



**Day Care Council
of New York**

Educated Children Are Our Future

EARLY CHILDHOOD TRAINING INSTITUTE

TRAINING CATALOG

SPRING/SUMMER 2015

Professional Development Trainings
for Child Care Providers

About Us

The **Early Childhood Training Institute** at the Day Care Council is located in historic East Harlem, New York. Workshops by certified trainers are designed to help providers meet the 12 days of professional development now mandated by the NYC Administration for Children's Services (ACS), and to support your staff as they pursue their Child Development Associate (CDA) certification. Select trainings can be done on-site at your convenience by special arrangement with Yadira Rodriguez, director of the Training Institute. As EarlyLearn NYC and Universal Pre-Kindergarten intersect, requiring new protocols and heightened professionalism in early childhood education, we look forward to partnering with and supporting you.

This six month training calendar contains workshops in three categories: Safety and Security Procedures, Child Development and Business and Management. We also list each course with its corresponding NYS OCFS Content Areas, the Core Body of Knowledge Competency Areas, and the CDA Competency Goals, which can be found on [page 4](#).

Two new courses in business and management are being offered for the Spring/Summer term and are taught by members of the Council's management team. They are the *Family Medical Leave Act* given by Associate Director of Labor Relations Jesseka Green Gooden, Esq., and *Fundraising Fundamentals* given by the new Director of Development, Cheryl McCourtie. And back by popular demand, Executive Director Andrea Anthony's workshop *Sharpening Your Advocacy Skills* will be offered again.

We are very excited to offer online classes! Currently, we have over 100 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!

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

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.

Contact Information and Directions

DAYCARE COUNCIL OF NEW YORK, INC.

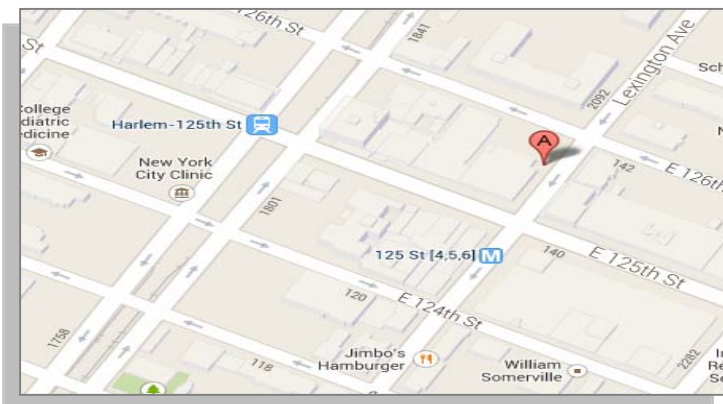
2082 Lexington Ave. Suite 204

New York, NY 10035

Between 125th & 126th Streets

PHONE: 212-206-7818 **FAX:** 212-206-7836 **EMAIL:** info@dccnyinc.org **WEB:** www.dccnyinc.org

HOURS: Monday – Friday, 8:30 a.m. – 5:30 p.m.



By Subway, take the 4 5 6 to 125th Street.

Exit at the NW Corner.

 **To 125th Street**

By Bus: M35, M60, M98, M101, M103 & Bx15 to Lexington & 125th St.

**AT-A-GLANCE MENU FOR 30 HOURS TRAINING
and OCFS Content Areas**

MORNING 3-HOUR TRAININGS 9:00 AM – 12:00 PM	DATES	AFTERNOON 3-HOUR TRAININGS 1:00 PM – 4:00 PM
Fundraising Fundamentals NEW OCFS: 6	June 9 October 8	Mandated Reporter OCFS: 5,8,9
Developing Language Skills OCFS: 1,4	April 2 September 24	Facilitating Learning & Development in Early Childhood OCFS: 1,4
Make It & Take It OCFS: 1,4	April 16 September 22	Approaches to Learning in Early Childhood Education OCFS: 1,4
Promoting Early Literacy OCFS :1,4	May 12	Parent Partnership OCFS: 1,4
Creative Art in Early Childhood OCFS: 1,4	June 10	Routines & Schedules OCFS: 1,4
Social & Emotional Development in Infant & Toddlers OCFS:1,4	August 18	Music in Early Childhood Programs OCFS: 1,4
Positive Discipline OCFS: 1,4	July 16 August 27	Approaches to Learning in Early Childhood Education OCFS: 1,4
“Just Cause” OCFS: 6	June 11	Sharpening your Advocacy Skills OCFS: 6
Family Medical Leave Act NEW OCFS: 6	October 15	Positive Discipline OCFS: 1,4

