

DAY CARE COUNCIL OF NEW YORK, INC.

Early Childhood Training Institute



SPRING & SUMMER 2014

TRAINING CATALOG



PRINTER FRIENDLY VERSION



*Professional Development Trainings for
Child Care Providers*

DAY CARE COUNCIL OF NEW YORK, INC.

2082 Lexington Ave., Suite 204

New York, NY 10035

212-206-7818

www.dccnyinc.org



Educated Children Are Our Future

ABOUT US



The Day Care Council of New York's **Early Childhood Training Institute** is located in the historic neighborhood of Harlem. Staff at the Day Care Council can help you make decisions about professional development needs. You may need some new ideas for your program or have very specific issues that you need assistance with.

This six month training calendar contains workshops for your professional development needs. We invite you to experience our new workshop, *Bookkeeping and Record Management*. Enhance your support for child care in NYC with *Sharpening Your Advocacy Skills*, a workshop given by our Executive Director, Andrea Anthony. Do not miss the workshop *Just Cause*, with our Associate Director of Labor Relations *Jesseka Green Gooden, Esq.*



We can always be reached at 212-206-7818!



In this new edition we have designed a menu to choose from **3 to 30 hour training options** to help you fulfill the requirements for your Child Care Provider license. These options are listed on page **6**.

We are very excited to offer online classes! Currently, we have over 50 hours of OCFS approved trainings available for NYS providers. The prices are affordable and you have the advantage of studying from the comfort of your own home and at your own pace. Please visit our website **www.dccnyinc.org** for a full list of online training options!

Thank you for choosing us for your professional development needs!

To learn more about the Day Care Council's programs and initiatives, visit our website www.dccnyinc.org or find us on FACEBOOK.

The Day Care Council of New York, Inc. is the federation of more than 112 non-profit sponsoring boards that operate more than 240 publicly-funded child care centers and family child care programs in New York City. Over the years, the Day Care Council *has played a major role in achieving significant gains for child care programs in New York City and New York State such as creating the first program-wide staff pension plan for all personnel employed in New York City child care centers.*

Educated Children Are Our Future

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GENERAL TIPS & REGISTRATION INFORMATION

- ★ Registration is accepted on a first-come, first-served basis. To make sure you have a spot, register as soon as possible!
- ★ **Certificates** will be mailed to each participant upon completion of workshop.
- ★ Please remember that these courses are about children, but are not for children. **Children will not be allowed in training sessions.**
- ★ Registration form and payment is required for all sessions. Reservations will be canceled for declined transactions.
- ★ There are no refunds for training registration unless the session is canceled by Day Care Council. To reschedule your session without penalty, contact us at least 48 hours before the training.
- ★ To **register online** using a credit card only, visit the **For Providers** page on our website to submit a Registration Form directly to us!
- ★ For more information on our **Online Training** options, please visit our website, **For Providers** page. **NOTE:** These workshops are not conducted by DCC staff.
- ★ All trainings offered through Day Care Council adhere to the NYS Office of Children & Family Services Components as well as the Core Body of Knowledge. The components included in each training are listed underneath each course description.
- ★ **FREE 20% OFF COUPONS** are now available! Call today to find out how you can receive yours!
- ★ Contact our office at 212-206-7818 if you need help or have any other questions.



NYS OCFS CONTENT AREAS

The NYS Office of Children and Family Services (OCFS) outlines nine content areas, that trainings must incorporate to qualify for the 15 & 30 hour training requirements.

- ★ Principles of early childhood development
- ★ Nutrition and health needs of children
- ★ Safety and security procedures
- ★ Child day care program development
- ★ Child abuse and maltreatment identification and prevention
- ★ Business record maintenance and management
- ★ Laws and regulations pertaining to child day care
- ★ Laws and regulations pertaining to child abuse and maltreatment
- ★ Prevention of Shaken Baby Syndrome

NYS CORE BODY OF KNOWLEDGE

The Core Body of Knowledge: New York State's Core Competencies for Early Childhood Educators was written for professionals who work directly with young children and is published by NYC Early Childhood Professional Development Institute.

