Howard County Office of Children's Services **Training Calendar**

Pre-registration and payment are required in advance for all classes. Register online at www.howardcountymd.gov/training, by mail, or by phone. For a complete list of Registration and Participation Policies, refer to page 11. For general information about workshops or to register, please call the Registrar at 410-313-1442.

Online Registration Discount

From December 22nd to January 5th, all online registrations for January-March workshops will automatically receive a 10% discount on the workshop fee. Discounts only apply to online registrations and are non-transferrable (if you request to transfer into a different workshop, the discount will not apply and you will be responsible for paying the difference).



January

Asthma and Allergies Training for Child Care Sat., January 4 / 8:30 am - 12:30 pm / \$35 4 hrs SN / C. Kemp

This workshop is open to all providers; there are no regulatory requirements for any providers to take this workshop.

Learn strategies and accommodations for all children with asthma and allergies. Discover ways to provide a healthier environment in your home or center.

FCCP: Professionalism Module Tues., January 7 / 5:45 - 9:45 pm / \$25 4 hrs PRO / L. Tsonis

This class is part of the Initial Training Series, required for family child care applicants and also open to current family providers for continued training. Explore and understand practices that will lay the foundation for a successful program, including record keeping, regulations, contracts, and policies.

Dance in Your Pants or Ants in Their Pants Wed., January 8 / 6:30 - 9:30 pm / \$23 3 hrs CD / C. Bethke



Kinesthetic learners are naturally active and have a lot of physical energy. The ideas and strategies in this workshop will help the child care professional work with and meet the needs of all the children in their care, especially the kinesthetic learner.

SIDS: Sudden Infant Death Syndrome Thurs., January 9 / 6:30 - 8:30 pm / \$15 2 hrs HSN / J. Johnson

Required for family child care applicants to become licensed for infant care. SIDS is the sudden, unexplained death of a healthy infant under 12 months. The cause of SIDS is unknown, but there are ways to make babies in your care safer.

Infant/Child & Adult CPR/AED Certification

Sat., January 11 / 8:00 - 10:30 am / \$40 **Certification Only / 1st Alert CPR Training** Acceptable for licensing, certified by the American Heart Association, and good for two years.

First Aid Certification

Sat., January 11 / 10:45 am - 1:15 pm / \$40 **Certification Only / 1st Alert CPR Training** Acceptable for licensing, certified by the American Heart Association, and good for two years.

FCCP: Child Development Module Mon., January 13 / 5:45 - 9:45 pm / \$25 4 hrs CD / S. Peyser

This class is part of the Initial Training Series, required for family child care applicants and also open to current family providers for continued training. This workshop covers basic child development including stages of growth and development, leading child theorists, and an overview of learning theories.

Inclement Weather Policy

When we postpone a class due to weather:

- A decision is made by 4 pm
- We call every person who has registered for the class. If we don't talk to you, we'll leave a message.
- We email everyone who has registered their email address with us.
- Often, we already have a rescheduled date and time to offer. If the new date doesn't work for you, you will be offered a credit to use for a different class.

It's always fine to call us to ask about the status of the evening's workshop. Our weather line is 410-313-1940.

All workshops will be held at 3300 N. Ridge Road, Suite 360, Ellicott City, MD 21043 (unless otherwise noted).

Register online! www.howardcountymd.gov/training

January February March 2014

The Nest and Training Calendar

January, February, March 2014

Developing Children Who Are Authors Tues., January 14 / 6:30 - 9:30 pm / \$25 3 hrs CUR / D. Bures-Walker

Examine the types of children's writing to better understand how to encourage young children to write! Create your own individual book!

FCCP: Special Needs Module Weds., January 15 / 5:45 - 9:45 pm / \$25 4 hrs SN / L. Tsonis

This class is part of the Initial Training Series, required for family child care applicants and also open to current family providers for continued training. Topics include the Americans with Disabilities Act and how it applies to child care, promoting inclusive care, plus health, behavioral, and developmental concerns that must be addressed.

Introduction to Business Administration Scale Thurs., January 16 / 6:30 - 9:30 pm / \$23

3 hrs PRO / J. Johnson *Open to family child care providers only.*

The Business Administration Scale (BAS) for family child care can help you measure and improve the overall quality of your business practices. Come learn strategies and tools for improving your business.

