CHILD CARE RESOURCE & REFERRAL TRAINING GUIDE

MAY & JUNE 2015

You can also go online to view the calendar at:

www.oregonchildcaretraining.org

Child Care Resource and Referral

Of Marion, Polk and Yamhill Counties

2475 Center St. NE
Salem, OR 97301
A Program of Mid-Willamette Valley Community Action Agency

CHILD CARE LICENSING INFORMATION

Family Child Care Overview (OV)   CKC: PM   **Set 1**   The class is offered *FREE* of charge.

The Family Child Care Overview is a required, one-time class to become a Registered Family Child Care Provider in the State of Oregon.   Information presented includes rules and regulations, the application process, child care business principles, and resources including: CCR&R services, DHS subsidy program and USDA food program.

Class	Date	Time	Location	County	Training ID #
OVERVIEW	Thursday, June 4th	6pm-9pm	McMinnville DHS/Conference room 334 Norton Lane McMinnville, OR 97128	Yamhill	# 46666
OVERVIEW	Tuesday June 30th	6pm-9pm	Child Care Resource & Referral 2475 Center St. NE Salem, OR 97301	Marion	# 46510

Safety Set Trainings

Food Handler Certification   *CKC: HSN*   *Cost: $10.00*

Food Handler certification may be completed online at: **www.childcarefoodhandler.org** or you may purchase a self-study packet by sending the registration form with a check or money order for $10.00.

Recognizing and Reporting Child Abuse and Neglect (RRCAN)   *CKC: HSN*   *Cost: $10.00*

Child care and education providers are among those persons who are mandatory reporters of suspected incidents of child abuse and neglect in the state of Oregon. Participants will learn the process for reporting incidents of child abuse or neglect for which they have reasonable cause to believe have occurred.

Infant/Toddler CPR & First Aid (CPR/FA)   *CKC: HSN*   *Cost: $35.00*

First aid and CPR (cardio-pulmonary resuscitation) for children, including infants, and adults. Current first aid and CPR certifications are required for certified and registered family child care providers as well as for some staff in certified child care centers. This training meets Office of Child Care licensing requirements as well as requirements for the DHS enhanced rate.

CPR & First Aid and RRCAN Training information : Registered and Certified Child Family Care Providers will receive their renewal for CPR/FA for FREE, made possible from funds through AFSCME. Registered Family Child Care Providers can also take the Recognizing and Reporting Child Abuse and Neglect class free for renewal hours every 5 years, and if you are a Certified Family Child Care Provider's can take the class every 3 years. **If you sign up and do not show up to class and do not call to reschedule you will lose your free class.** You MUST call and let us know that you will not be able to attend, and we will reschedule you. Please be aware this is only to be used by the license holder unfortunately staff members are not eligible. If you have any questions about this please call the office.

Recognizing and Reporting Child Abuse and Neglect and CPR/First Aid

Class	Date	Time	Location	County	Cost	Training ID #
RRCAN	Saturday, June 13th	10am-12pm	McMinnville DHS/Conference Room 334 Norton Lane McMinnville, OR 97128	Yamhill	$10	# 46698
RRCAN	Monday June 22nd	7pm-9pm	Salem Hospital, Bldg. D (2nd floor, Classroom 1) 939 Oak St Salem, OR	Marion	$10	# 46692
CPR/FA	Saturday, May 23rd	8:30am-12:30pm	Salem Hospital, Bldg. D (2nd floor, Classroom 1) 939 Oak St Salem, OR	Marion	$35	# 46512
CPR/FA	Saturday, June 13	12:30pm 4:30pm	McMinnville DHS/Conference Room 334 Norton Lane McMinnville, OR 97128	Yamhill	$35	# 46699
CPR/FA	Saturday, June 20th	8:30am-12:30pm	Salem Hospital, Bldg. D (2nd floor, Classroom 1) 939 Oak St Salem, OR	Marion	$35	# 46691

Child Care Resource & Referral Staff 503-585-2491

Website: www.mycommunityaction.org/CCR&R   Email: ccrrweb@mwvcaa.org

Shannon Vandehey	Program Director	Ext. 119
Jenna Sanders	LEHRC Coordinator –In Training	Ext. 122
Bertha Camacho	Multi-Cultural Coordinator	Ext. 125
Olga Arshilovich	Russian Consultant	Ext. 124
Emily Haworth	Program Support	Ext. 123
Jodie DeBauw	Consultant/Data –In Training	Ext. 120
Shirley Calonder	Professional Development Consultant	Ext. 118