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The OCFS Content Areas (OCFS), the Core Body of Knowledge Core Competency Areas (Core) and the Child Development Associate Competency Goals (CDA) have been included with each training description in this catalog as follows:

NYS Office of Children and Family Services Content Areas (OCFS)

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

1. Principles of early childhood development
2. Nutrition and health needs of children
3. Safety and security procedures
4. Child day care program development
5. Child abuse and maltreatment identification and prevention
6. Business record maintenance and management
7. Laws and regulations pertaining to child day care
8. Laws and regulations pertaining to child abuse and maltreatment
9. Prevention of Shaken Baby Syndrome

For more information, please visit www.ocfs.state.ny.us

NYS Core Body of Knowledge (Core)

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.

1. Child Growth and Development
2. Family and Community Relations
3. Observation and Assessment
4. Environment and Curriculum
5. Health, Safety, and Nutrition
6. Professionalism and Leadership
7. Administration and Management

Child Development Associate Competency Standards and Functional Areas (CDA)

The CDA Competency Standards are the national standards used to evaluate a caregiver's performance with children and families during the CDA assessment process. The Competency Standards are divided into six Competency Goals, which are statements of a general purpose or goal for caregiver behavior. The Competency Goals apply to all child care settings.

1. To establish and maintain a safe, healthy learning environment
2. To advance physical and intellectual competence
3. To support social and emotional development and to provide positive guidance
4. To establish positive and productive relationships with families
5. To ensure a well-run, purposeful program responsive to participant needs
6. To maintain a commitment to professionalism

Professional Development -- 30 hrs. Training Courses

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 two years that incorporate all nine OCFS content areas (see page 2).

Below are two samples of 30-hr training packages. If you have any questions about planning your courses, please call us to speak with a provider specialist. ***See the catalog for full course descriptions and information.***

Sample 1

1. Infectious Disease Control (3hrs) (OCFS: 2, 3, 7)
2. Mandated Reporter (3hrs) (OCFS: 3, 5, 8, 9)
3. Facilitating Learning and Development (3hrs) (OCFS: 1, 4)
4. Routines and Schedules (3hrs) (OCFS: 1, 4)
5. Developing Language Skills (3hrs) (OCFS: 1, 4)
6. Promoting Early Literacy (3hrs) (OCFS: 1, 4)
7. Music in Early Childhood Programs (3hrs) (OCFS: 1, 4)
8. Creative Art in Early Childhood (3hrs) (OCFS: 1, 4)
9. Parent Partnerships (3hrs) (OCFS: 1, 4)
10. Just Cause (3hrs) (OCFS: 6)

Sample 2

1. Health and Safety (15hrs) (OCFS: 1, 2, 3, 4, 5, 6, 7, 8, 9)
2. Approaches to Learning (3hrs) (OCFS: 1, 4)
3. Make It & Take It (3hrs) (OCFS: 1, 4)
4. Positive Discipline (3hrs) (OCFS: 1, 4)
5. Social & Emotional Development (3hrs) (OCFS: 1, 4)
6. Family Medical Leave Act (3hrs) (OCFS: 6)



Safety and Security Procedures

➤ CPR & First Aid for Infants and Children

(OCFS: 1, 2, 3, 4; Core: 5, 7 CDA: 1, 2, 6)

This training will prepare all caregivers with the basic knowledge and skills in CPR and First Aid. You will learn to recognize an emergency and provide care for infants and children until authorized medical personnel arrive.

Both American Red Cross CPR certification and Infant & Child First Aid certification are valid for 2 years.