MMSR Domains: Scientific Thinking

Sat., January 18 / 8:30 am - 3:00 pm / \$40 6 hrs (4 CUR, 2 CD) / C. Bethke

Chemistry, physics, biology...how can they be included in a preschool program? Encourage active investigation of the natural and physical world, and develop the know-how to teach these concepts in a developmentally appropriate way. Plus, take away ideas for activities you can do with your preschoolers!

FCCP: Curriculum Module Weds., January 22 / 5:45 - 9:45 pm / \$25 4 hrs CUR / S. Glisan

This class is part of the Initial Training Series, required for family child care applicants and also open to current family providers for continued training. Participants will gain a better understanding of the components of a developmentally appropriate curriculum, create a daily schedule, and design the child care space.

Revised Registration Guidelines

In our continued pursuit of providing you with the best service possible, we have revised our Registration and Participation Guidelines. Please review these changes on page 11 and call us with any questions.

Developmentally Appropriate Practices Thurs., January 23 / 6:30 - 9:30 pm / \$23

3 hrs CUR / J. Johnson

Come learn what DAP is all about and how you can use these principles to enhance your interactions with children of all ages. Learn strategies to promote children's learning and development.

FCCP: Health & Safety Module Tues, January 28 / 5:45 - 9:45 pm / \$25 4 hrs HSN / M. Conway

This class is part of the Initial Training Series, required for family child care applicants and also open to current family providers for continued training. Learn the basic concepts of health, safety, and nutrition for family care programs, including menu planning.

FCCP: Community Module

Weds., January 29 / 5:45 - 9:45 pm / \$25 4 hrs COM / S. Glisan

This class is part of the Initial Training Series, required for family child care applicants and also open to current family providers for continued training. This workshop will focus on developing and maintaining relationships with children, families, and the community.

Making Food Fun for Kids

Thurs., January 30 / 6:30 - 9:30 pm / \$25 3 hrs HSN / C. Lothen-Kline

Unsure of how to teach nutrition to young children? Looking for fabulous snack-tivities that are sure to be a hit? Come learn great strategies to teach children about healthy food in a fun and interactive way.



Project Security Blanket Sat., February 1 / 8:30 am - 3:00 pm / \$15

6 hrs (3 PRO, 3 HSN) / J. Johnson

This workshop is for family child care applicants, new center directors, or center staff with director approval only.

Develop a comprehensive emergency plan to follow when a disaster occurs. Natural disasters, medical emergencies, technological hazards, and family/community concerns (disgruntled parents, missing children) are covered. Ensure that your plan addresses special needs, notifying parents, evacuation and other possibilities! Lunch will be provided.

January, February, March 2014

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Dramatic Play: Setting the Stage for Success Mon., February 3 / 6:30 - 9:30 pm / \$23 3 hrs CUR / C. Bethke

Children learn about their world through participation and imagination. Explore strategies to promote and nurture dramatic play and creativity as a way to support children as they develop higher level thinking skills.

Introduction To Environmental Rating Scales Tues., February 4 / 6:30 - 9:30 pm / \$23 3 hrs PRO / J. Johnson

For family providers, center staff, and school-age providers.. Environmental Rating Scales (ERS) are assessment tools that measure the quality of child care settings at various ages. Items assessed include space and furnishings, personal care routines, listening and talking, daily activities, and interactions between staff, children, and parents.

Center Aide Orientation Weds., February 5 / 6:30 - 9:30 pm / \$15 3 hrs PRO / L. Tsonis

This workshop meets the new Center Aide Orientation requirement. As an Aide in the world of child care, there is a lot to know about your new career! Learn strategies for appropriate supervision, get tips on communicating professionally with parents, and discuss the ins and outs of child care.

Quality Staff Starts with You Thurs., February 6 / 6:30 - 9:30 pm / \$23



3 hrs PRO / B. Egerton You have a powerful influence on your coworkers. So what do you do when the people around you aren't getting the job done? Explore the ins and outs of improving the quality of staff around you by boosting your own professionalism. Gain a greater understanding of why people don't perform at top

levels and how to "fix" them.

Medication Administration

Sat., February 8 / 9:00 am - 3:30 pm / \$50 6 hrs HSN / M. Conway

This workshop is not required for family child care providers. This workshop teaches how to administer medication to children. Learn how to give oral, topical, inhaled, and emergency medicines to infants and children, how to keep accurate records, and regulations for hygiene, safety, and measurement. Bring a lunch.