Marion County

Thursday May, 21st 2015 **Around the World in 80 Minutes** **Training ID# 46658**
The Evolution of Preschool and Montessori into America

Time: 6:30pm-9:30pm **Cost: $ 10.00** **Location: Salem Hospital Bldg D, 2nd Floor Classroom 1**

Class Description: Where and when did Early Childhood Education originate? Who created learning centers? When did "preschool" begin in America? How did Maria Montessori's philosophy travel from Italy to America? Did you know that Plato designed the first supervised playground for children? Come and learn this and more!
Presented by: Ashley Geisel **Set 1** **CKC: PPLD** **Age group: No Age-Related Content**

Saturday May 23rd 2015 **Playground Safety** **Training ID# 46660**

Time: 9:00am– 4:00pm **Cost: $ 12.00** **Location: Salem Hospital: Bldg D, 1st Floor Classroom 1**

Class Description: Participants will examine hazards found on playgrounds and playground equipment. Participants will explore implementing a playground safety program and conduct a safety audit at a playground site.

Presented by: Danielle Lucas **Set 2** **CKC: HSN (4) & PM (2)** **Age group: No Age-Related Content**

Thursday, May 28th, 2015 **Use Your Words** **Training ID # 46661**
Examine the Connection Between the Way We Speak and The Way Children Act

Time: 6:30pm-8:30pm **Cost: $12.00** **Location: Salem Hospital Bldg D, First Floor Kitchen-Cafeteria**

Class Description: We need to think about what we say to children. Often we fall short of using language that helps them learn the rues of behavior and the expectations of culture that they need to survive in an increasingly complex world. We will examine the way teachers use their words as a guidance strategy.

Presented by: Chris Kuran **Set 2** **CKC: UGB** **Age group: ALL**

Tuesday, June 2nd, 2015 **Oregon's Quality Rating and Improvement System** **Training ID # 46665**
(QRIS) Increasing Quality Training

Time: 6:30pm-9:30pm **Cost: FREE** **Location: Community Action Building/CCR&R 2475 Center ST NE Salem, OR**

Class Description: This session is the first step in participation in Oregon's Quality Rating and Improvement System (QRIS). Oregon's QRIS recognizes, rewards and builds on what you are already doing well and providers free tools, financial incentives and professional support to increase and document your quality. In this session participants will explore QRIS participation through a step by step breakdown of the QRIS process and criteria and get an in depth look at the benefits of participating in Oregon's QRIS.

Presented by: Emily Haworth **Set 1** **CKC: PM** **Age group: No Age-Related Content**

Wednesday, June 3rd, 2015 **Becoming a successful Early Childhood Teacher** **Training ID # 46694**

Time: 6:00pm-8:00pm **Cost: $10.00** **Location:** Little Friends Montessori 770 Chemeketa St NE, Salem, Or.

Class Description: Working in child care is a big job that requires many different skills and knowledge sets. In this training we will look at what is involved in being a successful teacher. From child development, to understanding curriculum, to working with parents, to providing discipline and structure for children. In this training we will discuss the 12 characteristics of successful Early Childhood Teachers.

Presented by: Emily Haworth **Set 1** **CKC: PPLD** **Age group: No Age-Related Content**

Wednesday June 3rd, 2015	EI/ECSE Alphabet Soup	Training ID # 46664
	How It Can Nourish Your Program	

Time: 6:30pm-9:30pm   **Cost: $12.00**   **Location: Salem Hospital Bldg D, 2nd Floor Classroom 1**

Class Description: Every field has its own jargon. Early Intervention/Early Childhood and Special Education (EI/ECSE) is no exception. In this interactive session, we will examine the Individual Family Service Plan: what they look like, how to read them and how to utilize the information to benefit the children in your care.

Presented by: Melinda Benson   Set 2   CKC: SN   Age group: Infant/Toddler/Preschool

Monday June 8th,, 2015	Scoring and More	Training ID # 46667
	Go Beyond the Rating Scale to Explore Your Program Quality	

Time: 6:30pm-9:30pm   **Cost: $12.00**   **Location: Salem Hospital Bldg D, 2nd Floor Classroom 1**

Class Description: During this Set Two training participants will explore the world of ITERS and ECERS. You will use acquired knowledge to evaluate classroom environments. Based on this understanding you can create a quality early childhood setting. Develop plans to ensure that the infant, toddler, and preschool environments in your programs are developmentally appropriate. Understand how to increase the quality using the rating scale as a tool.