The Core Competency Areas have been included with each training description in this catalog as follows:

- ★ Child Growth and Development
- ★ Family and Community Relations
- ★ Observation and Assessment
- ★ Environment and Curriculum
- ★ Health, Safety, and Nutrition
- ★ Professionalism and Leadership
- ★ Administration and Management

PROFESSIONAL DEVELOPMENT

6 HOUR TRAINING PACKAGES

NYC and NYS Regulations require Family Day Care Providers, Group Family Day Care Providers, Group Family Day Care Assistants, Center Based Staff and Directors complete a minimum of 30 hours of training every 2 years.

To help you maintain your certification without having to retake the same topics each year, we have created 1 day (6 hour) training options consisting of two separate workshops that incorporate the various content areas, for you to choose from.

Descriptions for the courses listed below are included in this catalog.

**USE TOWARDS
15/30 HOUR TRAINING REQUIREMENT!!!!**

Promoting Early Literacy

&

Parent Partnerships

Creative Art in Early Childhood

&

Routines & Schedules

Promoting Early Literacy

&

Facilitating Learning &
Development.

"Just Cause"

&

Sharpening Your Advocacy Skills

Social Media Marketing

&

Marketing Your Child Care
Program

Social & Emotional Development

&

Music in Early Childhood Programs

Bookkeeping & Records
Management

&

Mandated Reporter

Curriculum Development

&

Routines & Schedules

Developing Language Skills

&

Parent Partnerships

Creative Art in Early Childhood

&

Approaches to Learning

Positive Discipline

&

Approaches to Learning

Developing Language Skills

&

Promoting Early Literacy

HEALTH & SAFETY TRAININGS

CPR & FIRST AID FOR INFANTS & TODDLERS

This training will prepare all caregivers with the skills needed to act quickly and competently during an emergency. Basic skills in CPR and First Aid response will be covered. Basic knowledge and skills will be gained to recognize and provide care for infants and children until authorized medical personnel arrive. **Both American Red Cross CPR certification and Infant & Child First Aid certification is valid for 2 years.**

COST: \$125 (\$75 for Day Care Council Members & JC Hall Network)

TIME: 9am—5pm

SESSIONS:

Apr 11 (Fri)	Apr 23 (Wed)	May 2 (Fri)	May 16 (Fri)	May 30 (Fri)
Jun 13 (Fri)	Jul 11 (Fri)	Jul 25 (Fri)	Aug 1 (Fri)	Aug 22 (Fri)
Sept 12 (Fri)	Oct 3 (Fri)	Oct 17 (Fri)	Oct 31 (Fri)	

OCFS CONTENT AREAS:

- ★ Principles of Childhood Development
- ★ Nutrition and Health
- ★ Child Day Care Program Development
- ★ Safety and Security Procedures

CORE BODY OF KNOWLEDGE:

- ★ Health, Safety and Nutrition
- ★ Administration and Management



HEALTH & SAFETY TRAINING

FOR FAMILY & GROUP FAMILY PROVIDERS

The Health and Safety training series is required for anyone wishing to become registered or licensed as a Family or Group Family Child Care Provider in New York State. It is also a great 'refresher' course for all providers. The Day Care Council recommends that this course be taken each licensing period. The **three-day series** will cover the Office of Children and Family Services (OCFS) training modules such as proper diapering, sanitizing, child care safety, and nutrition. This is a competency-based curriculum that requires successful completion of written and demonstration tests. **Space is limited to 10 participants and pre-registration is required.**

COST: \$250

TIME: 9am—5pm

3 DAY SESSION: Monday, Tuesday & Thursday

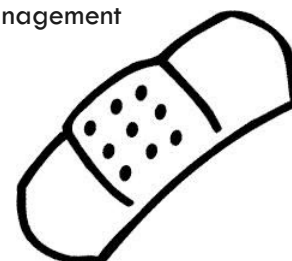
Apr 7, 8, 10	May 12, 13, 15	Jun 9, 10, 12	Aug 11, 12, 14
Aug 18, 19, 21	Sept. 8, 9, 11	Sept. 29, 30, Oct 2	

OCFS CONTENT AREAS:

- ★ Business Record Maintenance and Management
- ★ Child Day Care Program Development
- ★ Nutrition and Health
- ★ Safety and Security Procedures & Communication Between Parents and Staff
- ★ Child Day Care Statutes and Regulations
- ★ Safety and Security Procedures

CORE BODY OF KNOWLEDGE:

- ★ Health, Safety and Nutrition
- ★ Administration and Management



INFECTIOUS DISEASE CONTROL

This workshop will help the caregiver to gain a better understanding of how to prevent, recognize, and manage infectious diseases in child care settings. Caregivers will learn to apply infection control procedures as per the state and national guidelines for hand-washing, diaper-changing, and many other health issues that are exclusive to early care. This workshop is for administrative staff and classroom staff of child care programs.

