curriculum for Family Child Care- Two Day Training**

Date & Time: **September 9 & 16, 2017** at 8:30am to 4:30pm (Time Frame for Both Days)

Location: **Will County** – Grace United Methodist Church, 1718 Avalon Ave., Joliet, IL. 60435

Cost: May range from \$20.00 to \$25.00 Presenters: Diane Morrow & Phyllis Norder

ExceleRate Info: Required at Bronze & Silver for the Family Child Care Provider.

Description: Family Child Care Providers will explore key elements of curriculum that support children’s development through all domains during the early years, infancy through kindergarten age. Five domains of development will be explored: physical, cognitive, communication and language, social and emotional, and approaches to learning. Necessary elements to support high quality family child care programs will be explored, including establishing a safe and supportive family child care program, partnering with families, and establishing program policies and practices.

Name of Training: **Creative Curriculum for Preschool Community of Learning**

Date & Time: **September 13, 2017** at 7:00pm to 8:30pm

Location: **Will County** – Child Care Resource & Referral, 801 N. Larkin Ave., Joliet, IL. 60435

Cost: No Fee Credential Info: CDA 6 Facilitator: Tamara Notter

Description: In order to attend this community of learning, you must have already attended the two day Creative Curriculum for Preschool Training sponsored by a CCR&R or Illinois Trainers Network. This is because we will be discussing a variety of strategies to continue the learning from the two day training. We will also discuss ways to use the curriculum in the way it was intended.

Name of Training: **Math Activities for Infants, Toddlers and Twos**

Date & Time: **September 14, 2017** at 7:00m to 9:00pm

Location: **Will County** – Child Care Resource & Referral, 801 N. Larkin Ave., Joliet, IL. 60435

Cost: \$20.00 Presenter: Rebecca Kroiss Credential Info: CDA 2

Training Info: Although this is not a required training it is registry approved. Also covers CDA 2.

Description: This training will help caregivers of birth to three year old children to recognize the importance of analyzing, applying and changing the everyday mathematical concepts in the classroom. The training will look at research, the barriers and change in the everyday classroom.

Name of Training: **What Is CCAP? (Child Care Assistance Program)**

Date & Time: **September 16, 2017** at 9:00am to 11:00am

Location: **Will County** – Child Care Resource & Referral, 801 N. Larkin Ave., Joliet, IL. 60435

Cost: No Fee Credential Info: CDA 5 Presenter: Amy Emerson

Description: Join this informative session to become more familiar with the Illinois Child Care Assistance Program's (CCAP) policy and procedures, including the application process, provider qualifications, the payment process and parent co-payments. The CCAP is funded by the IL. Department of Human Services.

Name of Training: **Caring for Mixed Ages of Children**

Date & Time: **September 30, 2017** at 9:00am to 12:30pm

Location: **Will County** - Grace United Methodist Church, 1718 Avalon Ave., Joliet, IL. 60435

Cost: \$10.00 Credential Info: CDA 1 & 5 Presenters: Diane Morrow & Phyllis Norder

Description: In this training, participants will define developmentally appropriate practice (DAP) as well as recognize the importance of DAP when caring for mixed ages of children. Components of a safe and healthy family child care environment serving mixed ages of children will be discussed as well as identifying areas for program improvement.

Name of Training: **Off the Shelf and into Practice: Using Your Curriculum Every Day**

Date & Time: **September 30, 2017** at 1:00pm to 4:30pm

Location: **Will County** - Grace United Methodist Church, 1718 Avalon Ave., Joliet, IL. 60435

Cost: Free Credential Info: CDA 5 Presenters: Diane Morrow & Phyllis Norder

Description: This training gives participants an overview of important factors for implementing a curriculum as well as reviewing indicators of a high quality curriculum. Participants will identify strategies for using curriculum in their program every day and produce an action plan for implementing curriculum with fidelity into their program.

Name of Training: **An Introduction to the Environment Rating Scales (ERS)**

Date & Time: **September 30, 2017** at 9:00am to 1:00pm

Location: **Will County** -Child Care Resource & Referral, 801 N. Larkin Ave., Joliet, IL. 60435

Cost: \$10.00 Presenter: Tamara Notter

ExceleRate: Required at Bronze, Silver & Gold for Administrator and 50% of Teaching Staff.

Credential Info: CDA 5

Description: This training is for center –based programs and family child care providers and offers an overview of the Environment Rating Scales. The Environment Rating Scales are user-friendly assessment tools that measure the quality of the learning environment for infants through school –age children. After completing this training, participants will be able to use the tool(s) for program self-assessment and improvement planning.