Resources That Guide Daily Planning Tues., February 11 / 6:30 - 9:30 pm / \$23 3 hrs CUR / S. Glisan

There are many resources available for child care programs which promote quality programming and enhance learning for the children. Explore school readiness resources, curriculum, and lesson planning resources to support ongoing development.

Working with Mixed Age Groups Wed., February 12 / 6:30 - 9:30 pm / \$23

3 hrs (1.5 CD, 1.5 CUR) / J. Johnson

This class includes 3 hours in the area of Working with Mixed Age Groups. Working with a group of children who are different ages presents child care providers with unique challenges and opportunities. Learn strategies to overcome challenges, create daily schedules, and meet the needs of each child.

Introduction to Maryland EXCELS

Thurs., February 13 / 6:30 - 8:30 pm / \$5 2 hrs PRO / J. Johnson

Location: Ellicott City Senior Center

Join Rena Dubensky (Office of Child Care), Joan Johnson (Office of Children's Services), and Andrea Bucci (Kaplan) for a unique introduction to the new quality rating improvement system, MD EXCELS. Kaplan is providing dinner and a brief presentation on discounts available to participating programs, followed by an introduction to MD EXCELS components. Open to all child care providers and teachers.

Infant/Child & Adult CPR/AED Certification

Sat., February 15 / 8:00 - 10:30 am / \$40 Certification Only / 1st Alert CPR Training Acceptable for licensing, certified by the American Heart Association, and good for two years.

First Aid Certification

Sat., February 15 / 10:45 am - 1:15 pm / \$40 Certification Only / 1st Alert CPR Training Acceptable for licensing, certified by the American Heart Association, and good for two years.

Introduction to the Maryland Credential Weds., February 19 / 6:30 - 8:30 pm / \$15 2 hrs PRO / J. Johnson

Explore the many benefits of the Maryland Credential program, including a bonus and training vouchers. Discuss how to apply and maintain your level.

Register online! www.howardcountymd.gov/training

The Nest and Training Calendar

January, February, March 2014

Little Boy Blues

Thurs., February 20 / 6:30 - 9:30 pm / \$23 3 hrs (2 CD, 1 CUR) / Project ACT

Participants will learn about the struggles boys face and the biological and social influences which contribute to those issues. Explore strategies that can positively impact the success of young boys in early childhood settings.

Reading Aloud - Books Are Fun! Mon., February 24 / 6:30 - 9:30 pm / \$23 3 hrs (2 CUR, 1 COM) / S. Peyser

Reading aloud is a great way to support language and literacy development and an opportunity to build relationships with young children. Learn how to select appropriate books for children in your care and actively engage them in the read-aloud process.

Anti-Bias/Cultural Competence Awareness Wed., February 26 / 6:30 - 9:30 pm / \$23

3 hrs COM / J. Johnson

Understanding diversity and inclusion is an important part of providing high quality child care. Gain a greater understanding of the value of a child's family and community dynamics while identifying materials and activities which will promote children's self-esteem and demonstrate an appreciation of similarities and differences.

Healthy Eating on a Budget

Thurs., February 27 / 6:30 - 9:30 pm / \$25 3 hrs HSN / B. Ramsing

Choosing healthy foods is only half the challenge! Fresh produce and organic foods can be expensive. Learn ways to choose foods that are healthy and fit your budget.



March

Taking Learning Outside

Mon., March 3 / 6:30 - 9:30 pm / \$23 3 hrs CUR / S. Peyser

Gain a greater understanding of how outdoor learning environments and play space can assist with development and learning. Explore activity planning, environment design, and material and equipment selection to take your classroom outside.

MSDE Accreditation Orientation Weds., March 5 / 1:00 - 3:00 pm / Free 2 hrs PRO / J. Johnson

This workshop is for child care center directors and owners only. Overview of the early childhood accreditation and validation process. Become acquainted with standards, focus areas, supporting documents, self-appraisal, and rating process. Learn about the validation process and discuss selecting a self-appraisal team. This workshop is required for child care centers pursuing MSDE Accreditation.

Infant/Child & Adult CPR/AED Certification Sat., March 8 / 8:00 - 10:30 am / \$40 Certification Only / 1st Alert CPR Training Acceptable for licensing, certified by the American Heart Association, and good for two years.