COST: \$50 (\$25 for Day Care Council Members & JC Hall Network)

TIME: 10am—1pm

SESSIONS: Fridays

Apr 4

Jun 20

Aug 15

Aug 15 *
* (2pm—5pm)

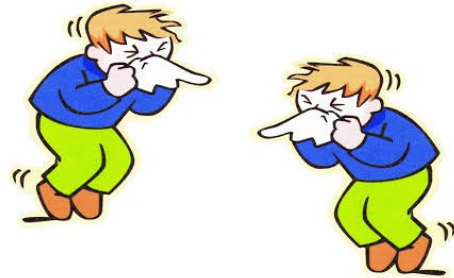
Sept 5

OCFS CONTENT AREAS:

- ★ Nutrition and Health
- ★ Safety and Security Procedures
- ★ Child Day Care Statutes and Regulations

CORE BODY OF KNOWLEDGE:

- ★ Health, Safety and Nutrition
- ★ Administration and Management



MANDATED REPORTER/CHILD ABUSE & MALTREATMENT

The purpose of this training is to provide you the knowledge to make an informed decision about whether a situation involves child abuse or maltreatment, what your reporting obligation is, and how to go about making such a report. The objectives of this training are to help you:

- ★ Report child abuse or maltreatment/neglect to the New York State Central Register (SCR)
- ★ Evaluate situations to determine whether there is reasonable cause to suspect child abuse or maltreatment/neglect
- ★ Identify the physical and behavioral indicators commonly associated with child abuse and maltreatment/neglect
- ★ Understand the legal framework for the New York State Child Protective System

Participants will receive a formal Certificate of Completion authorized by the **Center for Development of Human Services** and the **New York State Office of Children and Family Services**.

COST: \$50 (\$25 for Day Care Council Members & JC Hall Network)

TIME: 1:30pm—4:30pm

SESSIONS: Wednesdays

Jun 4

Aug 13

Oct 1

OCFS CONTENT AREAS:

- ★ Child abuse and maltreatment identification and prevention
- ★ Child Day Care Statutes and Regulations
- ★ Safety and Security Procedures

CORE BODY OF KNOWLEDGE:

- ★ Health, Safety and Nutrition
- ★ Administration and Management

APRIL IS CHILD ABUSE PREVENTION MONTH!

To report suspected child abuse or neglect, call the
NYS Child Abuse Hotline: **800-342-3720**

MEDICATION ADMINISTRATION TRAINING (MAT)

This training is required for child care providers to administer medication in their programs. You will learn and practice how to administer medications to children.

All materials will be provided. Please have your program license or permit number with you. A continental breakfast will be provided.

Full payment is due with pre-registration in order to reserve space. A **\$100 rebate** is available from MAT/SUNY upon successful completion of the MAT training. For more information on this rebate, log on to www.pdp.albany.edu. For more information on MAT or no-cost assistance with your Health Care Plan, you can reach **Teresa Olander**, the Day Care Council's Health Care Specialist at 212-206-7818 x125.

COST: \$250

TIME: 9am—6pm

ONE DAY SESSIONS: Thursdays

Apr 17 Apr 24 June 5 Aug 7 Sept 4

COST: \$250

TIME: 10am—4pm

TWO DAY SESSIONS: Wednesdays—Thursdays

Apr 2 & 3 May 7 & 8 Jul 16 & 17 Oct 8 & 9

OCFS CONTENT AREAS:

- ★ Principles of Childhood Development
- ★ Nutrition and Health
- ★ Child Day Care Program Development
- ★ Safety and Security Procedures

CORE BODY OF KNOWLEDGE:

- ★ Health, Safety and Nutrition
- ★ Administration and Management



APPROACHES TO LEARNING

Decisions about approaches to early childhood teaching and learning should be based on an understanding of children as individuals and as part of a group. They also need to be in alignment with important educational and developmental goals. Participants of this workshop will explore how to effectively use approaches, strategies, and tools to promote young children's development and learning.