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Name of Training: **Yoga and Children**

Date & Time: **October 7, 2017** at 9:00am to 12:00pm

Location: **Grundy County** – Step By Step Child Care, 123 Brentwood, Morris, IL.

Cost: \$20.00 Presenter: Tamara Notter

Training Info: Although this is not a required training it is registry approved. Also covers CDA 2.

Description: Participants will learn a variety of yoga poses they could indeed conduct with two year old children up to school age. Anyone who is interested in encouraging and promoting children to move, stretch, relax, gain strength, body awareness and connect the mind and body would gain from the training. During this training adults should be prepared to move and bring a beach towel or yoga mat.

Name of Training: **Program for Infant/Toddler Caregiving –PITC Module 1(Social/Emotional)**

Date & Time: **October 7, 2017** at 8:30am to 5:00pm

Location: **Will County** - Child Care Resource & Referral, 801 N. Larkin Ave., Joliet, IL. 60435

Cost: \$15.00 Presenter: Rebecca Kroiss Credential Info: CDA 3, 4, 6, 7 & 8

Description: Program for Infant Toddler Care (PITC) is designed to help child care directors and infant/toddler care teachers become sensitive to infants' cues, connect with their family and culture, and develop responsive, relationship based care. This training takes an in-depth look at cognitive and social-emotional development, encouraging growth within daily routines and tips on setting up appropriate environments for experienced infant and toddler professionals.

Name of Training: **Level 1 Early Childhood Training: Module 5 (Family and Community Relationships)**

Date & Time: **October 14, 2017** at 9:00am to 12:00noon

Location: **Will County** – Child Care Resource & Referral, 801 N. Larkin Ave., Joliet, IL. 60435

Cost: No Fee Presenter: Stacey Kerwin

Credential Info: A requirement to attain the Level 1 Early Childhood Credential. Also CDA 2

Description: As our partner in child development, families – especially parents – directly affect a child's learning. In this class, you will learn new ways of working with parents to help their children enjoy learning; you also will explore the social world of a family to be sure that the learning that takes place in your care is consistent with learning done at home.



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July– December 2017

Name of Training: **Level 1 Early Childhood Training: Module 6 (Personal and Professional Dev.)**

Date & Time: **October 14, 2017** at 12:30pm to 3:30pm

Location: **Will County** - Child Care Resource & Referral, 801 N. Larkin Ave., Joliet, IL. 60435

Cost: No Fee Presenter: Stacey Kerwin

Credential Info: A requirement to attain the Level 1 Early Childhood Credential. Also CDA 2 & 8

Description: What does it mean to be a child care professional? How can you be sure you are getting the support and supplies you need? How can you set effective limits with parents and children alike? In this class, you will learn about your own professional development and how to take care of yourself so you can continue to care for others.

Name of Training: **More Than A Flat Surface: 3 Dimensional Art With Preschoolers**

Date & Time: **October 14, 2017** at 9:00am to 12:00noon

Location: **Will County – Joliet Junior College, 1215 Houbolt, Joliet, IL.**

Cost: No Fee Presenter: Tamara Notter

Credential Info: Meets CDA 2

Description: It can be a challenge to understand what is meant by 3 Dimensional Art for Preschoolers. During this training we will explore this concept through “hands on” active creating. Participants will explore 3 Dimensional Art through the framework of the ECERS 3 tool. Due to the fact that this training will be highly interactive regarding creating concepts, it will be limited to 30 participants.

Name of Training: **Talking with Families: How Can We Connect?**

Date & Time: **October 18, 2017** at 7:00pm to 9:00pm

Location: **Will County** - Child Care Resource & Referral, 801 N. Larkin Ave., Joliet, IL. 60435

Cost: \$20.00 Presenter: Joy D’Amico

Credential Info: Meets CDA 4.

Description: During this session, participants will talk through the challenges of communicating with families about their children. We will explore what works and what is challenging and then discuss realistic strategies for how to engage with families regarding their children’s strengths and weaknesses.

Name of Training: **Math Activities for Infants, Toddlers and Twos**

Date & Time: **October 19, 2017** at 7:00pm to 9:00pm

Location: **Kendall County** – Site To Be Determined

Cost: \$20.00 Presenter: Rebecca Kroiss Credential Info: CDA 2

Training Info: Although this is not a required training it is registry approved. Also covers CDA 2.