Presented by: Jennie Sowder   Set 2   CKC: LEC   Age group: Infant/Toddler/Preschool

Saturday June 13th,,2015	Child Care As A Business	Training ID # 46723

Time: 9am-4pm   **Cost: $ 10.00**   **Location: Salem Hospital Bldg D, 2nd Floor Classroom 1**

Class Description: This workshop is an introduction class for family child care providers who have been in the business 3 years or less. We will discuss marketing, record keeping, contracts and policies, forms, taxes, and budgeting. Resources will be available for tax information.

Presented by: Jeannie Suihkonen   Set 1   CKC: PM   Age group: No age-related content

Wednesday June 17th, 2015	Connecting With Families	Training ID # 46738

Time: 6:30pm-9:30pm   **Cost: $12.00**   **Location: Salem Hospital Bldg D, 2nd Floor Classroom 1**

Class Description: Connecting and communicating with families can be challenging. Establishing family relationships is important when we care for children. Join us as we examine strategies for connecting and communicating with families in ways that are authentic within your program structure.

Presented by: Heather O'Leary   Set 2   CKC: FCS   Age group: Preschool

Wednesday, June 24th, 2015	Ready, Set…..Play!!	Training ID # 46695

Time: 6:30pm-9:30pm   **Cost: $10.00**   **Location: Salem Hospital Bldg D, 2nd Floor Classroom 1**

Class Description: Play is to a child what work is to an adult. Through play, children learn about their world and the things in it. Using this class, providers will be able to use play and observation to help their students expand their understanding of themselves and others, their knowledge of the world, and where they fit.

Presented by: Ashley Geisel   Set 1   CKC: HGD   Age group: Preschool

Saturday June 27th, 2015   **Gender Equity in the Classroom**   **Training ID # 46704**

Time: 8:30am-11:30am   **Cost: 12.00**   **Location:** First Baptist (Room 423) 395 Marion Street, Salem

Class Description: What does gender equity look like in the classroom? How do you foster individual self-identity within the context of the group setting? In this course we will explore the impact of attitudes and beliefs on gender equity and examine methods for creating a classroom that supports every child.

Presented by: Heather O'Leary   **Set 2**   **CKC: DIV**   **Age group: No age-related Content**

Saturday June 27th, 2015   **Alternate Assessment Methods**   **Training ID # 46705**

Time: 12:00pm-3:00pm   **Cost: 12.00**   **Location:** First Baptist, Room 423, 395 Marion Street, Salem

Class Description: Assessing the progress of young children can be challenging. Traditional checklists and other standardized approaches may not be a good tool for all children. In this course we will examine and link assessment strategies to specific program models and developmental stages. In addition, through discussion and activities we will explore the influences of culture and language and create a plan for integrating assessment methods into your program.

Presented by: Heather O'Leary   **Set 2**   **CKC: OA**   **Age group: Infant/Toddler/Preschool**

Tuesday June 30th, 2013   **First Connections**   **Training ID # 46729**
Session 8: Environment of Relationships

Time: 6:30pm-9:30pm   **Cost: 8.00**   **Location: Salem Hospital: Bldg D, 1st Floor Classroom 1**

Class Description: Primary care encourages the forming of close, intimate relationships between caregivers, children, and their families. When very young children in care are in environments with small groups and a limited number of caregivers, they develop deep relationships and trust in the world. Planning for continuity of care supports the development of attachments with caregivers and peers.

Presented by: Jeannie Suihkonen   **Set 1**   **CKC: LEC**   **Age group: Infant/Toddler**

![Willamette EDUCATION SERVICE DISTRICT]

FREE*INCLUSION CONFERENCE*FREE

June 6th, 2015 * 9am-2pm

Call CCR&R to Register!   503-585-2491 or 1-800-289-5533   Oregon Registry Credit Available

Workshops focusing on Special Needs and Guiding Behavior:

- **9am-12pm Creating an Inclusive Early Learning and Development Program (SET TWO)**

9am-10:00am Options:

- Intro to Autism Spectrum Disorder (SET ONE)
- Including Children with Special Needs into the Community (SET ONE)
- ABC's of Visual Supports (SET ONE)
- Behavior Supports: What To Do When the Child Is Out of Control (SET ONE)