COST: \$50 (\$25 for Day Care Council Members & JC Hall Network)

TIME: 1pm—4pm

SESSIONS:

Aug 5 (Tues)

Sept 18 (Thurs)

Oct 16 (Thurs)

OCFS CONTENT AREAS:

- ★ Principles of Childhood Development
- ★ Child Day Care Program Development

CORE BODY OF KNOWLEDGE:

- ★ Child Growth and Development
- ★ Environment and Curriculum



CREATIVE ART IN EARLY CHILDHOOD

This workshop will guide participants to develop a playful, open-ended approach to presenting the arts in the early childhood setting. A developmental approach to children's creativity and self-expression will be emphasized, along with a growing understanding of how the arts can support cognitive, physical, emotional and social development in all children.

COST: \$50 (\$25 for Day Care Council Members & JC Hall Network)

TIME: 9am—12pm

SESSIONS:

May 6 (Tues)

Sept 18 (Thurs)

OCFS CONTENT AREAS:

- ★ Principles of Childhood Development
- ★ Child Day Care Program Development

CORE BODY OF KNOWLEDGE:

- ★ Child Growth and Development
- ★ Environment and Curriculum



CURRICULUM DEVELOPMENT

By focusing on developmentally appropriate practices for early childhood education, this workshop ties curriculum to the understanding of child development. Participants explore planning and developing anti-bias curriculum and goals, objectives, and content standards related to social/emotional, physical, cognitive, and language development, including both theoretical foundations and practical applications.

COST: \$50 (\$25 for Day Care Council Members & JC Hall Network)

TIME: 9am—12pm

SESSIONS: Tuesday, July 15

OCFS CONTENT AREAS:

- ★ Principles of Childhood Development
- ★ Child Day Care Program Development

CORE BODY OF KNOWLEDGE:

- ★ Child Growth and Development
- ★ Environment and Curriculum



DEVELOPING LANGUAGE SKILLS

During this workshop, participants will learn how they can plan and facilitate classroom routines or play activities, extend social interactions, or structure the environment to promote interactive language experiences for young children. Participants will also explore how to build upon naturally occurring activities by incorporating reading and writing in meaningful ways, creating the opportunity for children to feel successful in linking their early language skills to literacy.

COST: \$50 (\$25 for Day Care Council Members & JC Hall Network)

TIME: 9am—12pm

SESSIONS:

Jul 31 (Thurs)

Aug 20 (Wed)

Oct 14 (Tues)

OCFS CONTENT AREAS:

- ★ Principles of Childhood Development
- ★ Child Day Care Program Development

CORE BODY OF KNOWLEDGE:

- ★ Child Growth and Development
- ★ Environment and Curriculum



FACILITATING LEARNING & DEVELOPMENT

This workshop will demonstrate how children's thinking can be enhanced through play. Play in early childhood has been studied for many years, and ongoing studies have shown that play helps children discover how the world works. This workshop will lead caregivers to explore the importance and the benefits of play, and how to facilitate various play activities while providing opportunities to discover scientific concepts. Hands-on activities and techniques will be demonstrated and practiced during this session.

COST: \$50 (\$25 for Day Care Council Members & JC Hall Network)

TIME: 1pm—4pm

SESSIONS:

Jun 18 (Wed)

Oct 14 (Tues)



OCFS CONTENT AREAS:

- ★ Principles of Childhood Development
- ★ Child Day Care Program Development

CORE BODY OF KNOWLEDGE:

- ★ Child Growth and Development
- ★ Environment and Curriculum

MAKE IT & TAKE IT

This “hands on” workshop will give participants opportunities to explore what we can utilize from low cost household materials to turn into developmentally appropriate toys, books, and supplies that support children's learning in all domains. The cost of this workshop includes all materials and handouts. Participants will make their own educational materials at this workshop and bring theory, ideas and projects back with them. Get ready for fun and exploration!