Program Administration Scale ~ Professional Development Opportunity

Howard Community College and MSDE are co- sponsoring "PAS" (Program Administration Scale) Training on March 18-19, 2014, 9am-4pm at the Laurel College Center. The training is open to child care center directors, owners, or persons responsible for the center's program quality and improvement. This 2-day course provides instruction and technical assistance to develop a center-wide improvement plan based on the PAS. Topics include managing change, the Program Administration Scale (PAS) instrument, recognizing areas for improvement and developing improvement plans.

MSDE sponsorship enables participants to take this training at a reduced cost of \$45; books are included and completers receive a certificate for 12 clock-hours in COK: PRO and 1.2 CEUs. Participants must be pre-approved by MSDE; please email <u>knavarro@howardcc.edu</u> for more information.

Register online! www.howardcountymd.gov/training

The Nest and Training Calendar

January, February, March 2014

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First Aid Certification

Sat., March 8 / 10:45 am - 1:15 pm / \$40 Certification Only / 1st Alert CPR Training Acceptable for licensing, certified by the American Heart Association, and good for two years.

CPR and First Aid Re-Certifications

Sat., March 8 / 1:30 - 5:00 pm / \$80

Certification Only / 1st Alert CPR Training

If your First Aid and CPR certifications are not expired, you may attend this condensed course. Review skills for both First Aid and Infant/Child and Adult CPR under the American Heart Association; certification is good for two years.

Nutrition and Active Learning Mon., March 10 / 6:30 - 9:30 pm / \$23 3 hrs HSN / S. Glisan



Promoting nutritional wellness in young children is important in establishing healthy eating habits. Learn about the nutritional needs of children birth to 12 years of age, and how to share this information with families. Explore the physical activity needs of children and how to meet these needs appropriately.

Recognizing and Reporting Child Abuse

Weds., March 12 / 6:30 - 9:30 pm / \$15

3 hrs (2 HSN, 1 COM) / J. Johnson

Learn how to recognize signs of abuse, and how to report suspected abuse in Maryland. Discuss ways you can help prevent abuse in your community.

Cooking with Children in Child Care Thurs., March 13 / 6:30 - 9:30 pm / \$25

3 hrs CUR / D. Bures-Walker

Are you reluctant to let your children cook while in your care? Need some simple, safe, and fun recipes to use with the children? Learn the benefits of bringing cooking into your program and create a few tasty treats to try!

Introduction to Healthy Beginnings Wed., March 19 & 26 / 6:30 - 9:30 pm / \$40

6 hrs (2 COM, 2 CUR, 1 PRO, 1 CD) / J. Johnson Get to know Healthy Beginnings and how to use it as a child development tool, and for creating and planning a program for infants and toddlers. Examine planning, environment, assessment, and working with families.

Creating a Social Connection Thurs., March 20 / 6:30 - 9:30 pm / \$23 3 hrs (2 SN, 1 CD) / Project ACT



Social stories benefit all children as a way to teach them to take in and process social information. Learn about the different types of sentences used and then create your own social story to use with a child in your care!

Positive Child Guidance and Discipline Theory Mon., March 24 / 6:30 - 9:30 pm / \$23

3 hrs CD / S. Glisan

Do you really know what positive discipline is? Do you need some appropriate techniques to use when children are presenting challenging behaviors? Learn how motivation drives behaviors, what positive guidance is all about, and how to make it work for all of your children.

Cooperative Games Children Can Play Tues., March 25 / 6:30 - 9:30 pm / \$25 3 hrs CUR / D. Bures-Walker

Games are a creative way to build social skills. Come learn the value of cooperative play, and try out a variety of games that encourage co-active play. Learn how to adapt games you already know to make them more cooperative!

Healthy Eating, Healthy Weight, Healthy Kids Thurs., March 27 / 6:30 - 9:30 pm / \$23 3 hrs HSN / B. Ramsing

In the US, one-third of kids are overweight. Children are developing chronic illnesses, such as diabetes and high blood pressure, that were once found only in adults. Discuss the complex issues that contribute to childhood obesity and share strategies for preventing and managing this epidemic.

Understanding and Addressing Bullying

Mon., March 31 / 6:30 - 9:30 pm / \$23 3 hrs CD / S. Glisan

The word "bullying" is used to describe a lot of behaviors, but what does it really

mean? And once you know what it means, how can you prevent it? What should you do when you see it happening? Come find the answer to these questions and more.

Information in this workshop applies to children age 3 years and older.