These 4 sessions will repeat again from10:30am-12:00pm

These 4 sessions will repeat again from 12:30pm –2:00pm with an additional workshop added:

- Stages of 2nd Language Acquisition (SET ONE)

Polk County

Wednesday, May 27th, 2015   **Observations and Beyond**   **Training ID # 46656**
Using Observations in Our Programs

Time: 6:30pm-9:30pm   **Cost: $12.00**   **Location:** Independence Library 175 Monmouth St. Independence , OR 97351

<u>**Class Description:**</u>   Wondering what to do with your observations after you have completed them? In this training we will not only look at common techniques/practices but will discuss what you do with observations after they are complete. Explore how you can use observations in your program.

Presented by: Emily Haworth   **Set 2**   **CKC: OA**   **Age group: No age-related Content**

Saturday, May 30th 2015

LEARN GROW THRIVE

Conference at WOU/Western Oregon University

Time: 8:00 am—4:00pm   **Cost: FREE**   **Location:** WOU Werner Center 345 Monmouth Ave Monmouth, OR

Morning sessions available at **SET ONE** and Afternoon Workshops available at **SET TWO** level on the Oregon Registry.

Lunch is Free!

REGISTRATION IS NOT WITH CCR&R.

PLEASE CALL HEATHER SMITH AT 503-623-9664 EXT. 2368.

SPACE IS LIMITED!

Monday June 22nd, 2015   **Creating a Philosophy Statement**   **Training ID # 46696**

Time: 6:30pm-9:30pm   **Cost: $12.00**   **Location:** Independence Library 175 Monmouth St. Independence , OR 97351

<u>**Class Description:**</u>   In this training we will examine how to develop a philosophy statement. Providers will take time during the training to work through this process. We will also discuss how programs can infuse their philosophy statement into their programs, ensuring families, staff and community are aware of what their philosophy is.

Presented by: Emily Haworth   **Set 2**   **CKC: PM**   **Age group: No age-related content**

Yamhill County

Tuesday May 19th, 2015 — **First Connections Session 14** / **Early Language & Communication** — **Training ID # 46655**

Time: 6:30pm-9:30pm   **Cost: $8.00**   **Location:** McMinnville DHS/ 334 Norton Lane McMinnville, OR 97128

Class Description: Infants are powerful communicators, even from their earliest days of life. As they develop their language skills, they use sound signals, gestures, and words to express their needs, interests, and joyful discoveries. When caregivers attend to and respond to infants' communications in play and routines, they are encouraging practice in using and understanding language.

Presented by: Jeannie Suihkonen   **Set 1**   **CKC: HGD**   **Age group: Infant/Toddler**

Tuesday May 26th, 2015 — **Oregon's Quality Rating and Improvement System** — **Training ID # 46679**

Time: 6:30pm-9:30pm   **Cost: FREE**   **Location:** McMinnville DHS/ 334 Norton Lane McMinnville, OR 97128

Class Description: This session is the first step in participation in Oregon's Quality Rating and Improvement System (QRIS). Oregon's QRIS recognizes, rewards and builds on what you are already doing well and providers free tools, financial incentives and professional support to increase and document your quality. In this session participants will explore QRIS participation through a step by step breakdown of the QRIS process and criteria and get an in depth look at the benefits of participating in Oregon's QRIS.

Presented by: Emily Haworth   **Set 1**   **CKC: PM**   **Age group: No Age Related Content**

Wednesday, May 27th, 2015 — **Kindergarten Readiness** / **Science and Writing** — **Training ID # 46270**

Time: 6:00pm-7:30pm   **Cost: FREE**   **Location:** McMinnville WESD (Cozine Rm) 2045 Hwy 18 McMinnville, OR

Class Description: This workshop will focus on science and writing standards. Class participants will receive lesson ideas, activities, and materials aligned to Kindergarten Common Core State Standards in language arts, and the Next Generation Science Standards in Kindergarten..