COST: \$50 (\$25 for Day Care Council Members & JC Hall Network)

TIME: 9am—12pm

SESSION: Thursday, Oct 16

OCFS CONTENT AREAS:

- ★ Principles of Childhood Development
- ★ Child Day Care Program Development

CORE BODY OF KNOWLEDGE:

- ★ Child Growth and Development
- ★ Environment and Curriculum



MUSIC IN EARLY CHILDHOOD PROGRAMS

Music is much more than singing and playing musical instruments each day with children. It plays a very important role in a child's growth and stimulates all areas of development: social, emotional, physical, and cognitive. This workshop helps you understand many concepts that young children learn through music. We will explore how we can use music and movement every day with young children to promote development through songs, poems, and use of musical instruments. We will also make a homemade instrument.

COST: \$50 (\$25 for Day Care Council Members & JC Hall Network)

TIME: 1pm—4pm

SESSIONS: Tuesdays

Jun 17

Sept 16

OCFS CONTENT AREAS:

- ★ Principles of Childhood Development
- ★ Child Day Care Program Development

CORE BODY OF KNOWLEDGE:

- ★ Child Growth and Development
- ★ Environment and Curriculum



PARENT PARTNERSHIPS

Research shows that when parents are involved in their children's education, they tend to have fewer behavior problems, better academic performance, and children are more likely to complete secondary school. This workshop explores the importance of parent involvement in your child care setting, communication with parents, and parent involvement strategies.

COST: \$50 (\$25 for Day Care Council Members & JC Hall Network)

TIME: 1pm—4pm

SESSIONS: Wednesdays

Apr 30

Aug 20

OCFS CONTENT AREAS:

- ★ Principles of Childhood Development
- ★ Child Day Care Program Development

CORE BODY OF KNOWLEDGE:

- ★ Child Growth and Development
- ★ Environment and Curriculum



POSITIVE DISCIPLINE

This workshop is designed for both novice and experienced child care providers. Participants will learn to identify common misbehaviors and how to prevent them; they will learn how to develop goals and guidelines of positive discipline and also design a list of “[classroom rules](#)”. Participants will be actively involved in applying positive discipline techniques to help guide children and promote safe behavior and self-control.

COST: \$50 (\$25 for Day Care Council Members & JC Hall Network)

TIME: 9am—12pm

SESSIONS: Tuesday, Aug 5

OCFS CONTENT AREAS:

- ★ Principles of Childhood Development
- ★ Child Day Care Program Development

CORE BODY OF KNOWLEDGE:

- ★ Child Growth and Development
- ★ Environment and Curriculum

PROMOTING EARLY LITERACY

This workshop explores components of early literacy including storytelling and curriculum planning, reading with a purpose, reading readiness, and reading methods and models appropriate for early childhood education.

COST: \$50 (\$25 for Day Care Council Members & JC Hall Network)

TIME: 9am—12pm

SESSIONS:

Apr 30 (Wed)

Jun 18 (Wed)

Jul 31 (Thurs, 1-4pm)

OCFS CONTENT AREAS:

- ★ Principles of Childhood Development
- ★ Child Day Care Program Development

CORE BODY OF KNOWLEDGE:

- ★ Child Growth and Development
- ★ Environment and Curriculum

ROUTINES & SCHEDULES

This workshop explores how developing successful routines and a schedule contributes to children’s positive development. Participants will investigate concepts of effective scheduling as well as develop a practical, usable daily schedule to ensure that arrival, diapering and toileting, clean-up, eating, resting and sleeping, dressing, and departure routines all contribute to children's positive development.

COST: \$50 (\$25 for Day Care Council Members & JC Hall Network)

TIME: 1pm—4pm

SESSIONS: Tuesdays

May 6

Jul 15

OCFS CONTENT AREAS:

- ★ Principles of Childhood Development
- ★ Child Day Care Program Development

CORE BODY OF KNOWLEDGE:

- ★ Child Growth and Development
- ★ Environment and Curriculum



SOCIAL & EMOTIONAL DEVELOPMENT IN INFANTS & TODDLERS

This workshop explores strategies and approaches to use towards developing confident and competent children. Participants will have the opportunity to deepen their understanding of social and emotional developmental milestones during early childhood, the different temperaments to help you understand children's behaviors, and learn appropriate guidance practices and techniques to support the individual needs of the children in your care.