Description: This training will help caregivers of birth to three year old children to recognize the importance of analyzing, applying and changing the everyday mathematical concepts in the classroom. The training will look at research, the barriers and change in the everyday classroom.

Name of Training: **Level 1 Early Childhood Training: Module 7a (Child Development –Birth to 8months)**

Date & Time: **October 21, 2017** at 9:00am to 12:00pm

Location: **Kankakee County** –Kankakee Community College, 100 College Rd., Kankakee, IL. 60901

Cost: No Fee Presenter: Debra Wells

Credential Info: A requirement to attain the Level 1 Early Childhood Credential. Also CDA 3 & 8

Description: Newborns and young babies are developing at an incredible rate, causing them to have special needs unlike older children. In this fourth class, you will understand how children from birth to 8 months learn and grow, and how to individualize their care accordingly.

Name of Training: **Level 1 Early Childhood Training: Module 7b (Child Development -8 to 18 months)**

Date & Time: **October 21, 2017** at 12:30pm to 3:30pm

Location: **Kankakee County** - Kankakee Community College, 100 College Rd., Kankakee, IL. 60901

Cost: No Fee Presenter: Debra Wells

Credential Info: A requirement to attain the Level 1 Early Childhood Credential. Also CDA 3 & 8

Description: In this continuation of the first child development class, you will explore development among children 8 to 18 months old. You will identify how this age group differs in growth and their approach to learning, and you will discover toys, games, and songs that are helpful and just right for their development.

Name of Training: **Creative Curriculum for Preschool – 6th Edition**

Dates & Times: **October 21 & 28, 2017** at 9:00am to 3:30pm (Time frame for both days)

Location: **Will County** – Child Care Resource & Referral, 801 N. Larkin Ave., Joliet, IL. 60435

Cost: \$15.00 Credential Info: CDA 2,3,4,7 & 8 Presenter: Tamara Notter

ExceleRate Info: Required at Bronze & Silver for Administrator and 1 Teacher per classroom. At Gold all classroom staff.

Description: The revised 6th edition for the Creative Curriculum for Preschool provides early childhood preschool programs information on how to develop and utilize a comprehensive, developmentally appropriate curriculum for children who are 3 to age five. Included in the training is an overview of the framework, ten interest Areas and assessment process designed to capture the development of children in a preschool program and create an engaging learning environment.

Name of Training: **ECO Healthy Child Care: How healthy is your child care environment?**

Date & Time: **October 24, 2017** at 7:00pm to 9:00pm

Location: **Will County** – Child Care Resource & Referral, 801 N. Larkin Ave., Joliet, IL. 60435

Cost: No Fee Credential Info: CDA 1 Presenter: Alicia Behan

Description: This training will cover a variety of topics including pest control, air quality and plastics. Pests are a nuisance, but are pesticides safe? We will discuss better alternatives to pest management. The training will cover factors that contribute to air quality. Does your program have any hidden pollutants in household items? Not all plastics are created equal; each type of plastic has a story to tell. Come learn more about plastics.

Name of Training: **Level 1 Early Childhood Training: Module 7a (Child Development –Birth to 8months)**

Date & Time: **October 28, 2017** at 9:00am to 12:00pm

Location: **Will County** – Child Care Resource & Referral, 801 N. Larkin Ave., Joliet, IL. 60435

Cost: No Fee Presenter: Stacey Kerwin

Credential Info: A requirement to attain the Level 1 Early Childhood Credential. Also CDA 3 & 8

Description: Newborns and young babies are developing at an incredible rate, causing them to have special needs unlike older children. In this fourth class, you will understand how children from birth to 8 months learn and grow, and how to individualize their care accordingly.

Name of Training: **Level 1 Early Childhood Training: Module 7b (Child Development -8 to 18 months)**

Date & Time: **October 28, 2017** at 12:30pm to 3:30pm

Location: **Will County** - Child Care Resource & Referral, 801 N. Larkin Ave., Joliet, IL. 60435

Cost: No Fee Presenter: Stacey Kerwin

Credential Info: A requirement to attain the Level 1 Early Childhood Credential. Also CDA 3 & 8

Description: In this continuation of the first child development class, you will explore development among children 8 to 18 months old. You will identify how this age group differs in growth and their approach to learning, and you will discover toys, games, and songs that are helpful and just right for their development.