Instruction Language: English, Spanish

Presented by: Stephanie DeLatte and Eloisa Torres   **Set 1**   **CKC: LEC**   **Age group: Preschool**

Wednesday, May 27th — **Developmental Screening in Child Care** — **Training ID # 46662**

Time: 6:30pm-9:30pm   **Cost: $12.00**   **Location:** McMinnville DHS/ 334 Norton Lane McMinnville, OR 97128

Class Description: Developmental Screening serves to identify potential delays so that children can receive the support they may need. In this workshop, we will: explore the purpose and goals of developmental screening; examine key factors to select screening instruments; explore screens for infants, toddlers, preschool and young school-age children. Finally, we will differentiate intervention services and acknowledge our responsibility to refer families to services.

Presented by: Sonia Thomas   **Set 2**   **CKC: OA**   **Age group: All**

Monday, June 8th, 2015 — **Use Your Words** / **Examine the Connection Between the Way We Speak and The Way Children Act** — **Training ID # 46693**

Time: 6:30pm-8:30pm   **Cost: $12.00**   **Location:** McMinnville DHS/ 334 Norton Lane McMinnville, OR 97128

Class Description: We need to think about what we say to children. Often we fall short of using language that helps them learn the rues of behavior and the expectations of culture that they need to survive in an increasingly complex world. We will examine the way teachers use their words as a guidance strategy.

Presented by: Chris Kuran   **Set 2**   **CKC: UGB**   **Age group: ALL**

Saturday June 13th, 2015   **Think Differently**   **Training ID # 46719**

A New Approach for Parenting, Teaching & Treating Children with Behavioral Challenges

Time: 8:30am-3pm   **Cost: FREE**   **Location: Miller Woods: 15580 NW Orchard View Rd. McMinnville, Or 97128**

Class Description: **First priority for space goes to Yamhill residents.**   Newberg School District, CCR&R and Yamhill Early Learning Hub are pleased to offer an Introductory Collaborative Problem Solving Training (CPS). The CPS approach provides a new way of understanding and helping kids who struggle with behavioral challenges. Provides an introduction to the philosophy of CPS. Provides exposure to the assessment, planning and intervention components of the model. Strategies for when a child refuses or has difficulty expressing his/her concerns. Strategies for when a child has difficulty with cognitive flexibility. Strategies for when a child has difficulty with emotional or self regulation. Strategies for proactively working with children to build skills for areas that cause chronic challenges.

8:30AM REGISTRATION and BREAKFAST. TRAINING STARTS AT 9:00AM Preregistration required. First priority to Yamhill residents. All out of county participants will be put on a reservation list and will be called if additional spots are available.

Presented by: Doris Bowman, M.S.Ed   Set 1   CKC: UGB   Age group: No age-related content

Tuesday, June 16th, 2015   **Special Needs and Your Classroom**   **Training ID #46721**

Time: 6:30pm-9:30pm   **Cost: $10.00**   **Location:** McMinnville DHS/ 334 Norton Lane McMinnville, OR 97128

Class Description: What are all those special need diagnoses and what does it mean for your classroom. An opportunity to find out what the most common diagnoses are for children and some typical traits. We'll then take a look at common needs in the classroom and how they can be accommodated.

Presented by Heather Erwin   **Set 1**   **CKC: SN**   **Age group: Infant/Toddler /Preschool**

Saturday June 20th, 2015   **Observation & Assessment in a Multicultural Program**   **Training ID #46726**

Time: 9am-4pm   **Cost: $12.00**   **Location:** McMinnville DHS/ 334 Norton Lane McMinnville, OR 97128

Class Description: Examine the application of assessment tools that use as unbiased methods as possible in all manners of diversity. Explore the selection of instruments and tools that promote authentic and developmentally appropriate assessment.

Presented by: Hadiyah Kimberly Dawn Miller   Set 2   CKC: OA (3) Div (3)   Age group: No Age-Related Content

Thursday June 25th 2015   Early Words Language and Literacy Development 2014   Training ID # 46728

Session 2: Again, Again! Language and Literacy Development for Toddlers

Time: 6:30pm-8:30pm   **Cost: $8**   **Location:** McMinnville DHS/ 334 Norton Lane McMinnville, OR 97128

Class Description: Toddlers are always on-the-go as they try to understand the workings of their world. In this Early Words Language and Literacy 2014 session, participants will learn about literacy rich environments for toddlers and gain the basics of engaging busy little ones in language and literacy activities.