COST: \$50 (\$25 for Day Care Council Members & JC Hall Network)

TIME: 9am—12pm

SESSIONS: Tuesdays

Jun 17

Sept 16

OCFS CONTENT AREAS:

- ★ Principles of Childhood Development
- ★ Child Day Care Program Development

CORE BODY OF KNOWLEDGE:

- ★ Child Growth and Development
- ★ Environment and Curriculum



BOOKKEEPING & RECORDS MANAGEMENT

Customer and financial records are difficult for everyone to keep track of. However, efficient management of them are hallmarks of all successful businesses. In this workshop, child care providers will learn new record and bookkeeping strategies that will improve their program quality, cash flow management, tax preparation and compliance maintenance. In the “hands on” portion, the Trainer will work with each provider to determine a paper/software system that is best suited for their child care program.

COST: \$50 (\$25 for Day Care Council Members & JC Hall Network)

TIME: 10am—1pm

SESSIONS: Wednesdays

Apr 9 Jun 4

Aug 13 Oct 1

OCFS CONTENT AREAS:

- ★ Business Record Maintenance and Management
- ★ Child Day Care Statutes and Regulations
- ★ Child Day Care Program Development

CORE BODY OF KNOWLEDGE:

- ★ Administration & Management



JUST CAUSE

Whether or not you are a member of the Day Care Council, this workplace topic is for you. All employers need to understand and implement appropriate do's and don'ts when disciplining and discharging employees. This session will explore the basic requirements of proper workplace discipline. Ensure that you have proper policies and procedures that can withstand employee challenges.

COST: \$50 (\$25 for Day Care Council Members & JC Hall Network)

TIME: 9am—12pm

SESSION: Thursday, Jun 26

OCFS CONTENT AREAS:

- ★ Business Record Maintenance and Management
- ★ Child Day Care Statutes and Regulations
- ★ Child Day Care Program Development

CORE BODY OF KNOWLEDGE:

- ★ Administration & Management



MARKETING YOUR CHILD CARE PROGRAM

Do you need to increase your childcare enrollment, but are not sure how? Maybe you do not have the staff and know-how to get it done. Either way, this training can help you learn various ways to promote and market your child care program.

This workshop will provide marketing strategies and tools to promote your program within your community. This session can assist you to think outside of the box in ways to strengthen your relationship with the community to help promote visibility of your child care program. This session can provide insight on a variety of effective ways to promote and market your childcare program.

COST: \$50 (\$25 for Day Care Council Members & JC Hall Network)

TIME: 1pm—4pm

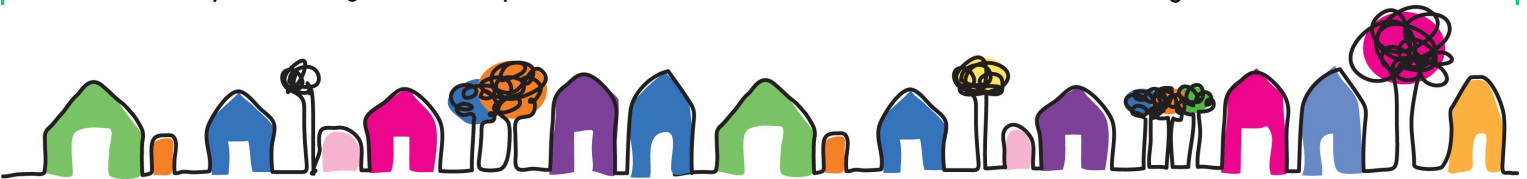
SESSIONS: Wednesdays
May 21 Sept 24

OCFS CONTENT AREAS:

- ★ Business Record Maintenance and Management
- ★ Child Day Care Program Development

CORE BODY OF KNOWLEDGE:

- ★ Family & Community Relations
- ★ Administration & Management



SHARPENING YOUR ADVOCACY SKILLS

Have you ever wondered if your City Council or State Legislator is really listening to you? Take three hours from your busy schedule to improve your advocacy skills. This re-fresher training workshop will help you sharpen your advocacy skills to inform, convince and gain results from meeting with policymakers on all levels. It's not an easy task. You have to be willing to commit the energy and focus but its well worth it.