Nombre de Clase: **Trayendo la Diversidad Cultural a los Ambientes de Educaion Temprana**

Fecha & Hora: **Octubre 28, 2017** at 10:00am to 12:00

Lugar: **Will County** – Child Care Resource & Referral, 801 N. Larkin Ave., Joliet, IL. 60435

Costo: \$10.00 Presentora: Rosita Nardi

Credential Info: CDA 2

Descripcion: En este entrenamiento va descubrir cuanto ya sabe de diferentes culturas y como puede ampliar su conocimiento para traer diversidad en sus actividades y ambiente. Se llevara ideas para poner en practica la diversidad con musica, libros y recetas de diferentes culturas.

Nombre de Clase: **Desarrollando Lenuaje en la hora del circulo con libros y canciones de diferentes culturas.**

Fecha & Hora: **Octubre 28, 2017** at 12:30pm to 2:30pm

Lugar: **Will County** – Child Care Resource & Referral, 801 N. Larkin Ave., Joliet, IL. 60435

Costo: \$10.00 Presentora: Rosita Nardi

Credential Info: CDA 2

Descripcion: Aprende diferentes technicas para como usar la musica, libros y articulos de diferentes culturas durante la hora del circulo con los ninos.

NOVEMBER 2017

Name of Training: **Level 1 Early Childhood Training: Module 7c (Child Development 18 to 36 months)**

Date & Time: **November 4, 2017** at 9:00am to 12:00noon

Location: **Kankakee County** - Kankakee Community College, 100 College Rd., Kankakee, IL. 60901

Cost: No Fee Presenter: Debra Wells

Credential Info: A requirement to attain the Level 1 Early Childhood Credential. Also CDA 3 & 8

Description: Toddlers are an energetic bunch who require plenty of stimulation and education. In this final section of child development training, you'll explore how children aged 18 to 36 months learn language, learn to think, learn to move and learn feelings, so you can better nurture this often curious age group.

Name of Training: **Level 1 Early Childhood Training: Module 8a (Preschool Social & Emotional Dev.)**

Date & Time: **November 4, 2017** at 12:30pm to 3:30pm

Location: **Kankakee County** - Kankakee Community College, 100 College Rd., Kankakee, IL. 60901

Cost: No Fee Presenter: Debra Wells

Credential Info: A requirement to attain the Level 1 Early Childhood Credential. Also CDA 3

Description: As children approach preschool age, their needs begin to change. This is the first of four classes designed to better understand children as they approach preschool age. You'll identify characteristics of social and emotional development and learn techniques for promoting appropriate and effective discipline for preschool children.

Name of Training: **Redleaf Curriculum for Family Child Care- Two Day Training**

Date & Time: **November 4 & 11, 2017** at 8:30am to 4:30pm (Time Frame for Both Days)

Location: **Kankakee County** – Kankakee Community College, 100 College Rd., Kankakee, IL. 60901

Cost: May range from \$20.00 to \$25.00 Presenters: Diane Morrow & Phyllis Norder

ExceleRate Info: Required at Bronze & Silver for the Family Child Care Provider.

Description: Family Child Care Providers will explore key elements of curriculum that support children's development through all domains during the early years, infancy through kindergarten age. Five domains of development will be explored: physical, cognitive, communication and language, social and emotional, and approaches to learning. Necessary elements to support high quality family child care programs will be explored, including establishing a safe and supportive family child care program, partnering with families, and establishing program policies and practices.



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July– December 2017

Name of Training: **Getting Ready for Tax Season**

Date & Time: **November 6, 2017** at 7:00pm to 9:00pm

Location: **Will County** - Child Care Resource & Referral, 801 N. Larkin Ave., Joliet, IL. 60435

Cost: \$20.00 Presenter: Alicia Behan Credential Info: 5

Description: It is that time of year again. Tax Season! Join us as we cover topics on tracking income and expenses, how to depreciate large business expenses, claiming food and vehicle expenses and review how to calculate and apply time-space percentage.

Name of Training: **Rising to the Challenge: Working with Challenging Children and Their Families**

Date & Time: **November 9, 2017** at 6:30pm to 9:30pm

Location: **Will County** - Child Care Resource & Referral, 801 N. Larkin Ave., Joliet, IL. 60435

Training Info: Although this is not a required training it is registry approved. Also covers CDA 2.

Cost: \$20.00 Presenter: Sandra Young Credential Info: 3 & 4

Description: Some children in early care and education settings are demonstrating behaviors that pose challenges to their day to day success. Those who work with these young children do not always feel adequately prepared to successfully support them in developing their behavioral competence and skills. Through discussion, activities and a case example; participants will examine why children demonstrate challenging behavior, learn to gather and analyze observation data in order to plan for improving interactions, and consider techniques for partnering with families in supporting the social emotional competence of their children.