COST: \$125 (\$75 for Day Care Council Members and J. C. Hall Network)

TIME: 9:00 a.m. – 5:00 p.m.

DATES:

WEEKDAYS

April 10, 2015 (Friday)	August 14, 2015 (Friday)
April 29, 2015 (Wednesday)	August 26, 2015 (Wednesday)
May 8, 2015 (Friday)	September 18, 2015 (Friday)
June 5, 2015 (Friday)	October 2, 2015 (Friday)
July 10, 2015 (Friday)	October 23, 2015 (Friday)

SATURDAYS

April 25, 2015
June 27, 2015
August 29, 2015
September 26, 2015

➤ Health and Safety for Family & Group Family Providers

(OCFS: 1, 2, 3, 4, 5, 6, 7, 8, 9; Core: 5, 7; CDA: 1, 2, 4, 5, 6)

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. The **series** will cover the Office of Children and Family Services (OCFS) training modules such as proper diapering, sanitizing, child care safety, and nutrition.

COST: \$250

TIMES: 9:00 a.m. – 5:00 p.m. M/T/TH; 9:00 a.m. – 5:30 p.m. Saturdays

DATES:

MONDAY/TUESDAY/THURSDAY 3-DAY SERIES

April 6-7 and 9, 2015	July 6-7 and 9, 2015
April 20-21 and 23, 2015	August 10-11 and 13, 2015
May 18-19 and 21, 2015	Sept 28-29 and Oct 1, 2015
June 1-2 and 4, 2015	October 19-20 and 22, 2015
June 15-16 and 18, 2015	

2-SATURDAY SERIES

April 11 & 18, 2015
May 2 & 9, 2015
June 13 & 20, 2015
July 18 & 25, 2015
August 8 & 15, 2015
September 5 & 12, 2015
October 3 & 10, 2015



➤ Infectious Disease Control

(OCFS: 2, 3, 7; Core: 5, 7; CDA: 1, 5, 6)

Understand how to prevent, recognize, and manage infectious diseases in child care settings. You 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.

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

TIME: 10:00 a.m. – 1:00 p.m.

DATES: Wednesday, May 27, 2015
Wednesday, July 8, 2015



➤ Mandated Reporter

(OCFS: 5, 8, 9; Core: 5; CDA: 1, 3, 5, 6)

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 and J. C. Hall Network)

TIME: 1:00 p.m. – 4:00 p.m.

DATES: Tuesday, June 9, 2015
Thursday, October 8, 2015

➤ Medication Administration Training (MAT)

(OCFS: 1, 2, 3, 4; Core: 5, 7; CDA: 1, 5, 6)

This training is required for child care providers to administer medication to children in their programs. You will learn and practice how to administer medications properly and how to record when medications are given. Please have your program license or permit number with you.

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

COST: \$250

TIME: 9:00 a.m. – 6:00 p.m.

DATES: Wednesdays

April 1, 2015	April 15, 2015	May 6, 2015	May 20, 2015
June 3, 2015	June 24, 2015	July 15, 2015	August 5, 2015
August 19, 2015	September 2, 2015	September 16, 2015	October 14, 2015

Child Development

➤ Approaches to Learning

(OCFS: 1, 4; Core: 1, 4; CDA: 2, 3, 5)

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. 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 and J. C. Hall Network)

TIME: 1:00 p.m. – 4:00 p.m.

DATES: Thursday, April 16, 2015
Thursday, July 16, 2015
Thursday, August 27, 2015
Tuesday, September 22, 2015



➤ Creative Art in Early Childhood

(OCFS: 1, 4; Core: 1, 4; CDA: 2, 3, 5)

Develop a playful, open-ended method 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 and J. C. Hall Network)

TIME: 9:00 a.m. – 12:00 p.m.

DATE: Wednesday, June 10, 2015

➤ Developing Language Skills

(OCFS: 1, 4; Core: 1, 4; CDA: 2, 3, 5)

Learn how to plan and facilitate classroom routines or play activities, extend social interactions, or structure the environment to promote interactive language experiences for young children. Incorporate 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 and J. C. Hall Network)

TIME: 9:00 a.m. – 12:00 p.m.