Presented by: Jennifer Seretan   **Set One**   **CKC: LEC**   **Age group: Infant/toddler**

Monday June 29th 2015   **First Connections**   **Training ID # 46724**

Session 15: Communication-Friendly Programs

Time:6:30pm-9:30pm   **Cost: $8.00**   **Location:** McMinnville DHS/ 334 Norton Lane McMinnville, OR 97128

Class Description: Support for children's home language helps children establish a strong sense of connection and identification with their families. Whether learning one language or two, most children master language at their own pace. When caregivers create communication-friendly environments, they are supporting the language development of each individual child.

Presented by: Jeannie Suihkonen   Set 1   CKC: HGD   **Age group: Infant/Toddler**

Oregon's Quality Rating and Improvement System (QRIS)
Increasing Quality Training

This session is the first step in participation in Oregon's Quality Rating and Improvement System (QRIS). Oregon's QRIS recognizes, rewards and builds on what you are already doing well and provides free tools, financial incentives and professional support to increase and document your quality. In this session participants will explore QRIS participation through a step by step breakdown of the QRIS process and criteria and get an in depth look at the benefits of participating in Oregon's QRIS.

Marion County	Set One	CKC: PM	Age group: No Age-Related Content	Cost: FREE
Tuesday, June 2nd, 2015		**Time:** 6:30pm-9:30pm		**Training ID # 46665**
Presented by: Emily Haworth			**Location:** CCR&R 2475 Center St NE Salem, OR 97301	

Yamhill County	Set One	CKC: PM	Age group: No Age-Related Content	Cost: FREE
Tuesday, May 26th, 2015		**Time:** 6:30pm-9:30pm		**Training ID # 46679**
Presented by: Emily Haworth			**Location:** McMinnville DHS/ 334 Norton Lane McMinnville, OR	

QRIS
Oregon's Quality Rating and Improvement System

Quality Early Learning Makes a Lifetime of Difference

TRAINING PRICES

Basic Set 1-$8.00

Set 1 with activities/several handouts: $10

Set 2's: $12

If you have any questions or concerns please feel free to contact Emily

Online Training

Check out our website, for online training options. CCR&R has classes available for renewal or to help with CDA's from Child Care Aware. Click on the link on the left hand side **Child Care Aware Academy** to see the classes that are available.

http://www.mwvcaa.org/CCR&R/CCR&R_home.html

Definitions of Core Knowledge Categories

Office of Child Care Identification	Core Knowledge Category Definition*
Child Development	**Diversity (DIV):** Knowledge of differences in race, gender, ability, age, language, family composition, culture, ethnicity, socio-economic status, and/or religion. Weaving anti-bias awareness throughout all program activities and learning environments for children and youth.
	Families & Community Systems (FCS): Knowledge of the complex characteristics of children's families and communities. Establishing respectful relationships and communication with family and community members.
	Human Growth & Development (HGD): Knowledge of social, emotional, cognitive and physical growth and development. Using developmentally appropriate practices and principles in programs for children and youth.
	Learning Environments & Curriculum (LEC): Knowledge of the relationship between physical space, activities, experiences, and materials with child behavior, growth and development. Creating developmentally appropriate and culturally appropriate learning environments and curricula to foster optimum growth and development of children and youth.
	Observation & Assessment (OA): Knowledge of observation techniques, assessment tools, and documentation procedures for children and youth. Using observation and assessment to individualize learning experiences, improve the effectiveness of the learning environment, and support referrals for specialized services.
	Special Needs (SN): Knowledge of disabilities and other special needs, related resources, and regulations/laws. Implementing an inclusive and sensitive practice with children and youth in partnership with families.
	Understanding & Guiding Behavior (UGB): Knowledge of developmentally appropriate and culturally appropriate guidance theories, principles and practices. Providing positive guidance to foster self-esteem, self-regulation, constructive behavior, and positive relationships for children and youth.
Varies (see Note)	**Health, Safety & Nutrition (HSN):** Knowledge of basic health, safety, and nutrition principles and practices. Knowledge of child abuse and neglect prevention, identification, reporting procedures, and therapeutic care. Promoting healthy choices and safety awareness with children and youth. *Note: Office of Child Care identified as "Child Development" except safety Sets (Child Abuse and Neglect, CPR, first Aid and Foo Handlers which are "Other").*
Other	**Personal, Professional & Leadership Development (PPLD):** Knowledge of childhood care and education as a profession with an identified body of knowledge, professional standards, professional ethics, and established systems. Participating in leadership, advocacy, personal growth, and professional development activities.
	Program Management (PM): Knowledge of accepted business practices, legal and regulatory requirements, financial obligations, and record keeping. Developing or implementing program policies, communication strategies, management plans, and sound financial practices.