Name of Training: **Illinois Early Learning & Development Standards (IELDS)**

Date & Time: **November 11, 2017** at 9:00am to 3:30pm

Location: **Will County** – Child Care Resource & Referral, 801 N. Larkin Ave., Joliet, IL. 60435

Cost: No Fee Credential Info: CDA 7 & 8 Presenter: Tamara Notter

ExceleRate Info: Required at Bronze Circle for the Administrator and 50% of Teaching Staff trained on the standards specific to the age group they care for.

Description: This training gives early childhood practitioners and overview of the revised learning and development standards for preschool children ages three to five. Through discussion and small group activities, training participants will learn how to connect the standards with daily practice in their programs.



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July– December 2017

Name of Training: **An Introduction to the Environment Rating Scales (ERS)**

Date & Time: **November 11, 2017** at 9:00am to 1:00pm

Location: **Kankakee County** –Kankakee Community College, 100 College Rd., Kankakee, IL. 60901

Cost: \$10.00 Presenter: Susanna Ellekson

ExceleRate: Required at Bronze, Silver & Gold for Administrator and 50% of Teaching Staff.

Credential Info: CDA 5

Description: This training is for center –based programs and family child care providers and offers an overview of the Environment Rating Scales. The Environment Rating Scales are user-friendly assessment tools that measure the quality of the learning environment for infants through school –age children. After completing this training, participants will be able to use the tool(s) for program self-assessment and improvement planning.

Name of Training: **Getting Ready for Tax Season**

Date & Time: **November 14, 2017** at 7:00pm to 9:00pm

Location: **Kendall County** – Site To Be Determined

Cost: \$20.00 Presenter: Alicia Behan Credential Info: 5

Description: It is that time of year again. Tax Season! Join us as we cover topics on tracking income and expenses, how to depreciate large business expenses, claiming food and vehicle expenses and review how to calculate and apply time-space percentage.

Name of Training: **Level 1 Early Childhood Training: Module 7c (Child Development 18 to 36 months)**

Date & Time: **November 16, 2017** at 6:30pm to 9:30pm

Location: **Will County** - Child Care Resource & Referral, 801 N. Larkin Ave., Joliet, IL. 60435

Cost: No Fee Presenter: Stacey Kerwin

Credential Info: A requirement to attain the Level 1 Early Childhood Credential. Also CDA 3 & 8

Description: Toddlers are an energetic bunch who require plenty of stimulation and education. In this final section of child development training, you'll explore how children aged 18 to 36 months learn language, learn to think, learn to move and learn feelings, so you can better nurture this often curious age group.

Nombre de Clase: **Participacion productiva y positive ce los padres a traves de buena comunicacion**

Fecha & Hora: **Noviembre 18, 2017** at 9:30am to 12:30pm

Lugar: **Will County** – Child Care Resource & Referral, 801 N. Larkin Ave., Joliet, IL. 60435

Costo: \$20.00 Presentora: Rosita Nardi

Credential Info: CDA 4

Descripcion: La Buena comunicacion no es facil para la mayoria de personas. Descubra como se comunica y practica nuevos metodos para convertirse en un buen comunicador. Como puede obtener una participacion positiva de los padres?

Name of Training: **Level 1 Early Childhood Training: Module 8a (Preschool Social & Emotional Dev.)**

Date & Time: **November 18, 2017** at 9:00am to 12:00noon

Location: **Will County** - Child Care Resource & Referral, 801 N. Larkin Ave., Joliet, IL. 60435

Cost: No Fee Presenter: Stacey Kerwin

Credential Info: A requirement to attain the Level 1 Early Childhood Credential. Also CDA 3

Description: As children approach preschool age, their needs begin to change. This is the first of four classes designed to better understand children as they approach preschool age. You'll identify characteristics of social and emotional development and learn techniques for promoting appropriate and effective discipline for preschool children.

Name of Training: **Level 1 Early Childhood Training: Module 8b (Preschool Physical Development)**

Date & Time: **November 18, 2017** at 12:30pm to 3:30pm

Location: **Will County** -Child Care Resource & Referral, 801 N. Larkin Ave., Joliet, IL. 60435

Cost: No Fee Presenter: Stacey Kerwin

Credential Info: A requirement to attain the Level 1 Early Childhood Credential. Also CDA 2

Description: As toddlers mature, their minds aren't the only things growing at an incredible rate. You'll understand the special areas of physical development in preschool-aged children. You also will learn about fine motor activities that will help preschoolers grow into their bodies while developing proper coordination and movement.