COST: \$50 (\$25 for Day Care Council Members & JC Hall Network)

TIME: 1pm—4pm

SESSION: Thursday, Jun 26

OCFS CONTENT AREAS:

- ★ Business Record Maintenance and Management
- ★ Child Day Care Program Development

CORE BODY OF KNOWLEDGE:

- ★ Family & Community Relations
- ★ Administration & Management



SOCIAL MEDIA MARKETING

Caregivers will learn basic information regarding **Facebook**. The participants will be able to setup their own Facebook page, and learn basic tips to maintain their Facebook page such as uploading photos and capturing status updates in order to sustain a following and promote your program. This session will provide you with basic tools that you need to successfully join the social marketing revolution.

COST: \$50 (\$25 for Day Care Council members and J C Hall Network)

TIME: 9am—12pm

SESSIONS: Wednesdays

May 21

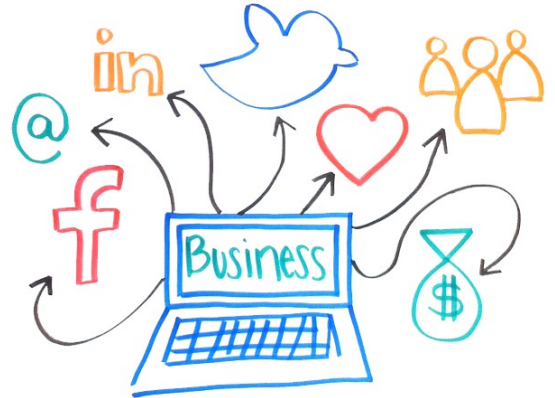
Sept 24

OCFS CONTENT AREAS:

- ★ Business Record Maintenance and Management
- ★ Child Day Care Program Development

CORE BODY OF KNOWLEDGE:

- ★ Family & Community Relations
- ★ Administration & Management



BECOMING A CHILD CARE PROVIDER

Do you love spending time with children? Have you thought of becoming a child care provider? Do you know a friend who would be interested? Do you have questions on operating a child care business in your home? Join us for an informal session and continental breakfast to answer your questions and guide you through the process. Speak with a Day Care Council staff member to learn about the steps to follow to become a NYS registered Family Child Care Provider or a licensed Group Family Child Care Provider.

COST: \$20

TIME: 9:30am—12pm

SESSIONS: Wednesdays

Apr 16

May 28

Jul 30

Aug 27

Oct 22



SERVICES OF THE DAY CARE COUNCIL OF NEW YORK

HEALTH CARE CONSULTANT

The Day Care Council of New York heads efforts to assist child care settings in implementing NY State's Medication Regulations. Any licensed/regulated child care setting that chooses to administer medications to children must have staff with the appropriate training, including MAT (Medication Administration Training). Each of these child care settings must also have a Health Care Plan approved by a Health Care Consultant (MD, RN, NP or PA). To assist with your Health Care Plan and other questions, please contact **Teresa Olander** at 212-206-7818 x125 or tolander@dccnyinc.org.

HEALTH & SAFETY/ START-UP GRANTS

Applications for Health and Safety Grants can be arranged through our Manhattan office. These grants are generally available to existing family and group family providers for Health & Safety materials worth up to \$300. Also, applications for Start-Up Grants can be arranged for new child care providers for supplies worth up to \$300. Please note that application does not guarantee acceptance. Contact **Rosie Morales** at 212-206-7818 x118 or rmorales@dccnyinc.org for more information.

INFANT & TODDLER SPECIALIST

I-Ling Tsai and Genine Tantau are the Day Care Council of New York, Inc.'s Infant/Toddler Specialists. Our Infant/Toddler Program was established to emphasize the unique needs of very young children. The Infant/Toddler Program offers trainings specializing in topics for very young children, technical assistance for child care providers, one-on-one mentoring and guidance, as well as tips and answers to questions and concerns pertaining to infants and toddlers. Please contact **I-Ling Tsai** at 212-206-7818 x116 or

iltsai@dccnyinc.org, or **Genine Tantau** at extension 120 or gtantau@dccnyinc.org for more information.

EARLY CHILDHOOD EMPLOYMENT PARTNERSHIP

The Early Childhood Employment Partnership is focused on helping displaced child care workers find new job opportunities in both the public and private sector. We offer individual career counseling, training and job placement forums, and a comprehensive employment website where qualified professionals can be matched with available vacancies. For more information, please contact **Lisa Caswell** at 212-206-7818 x 106 or lcaswell@dccnyinc.org.