*Full Descriptions of standards related to the Core Knowledge Categories can be found at: http://www.pdx.edu/occd/forms-and-resources

CHILD CARE RESOURCE & REFERRAL

CHANGE IN CLASS PAYMENT POLICY!

Online payment option will be coming soon!!

<u>**To register for a class, you must pre-pay:**</u>

1. Registration form must be filled out *completely.*
2. **Check or money order payable to: MWVCAA/CCRR** for the full amount of the classes you are requesting.
3. Each person registering for a class needs to fill out a separate registration form. Please make copies as needed or download more copies from our website: **www.mycommunityaction.org/CCRR**
4. Registration with payment for classes **will only be accepted by mail or in person in our office, and they must be received prior to the class date.** All classes require pre-registration and payment if applicable. **Payments are non-transferable from person to person.**
5. Placement in a requested class will be on a first-come, first-serve basis.

Cancellation Policy: Cancellations must be received prior to the class the latest is **by 3pm on the class date**. In the event that class is cancelled, by either CCR&R or the participant, CCR&R will send a **CLASS CREDIT VOUCHER** (Training Bucks) that can be used to attend future workshops. If you miss a class and have not given a prior notice you will not receive a class credit. Class credit voucher is good for one year from issue date.

Check Returned Policy

All checks returned to the MWVCAA/CCR&R because of insufficient funds, the account was closed or for any other reason, may be subject to the following fee. You must pay the amount from check returned plus NSF Fee of **$25.00; <u>you must immediately pay</u>** by cash or money order. We cannot accept a personal check from you.

Refund Policy: NO REFUNDS – we are only providing **class credit** to those who give prior notice or a class is cancelled.

Attendance Policy: If you miss a class and have not given prior notice, you forfeit the payment for the class. It is important that participants arrive on time and stay for the duration of the class. Participants arriving *later than 15 minutes* after the start of class will not allowed in. *Full attendance is mandatory.*

Inclement Weather: In the case of inclement weather, CCR&R classes will be cancelled when Community Action Agency is closed. Closures will be announced via radio, television networks or CCR&R staff. If class is not cancelled and you choose not to attend, you forfeit any applicable payment. If class is cancelled by CCR&R, staff will contact you with new date of the class.

Accommodations Available: Individuals who require accommodations due to language or disability may contact CCR&R at 503-585-2491. Please call at least two weeks prior to date to ensure availability.

CCR&R Classroom Etiquette
- Come prepared. Bring writing utensils, notepad or notebook paper to take notes.
- Be ready to start at the scheduled class time.
- **No children are allowed in class**. If you have a breastfeeding infant and need to bring him/her to class, please call us to make arrangements.
- Please make sure to sign in on the roster sheet when you arrive to class.
- **Cell phone must be on silence mode or turn off**, please be respectful in using them during breaks or in an emergency.
- Your questions, class participation, and engagement are very important and highly encouraged. Remember to be respectful to all and mindful of the class flow. Avoid unnecessary interruptions.
- Complete a class evaluation form at the end of class. This will aid us in planning training opportunities that best interest you and meet your professional development goals.
- CCR&R will **ONLY** call if a class is full when we receive your registration.
- # It is <u>your responsibility</u> to track the dates you register for.

CLASS REGISTRATION FORM

Form must fill out completely/*ONE FORM PER PERSON*/PLEASE PRINT

FIRST NAME:				LAST NAME:		

HOME ADDRESS:	CITY:

ZIP:	BIRTH DATE: MM/DD/YYYY

PHONE NUMBER:	GENDER: MALE o FEMALE o

CENTER NAME (if applicable)	

TRAINING ID #	NAME OF THE TRAINING	COUNTY	DATE	COST
Food Handler Packet	Yes! Please mail me a FH packet. I have attached a payment of $10.00 Check: English o Spanish o Russian o			
Do you need a receipt mailed to you? Yes o No o			Total:	$

CCR&R must receive registration **no later than 3pm** on the date of the class.
Please mail the registration form **with** payments to:

MWVCAA/CCRR
Attn: Accounts Payable
2475 Center Street NE

Salem OR 97301

CCR&R Website: www.communityaction.org/CCRR CCR&R Email: ccrrweb@mwvcaa.org Phone Number: 503- 585-2491