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July– December 2017

Name of Training: **Level 1 Early Childhood Training: Module 8b (Preschool Physical Development)**

Date & Time: **November 18, 2017** at 9:00am to 12:00noon

Location: **Kankakee County** - Kankakee Community College, 100 College Rd., Kankakee, IL. 60901

Cost: No Fee Presenter: Debra Wells

Credential Info: A requirement to attain the Level 1 Early Childhood Credential. Also CDA 2

Description: As toddlers mature, their minds aren't the only things growing at an incredible rate. You'll understand the special areas of physical development in preschool-aged children. You also will learn about fine motor activities that will help preschoolers grow into their bodies while developing proper coordination and movement.

Name of Training: **Level 1 Early Childhood Training: Module 8c (Preschool Language Development)**

Date & Time: **November 18, 2017** at 12:30pm to 3:30pm

Location: **Kankakee County** - Kankakee Community College, 100 College Rd., Kankakee, IL. 60901

Cost: No Fee Presenter: Debra Wells

Credential Info: A requirement to attain the Level 1 Early Childhood Credential. Also CDA 2

Description: Appropriate speech patterns and language skills are crucial to nurturing effective communications by preschoolers. In this third class on preschool development, you'll explore how to use a picture and storybooks to lay the foundation for good reading and proper language use. This class comes complete with discussions on how to help children with special needs.

Name of Training: **Caring for Mixed Ages of Children**

Date & Time: **November 18, 2017** at 9:00am to 12:30pm

Location: **Kankakee County** – Kankakee Community College, 100 College Rd., Kankakee, IL. 60901

Cost: \$10.00 Credential Info: CDA 1 & 5 Presenters: Diane Morrow & Phyllis Norder

Description: In this training, participants will define developmentally appropriate practice (DAP) as well as recognize the importance of DAP when caring for mixed ages of children. Components of a safe and healthy family child care environment serving mixed ages of children will be discussed as well as identifying areas for program improvement.

Name of Training: **Off the Shelf and into Practice: Using Your Curriculum Every Day**

Date & Time: **November 18, 2017** at 1:00pm to 4:30pm

Location: **Kankakee County** – Kankakee Community College, 100 College Rd., Kankakee, IL. 60901

Cost: Free Credential Info: CDA 5 Presenters: Diane Morrow & Phyllis Norder

Description: This training gives participants an overview of important factors for implementing a curriculum as well as reviewing indicators of a high quality curriculum. Participants will identify strategies for using curriculum in their program every day and produce an action plan for implementing curriculum with fidelity into their program.

Name of Training: **Math Activities for Infants, Toddlers and Twos**

Date & Time: **November 18, 2017** at 9:00am to 11:00am

Location: **Grundy County** – Site To Be Determined

Cost: \$20.00 Presenter: Rebecca Kroiss Credential Info: CDA 2

Training Info: Although this is not a required training it is registry approved. Also covers CDA 2.

Description: This training will help caregivers of birth to three year old children to recognize the importance of analyzing, applying and changing the everyday mathematical concepts in the classroom. The training will look at research, the barriers and change in the everyday classroom.

Name of Training: **Level 1 Early Childhood Training: Module 8c (Preschool Language Development)**

Date & Time: **November 30, 2017** at 6:30pm to 9:30pm

Location: **Will County** - Child Care Resource & Referral, 801 N. Larkin Ave., Joliet, IL. 60435

Cost: No Fee Presenter: Stacey Kerwin

Credential Info: A requirement to attain the Level 1 Early Childhood Credential. Also CDA 2

Description: Appropriate speech patterns and language skills are crucial to nurturing effective communications by preschoolers. In this third class on preschool development, you'll explore how to use a picture and storybooks to lay the foundation for good reading and proper language use. This class comes complete with discussions on how to help children with special needs.

DECEMBER 2017

Name of Training: **Program for Infant/Toddler Caregiving –PITC Module 2(Group Care)**

Date & Time: **December 2, 2017** at 8:30am to 5:00pm

Location: **Will County** - Child Care Resource & Referral, 801 N. Larkin Ave., Joliet, IL. 60435

Cost: \$15.00 Credential Info: CDA 1, 2, 4, 5 & 8 Presenter: Rebecca Kroiss

Description: Program for Infant Toddler Care (PITC) is designed to help child care directors and infant/toddler care teachers become sensitive to infants' cues, connect with their family and culture, and develop responsive, relationship based care. This training takes an in-depth look at cognitive and social-emotional development, encouraging growth within daily routines and tips on setting up appropriate environments for experienced infant and toddler professionals.