DATES: Thursday, April 2, 2015
Thursday, September 24, 2015



➤ Facilitating Learning & Development

(OCFS: 1, 4; Core: 1, 4; CDA: 2, 3, 5)

Ongoing studies have shown that play helps children discover how the world works. This workshop will lead you 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 and J. C. Hall Network)

TIME: 1:00 p.m. – 4:00 p.m.

DATES: Thursday, April 2, 2015
Thursday, September 24, 2015



➤ Make It & Take It

(OCFS: 1, 4; Core: 1, 4; CDA: 2, 3, 5)

This “hands on” workshop will explore what can be utilized from low cost household materials to turn into developmentally appropriate toys, books, and supplies that support children’s learning in all domains. You will make your own educational materials at this workshop and bring theory, ideas and projects back to your program. Get ready for fun and exploration! Materials included.

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

TIME: 9:00 a.m. – 12:00 p.m.

DATES: Thursday, April 16, 2015
Tuesday, September 22, 2015

➤ Music in Early Childhood Programs

(OCFS: 1, 4; Core: 1, 4; CDA: 2, 3, 5)

Music plays a very important role in a child’s growth and stimulates all areas of development: social, emotional, physical, and cognitive. 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 and J. C. Hall Network)

TIME: 1:00 p.m. – 4:00 p.m.

DATE: Tuesday, August 18, 2015



➤ Parent Partnerships

(OCFS: 1, 4; Core: 1, 4; CDA: 3, 4, 5, 6)

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. Explore 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 and J. C. Hall Network)

TIME: 1:00 p.m. – 4:00 p.m.

DATE: Tuesday, May 12, 2015

➤ Positive Discipline

(OCFS: 1, 4; Core: 1, 4; CDA: 1, 2, 3, 5)

Designed for both novice and experienced child care providers, you will learn to identify common misbehaviors and how to prevent them, develop goals and guidelines of positive discipline and also design a list of “[classroom rules](#)”. You 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 and J. C. Hall Network)

TIME: 9:00 a.m. – 12:00 p.m.

1:00 p.m. – 4:00 p.m.

DATES: Thursday, July 16, 2015

Thursday, October 15, 2015

Thursday, August 27, 2015



➤ Promoting Early Literacy

(OCFS: 1, 4; Core: 1, 4; CDA: 2, 5)

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 and J. C. Hall Network)

TIME: 9:00 a.m. – 12:00 p.m.

DATE: Tuesday, May 12, 2015

➤ Routines & Schedules

(OCFS: 1, 4; Core: 1, 4; CDA: 1, 2, 3, 5)

Learn how developing successful routines and a schedule contribute to children’s positive development. 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 and J. C. Hall Network)

TIME: 1:00 p.m. – 4:00 p.m.

DATE: Wednesday, June 10, 2015



➤ Social & Emotional Development

(OCFS: 1, 4; Core: 1, 4; CDA: 1, 2, 3, 5)

Explore strategies and approaches to use towards developing confident and competent children. By understanding the social and emotional developmental milestones during early childhood, the different temperaments of children behaviors, and guidance practices and techniques, you will be able to support the individual needs of the children in your care.

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

TIME: 9:00 a.m. – 12:00 p.m.

DATES: Tuesday, August 18, 2015

Business and Management

➤ Becoming a Child Care Provider

Do you love spending time with children? Have you thought of becoming a child care provider? 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 by learning 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: 9:30 a.m. – 12:00 p.m.

DATES: Wednesdays

May 13, 2015 August 12, 2015

June 17, 2015 October 7, 2015

July 22, 2015



➤ Family Medical Leave Act

(OCFS: 6; Core: 7; CDA: 6)

Illness is often an unpredictable event that might require employees some time away from their work. Whether an employee requests a leave for him/herself or a dependent family member, an employer needs to understand who is entitled to Family Medical Leave; who is eligible for Family Medical Leave and under what circumstances. Explore the basic requirements of the Family Medical Leave Act (FMLA) to ensure compliance with the law.