EIP SCHOLARSHIPS

Most providers and staff are eligible for EIP scholarships in amounts up to \$2,000 per year to pay for quality training. An application and information can be obtained at www.tsg.suny.edu or by calling SUNY at 800-295-9616 for information and a free booklet. If you plan to use EIP scholarship for class at the Day Care Council please call us in advance at 212-206-7818.

FREE SUNY VIDEOCONFERENCE TRAININGS

To register or receive a training booklet, please call SUNY at 800-295-9616. Trainings are generally from 6:45pm - 9:15 pm and space is limited.

CHILD & ADULT CARE FOOD PROGRAM (CACFP)

The Council's J.C. Hall, Jr. Family Child Care Network offers the federally funded Child and Adult Care Food Program (CACFP) for Family Providers and Group Family Providers. For more information on the food program, please contact **Indra Moore** at our office at York College at 718-262-2872 or imoore@york.cuny.edu.



GENERAL OFFICE INFORMATION

HOURS OF OPERATION:

Mon - Fri, 8:30am — 5:30pm

CONTACT US:

Phone: 212-206-7818

Email: info@dccnyinc.org

www.dccnyinc.org



www.Facebook.com/DCCNYINC

HOLIDAY CLOSURES

(APRIL—OCTOBER 2014)

May 26 — Memorial Day

July 4 — Independence Day

Sept 1 — Labor Day

DIRECTIONS TO OUR OFFICE

DAYCARE COUNCIL OF NEW YORK, INC.

2082 Lexington Ave. Suite 204

New York, NY 10035

Between 125th & 126th Streets



4 5 6 to 125th St.

MTA Metro-North Railroad to 125th St.

M35, M60, M98, M101, M103 & Bx15 buses to
Lexington & 125th St.

Training Opportunities Registration Form/Hoja de Registro



Full Name/Nombre y Apellido: _____
 Home Address/Dirección: _____
 Apartment/Apartamento #: _____ Borough/Condado: _____ Zip Code/Código Postal: _____
 Home Phone/Teléfonos: _____ Cell Phone: _____

Professional Setting/Tipo de Programa

☐ Day Care Center ☐ Family Child Care ☐ Group Family Child Care ☐ Legally Exempt ☐ Other

Child Care Program Name/Nombre del Programa: _____

Child Care Program Address/Dirección del Programa: _____

Child Care Program License or Registration Number/Número de Licencia o Registro: _____

Day time telephone/Teléfono del Programa: _____ Fax: _____

Email/Correo Electrónico: _____

Training Title/Entrenamiento	Date of Training/Fecha	Fee/Costo
TOTAL		

☐ Registration can be completed online using a **CREDIT** or **DEBIT** Card/
*El proceso para registrarse puede ser completado por internet usando su tarjeta de **CRÉDITO** o **DÉBITO**:*

☐ MasterCard ☐ Visa ☐ Discover ☐ American Express

Name on card/Nombre en Tarjeta: _____

Card number/Número de Tarjeta: _____

Expiration Date/ Fecha de Expiración: _____

Signature on card/Firma: _____

Email this form to info@dccnyinc.org/Envíe esta hoja de registro a info@dccnyinc.org

OR/O

☐ Mail this completed registration form with a check or Money Order payable to **Day Care Council of NY, Inc.** to:
*Complete y envíe esta Hoja de Registro con su cheque o "Money Order" a nombre de **Day Care Council of NY, Inc.** al:*

Day Care Council of New York, Inc.
2082 Lexington Avenue, Suite 204
New York, NY 10035
Attn: Jon Pinkos-Director, Child Care Division

If you need assistance or would like to use an EIP award letter, call us from Mon to Fri, 9 - 5pm to complete your registration.
Si necesita ayuda o desea utilizar una beca del EIP, llámenos de lunes a viernes de 9am - 5pm para completar su registro.

An email confirmation will be sent upon receipt and processing of payment.
 Please note that refunds or rescheduling will not be offered unless the Day Care Council cancels the workshop.
 Attendees more than 10 minutes late may be denied entrance to training session or denied a certificate of completion.

*Usted recibirá un correo electrónico cuando el proceso de registro sea completado con su pago.
 Su dinero será devuelto únicamente si el Day Care Council tuviera que cancelar algún entrenamiento.
 No se permitirá la entrada 10 minutos después de comenzada la clase.*