Name of Training: **Yoga and Children**

Date & Time: **December 2, 2017** at 9:00am to 12:00pm

Location: **Will County** -Child Care Resource & Referral, 801 N. Larkin Ave., Joliet, IL. 60435

Cost: \$20.00 Presenter: Tamara Notter

Training Info: Although this is not a required training it is registry approved. Also covers CDA 2.

Description: Participants will learn a variety of yoga poses they could indeed conduct with two year old children up to school age. Anyone who is interested in encouraging and promoting children to move, stretch, relax, gain strength, body awareness and connect the mind and body would gain from the training. During this training adults should be prepared to move and bring a beach towel or yoga mat.

Name of Training: **Creative Curriculum for Preschool Community of Learning**

Date & Time: **December 6, 2017** at 7:00pm to 8:30pm

Location: **Will County** – Child Care Resource & Referral, 801 N. Larkin Ave., Joliet, IL. 60435

Cost: No Fee Credential Info: CDA 6 Facilitator: Tamara Notter

Description: In order to attend this community of learning, you must have already attended the two day Creative Curriculum for Preschool Training sponsored by a CCR&R or Illinois Trainers Network. This is because we will be discussing a variety of strategies to continue the learning from the two day training. We will also discuss ways to use the curriculum in the way it was intended.



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July– December 2017

Name of Training: **Level 1 Early Childhood Training: Module 8d (Preschool Cognitive Development)**

Date & Time: **December 9, 2017** at 9:00pm to 12:00noon

Location: **Will County** -Child Care Resource & Referral, 801 N. Larkin Ave., Joliet, IL. 60435

Cost: No Fee Presenter: Stacey Kerwin

Credential Info: A requirement to attain the Level 1 Early Childhood Credential. Also CDA 2

Description: In this final session on preschool development, you'll dive deeper into how preschoolers learn and identify tips for making learning fun. With suggestions for activities that encourage your preschoolers to explore numbers, shapes, colors and science, this class gives all the information you need to grow and stretch the ability of children to think and understand.

Name of Training: **Level 1 Early Childhood Training: Module 9 (School Age Development)**

Date & Time: **December 9, 2017** at 12:30pm to 3:30pm

Location: **Will County** -Child Care Resource & Referral, 801 N. Larkin Ave., Joliet, IL. 60435

Cost: No Fee Presenter: Stacey Kerwin

Credential Info: A requirement to attain the Level 1 Early Childhood Credential. Also CDA 2 & 8

Description: This class looks at school-aged children to uncover how their learning and growth differs. With tips on how to better care for school-aged youth, this class offers you guidance on how to set rules and limits to get your school-aged children to appreciate safety and respect.

Name of Training: **Level 1 Early Childhood Training: Module 8d (Preschool Cognitive Development)**

Date & Time: **December 9, 2017** at 9:00pm to 12:00noon

Location: **Kankakee County** - Kankakee Community College, 100 College Rd., Kankakee, IL. 60901

Cost: No Fee Presenter: Debra Wells

Credential Info: A requirement to attain the Level 1 Early Childhood Credential. Also CDA 2

Description: In this final session on preschool development, you'll dive deeper into how preschoolers learn and identify tips for making learning fun. With suggestions for activities that encourage your preschoolers to explore numbers, shapes, colors and science, this class gives all the information you need to grow and stretch the ability of children to think and understand.



Child Care Resource & Referral

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July– December 2017

Name of Training: **Level 1 Early Childhood Training: Module 9 (School Age Development)**

Date & Time: **December 9, 2017** at 12:30pm to 3:30pm

Location: **Kankakee County** - Kankakee Community College, 100 College Rd., Kankakee, IL. 60901

Cost: No Fee Presenter: Debra Wells

Credential Info: A requirement to attain the Level 1 Early Childhood Credential. Also CDA 2 & 8

Description: This class looks at school-aged children to uncover how their learning and growth differs. With tips on how to better care for school-aged youth, this class offers you guidance on how to set rules and limits to get your school-aged children to appreciate safety and respect.