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

TIME: 9:00 a.m. – 12:00 p.m.

DATES: Thursday, October 15, 2015

➤ Fundraising Fundamentals

(OCFS: 6; Core: 7; CDA: 5, 6)

Question: Who knows Oprah? **Answer:** No one

In fundraising fundamentals, with DCCNY's director of development, learn how to:

- Identify the people in your midst who can help you raise funds for your program
- Engage family and community members in your fundraising campaigns
- Establish and meet attainable fundraising goals

Please bring your address books (digital or paper) to this lively session.

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

TIME: 9:00 a.m. – 12:00 p.m.

DATES: Tuesday, June 9, 2015

Thursday, October 8, 2015



➤ Just Cause

(OCFS: 6; Core: 7; CDA: 5, 6)

All employers need to understand and implement appropriate dos and don'ts when disciplining and discharging employees. Explore the basic requirements of proper workplace discipline and ensure that you have proper policies and procedures that can withstand employee challenges.

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

TIME: 9:00 a.m. – 12:00 p.m.

DATES: Thursday, June 11, 2015



➤ Sharpening Your Advocacy Skills

(OCFS: 6; Core: 2, 7; CDA: 4, 6)

Have you ever wondered if your City Council or State Legislator is really listening to you? 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. You have to be willing to commit the energy and focus but it is well worth it.

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

TIME: 1:00 p.m. – 4:00 p.m.

DATES: Thursday, June 11, 2015



SERVICES OF THE DAY CARE COUNCIL

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 our **Health Care Consultant Arden Corbett** at 212-206-7818 x125 or healthcarespecialist@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 Tantaio 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 i-lingtsai@dccnyinc.org , or **Genine Tantaio** at extension 120 or gtantaio@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. Our comprehensive employment website where qualified professionals can be matched with available vacancies can be found at www.dccnyinc.org/employment. For more information, please contact **Lisa Caswell** at **212-206-7818 x 106** or lcaswell@dccnyinc.org.

EDUCATIONAL INCENTIVE PROGRAM (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 <http://ecetp.pdp.albany.edu/> or by calling SUNY at 1-800-295-9616 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 1-800-295-9616. Trainings are generally from 6:45 pm - 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 in Queens, NY. 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. **For CACFP information with other agencies, please call 1-800-522-5006.**

GENERAL TIPS AND 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. Registrations will be canceled for declined transactions. An email confirmation will be sent upon receipt and processing of payment.
- ★ 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.
- ★ Attendees more than 10 minutes late may be denied entrance to training session or denied a certificate of completion.
- ★ For more information on our **Online Training** options, please visit the **For Providers** page on our website at www.dccnyinc.org. **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 and CDA Goals as indicated. The components included for trainings are listed underneath each course description.
- ★ **FREE 20% OFF COUPONS** are available now! Call today to find out how you can receive yours!

TO REGISTER BY:



CREDIT CARD: Fax completed registration form to 212-206-7836 or **call us** at 212-206-7818 to register over the phone. You can also register on our website at www.dccnyinc.org

CHECK or MONEY ORDER: Mail your check or money order (**please do not send cash**) made out to Day Care Council of New York, Inc., **along** with your complete registration form to:

Day Care Council of New York, Inc.
2082 Lexington Avenue, Suite 204
New York, NY 10035
Attn: Yadira Rodriguez, Asst. Director, Child Care Division



*★Please contact us if you would like to use an **EIP Award Letter***

REGISTRATION FORM ON LAST PAGE

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

Program Name/Nombre del Programa: _____

Program Address/Dirección del Programa: _____

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		

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: _____

Mail this form with CHECK or MONEY ORDER to the address below, or for credit card orders fax to 212-206-7836. Complete y envíe esta Hoja de Registro con su CHEQUE o MONEY ORDER al:

Day Care Council of New York, Inc.
2082 Lexington Avenue, Suite 204
New York, NY 10035
Attn: Yadira Rodriguez, Assistant Director, Child Care Division

If you need assistance or would like to use an EIP award letter, call us from Mon to Fri, 9am - 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.*