Name of Training: **Shaken Baby Syndrome (SBS)**

Date & Time: **December 14, 2017** at 7:00pm to 9:00pm

Location: **Will County** – Child Care Resource & Referral, 801 N. Larkin Ave., Joliet, IL. 60435

Cost: No Fee Credential Info: CDA 1 Presenter: Rebecca Kroiss

Description: Shaken Baby Syndrome is an agonizing form of child abuse. Agonizing in that it often stems from a lack of awareness and stress on the part of the caregiver. As in all forms of child abuse, this is preventable. In this training, we will look at what Shaken Baby Syndrome is, its causes, and long term effects to the child, family, and others when it occurs.

Professional Development Policies & Procedures
for Training Participants

Child Care Resource & Referral (CCR&R) – SDA 5

Revised April 25, 2017

Registration Policies & Procedures:

1. Participants can register for CCR&R trainings by phone, mail, e-mail and in-person at 801 N. Larkin Ave., Suite 202, Joliet, IL. 60435, -(815) 741-1163 Ext. 226
tnotter@childcarehelp.com
2. CCR&R takes participant registrations at a “first come first serve” basis from participants who are pre-registering. CCR&R has this documented on the DTP (Data Tracking Program) roster on the day of the training. During the pre-registration process, CCR&R confirms with the participant in-person or by phone that they are indeed registered in the training. **CCR&R will not guarantee that a “walk in” participant will have a space in a training.**
3. It is recommended to register for a training at least a week in advance. If a CCR&R training reaches full capacity, a waiting list will be maintained. If any openings are available we call participants on the list in the order they were received.
4. Please Take Note: CCR&R reserves the right to cancel a workshop due to low registration, trainer illness, weather, or other emergencies. Every attempt will be made to notify all registered participants in advance if there is a need to cancel a workshop. (Bullets below list the definition of low registration.)
 - **Regarding general training topics**- Low registration is defined as less than 5 “verbal” confirmations or pre-paid participants. This means a training will be cancelled if less than 5 participants are enrolled.
 - **Regarding ITN (Illinois Trainer Network) trainings** – Low registration is defined as less than 10 “verbal” confirmations or pre-paid participants. This means a training will be cancelled if less than 10 participants are enrolled.
5. CCR&R values the professional development experiences that are offered by the agency. To maintain the integrity of the “learning experience”, participants are expected to arrive to the training on time and stay for the entire training. We understand that challenges can happen on the way to a training destination. Due to this fact, CCR&R allows participants a “15 minute window” of late arrival. If a participant is **later than 15 minutes** to a training they **will not receive a training certificate**. If a participant leaves early this means the **training will show up “in-complete”** on their training record in the statewide “Data Tracking System” DTP and their training certificate will reflect the time they left.

6. It is important that all participants sign-in on the day of the training to document their attendance. A participant should not leave on the training date without feeling confident that they signed in.
7. It is important to save your training certificates and keep them in a safe, organized area. If a participant loses a training certificate, CCR&R will need to charge a \$5.00 replacement fee for the certificate.
8. It is recommended to bring your Gateways Registry member card or have your ID number available in case it is needed on the day of the training for CCR&R Staff to verify any information.
9. In order to ensure that all CCR&R training will be a “professional learning experience” for all adults attending, **children cannot attend.**
10. If a CCR&R Staff or someone representing CCR&R Training Services, is asked to present at a Family Child Care Association meeting this training will be done specifically for members of that association. A member may invite another Family Child Care Provider that is considering becoming a member.
11. If a CCR&R Staff or someone representing CCR&R Training Services, is asked to present at a local AEYC (Association for the Education of Young Children) event. The details of the presentation will be worked out with the AEYC President and CCR&R Training Coordinator.

Training Payment Policies & Procedures: (for Trainings that have a Fee)

1. CCR&R prefers to have training payments prior to the training event. CCR&R does realize that sometimes payment will be collected on the day of the training. If payment is collected on the day of the training, it will only be collected by a CCR&R Staff.
If a CCR&R Staff is not present at the training, Presenters/Trainers are informed to let a participant know that CCR&R will send an invoice to the participant. **Presenters/Trainers that are not CCR&R Staff will not be collecting any payments at the training.**
2. CCR&R gives receipts for payment of cash or money order. CCR&R will not give receipts for payments by check unless the participant requests it.
3. If CCR&R receives any returned checks from a bank, the participant will need to make the training payment with cash or money order. In addition to making the payment a participant will be charged a \$10.00 fee for the returned check.
4. CCR&R will not refund a payment for participants that are “no-shows” to the training. CCR&R will allow the participant to use the **paid** training fee toward another CCR&R sponsored training.
5. If a **paid** participant is a “no-show” for a CPR/First Aid class, the participant can use the payment toward another class within a 45 day time period of the class that was missed.