Training Requirements

Family Child Care - New Applicant

- All six 4-hour Initial Training Modules
- 6-hour class in Emergency and Disaster Preparedness
- Infant/Child/Adult CPR and First Aid Certifications
- SIDS: Sudden Infant Death Syndrome

For more information on the Initial Training Series and a schedule of when it is offered, please call 410-313-1940 or visit www.howardcountymd.gov/children. For information on Orientation and other requirements, call OCC at 410-750-8771.

Family Child Care - After First Renewal

- 6 hours training in Core of Knowledge areas
- 6 additional hours of approved training in any area
- Current First Aid and CPR certifications

For more information on training tracks and requirements, call your Howard County OCC Licensing Specialist, 410-750-8771.

Maryland EXCELS Support Group

The Office of Children's Services and MSDE Division of Early Childhood Development are co-sponsoring a MD EXCELS Support Group. The group will meet once a month from 6:30 – 7:30 pm in the Office of Child Care, 3300 N. Ridge Road #190, Ellicott City, MD. Each month's meeting topic will focus on an individual EXCELS indicator. Resources and technical assistance will be provided to assist programs in meeting requirements.

For more information, please contact Joan Johnson at 410-313-1432 or jmjohnson@howardcounty md.gov or Rena Dubensky at 410-750-8773 or rdubensky@msde.state.md.us.

Family Child Care - First Renewal Year

- 3 hours training in each of 4 areas: Child Development, Mixed Age Groups, Health/Safety/Nutrition, and Professionalism
- 6 additional hours of approved training in any area
- Current First Aid and CPR certifications

For more information on training requirements, call your OCC Licensing Specialist; for Howard County call 410-750-8771.

Child Care Center Staff

For current staff staying in the same positions:

- Aide/Assistant
- 6 hours per year 12 hours per year
- Child Care Teacher Child Care Director
 - rector 12 hours per year

New hires and staff moving to new positions are subject to additional requirements. Please contact Joan Johnson, Technical Assistance Specialist, for information on specific requirements for each position: 410-313-1432 or jmjohnson@howardcountymd.gov.

Child Care Career and Professional Development Fund at Howard Community College

If you are a MSDE credentialed child care provider and have at least one year experience, the CCCPDF at HCC can help you fund your education. The CCCPDF provides tuition, fees, and books for those students pursuing either an AAS in Early Childhood Development or an AAT in Early Childhood Education. Students are required to complete a service payback in the child care field of 2 years for a 2 year degree.

The application deadline to participate in the fund is March 1, 2014. HCC will hold an info session on **Monday, January 13, 2014** in DH100 at HCC from 7-8pm. For more information or to RSVP, please contact Mimi Heimsoth at 443-518-3234 or <u>mheimsoth@howardcc.edu</u>.

Howard Community College Courses

HCC offers credit and non-credit classes for child care professionals, including the 45- and 90-hour classes. Classes are offered at HCC campus locations and online. For information on upcoming non-credit classes, email childcareclasses@howardcc.edu or call Kristin Navarro at 443-518-4049. Non-credit Financial Aid applications are accepted on an availability basis year-round; email glyon@howardcc.edu for more information.

Preschool Curriculum & Activities (45 hrs.) School Age Child Care: Curriculum (45 hrs.) Infant & Toddler Care (45 hrs.) Child Growth & Development (45 hrs.) Communication Skills for Center Staff (9 hrs.) Child Growth & Development (45 hrs.) Child Care Administration (45 hrs.)
 online
 1/15 - 2/26

 online
 1/16 - 2/27

 online
 2/6 - 3/20

 Mon/Wed
 2/10 - 3/31

 online
 2/14 - 2/28

 online
 2/26 - 4/9

 online
 3/4 - 4/8

This publication was produced as a work for hire for the benefit of, and with funds from, the Maryland State Department of Education.



MARYLAND FAMILY NETWORK Leading Maryland's Child Care Resource Center





Registration and Participation Guidelines

Registration is on a first-come, first-served basis. Payment is required at the time of registration. All receipts are e-mailed to the address provided at registration.

Pre-registration is required for all workshops. Your registration and payment must be received by 4:00 pm on the day of the workshop for all weekday workshops (by Friday for weekend workshops). Same-day registrations will be accepted online until noon and by phone until 4:00 pm if space permits; call 410-313-1442 to check availability. Walk-ins will not be permitted to stay.

Payment Types/Fees: You may register online or by phone (credit cards only) or by mail or in-person (credit card, check, or money order). Credit card charges will appear on your statement as Howard County Gov. There is a \$25 service fee for returned checks.

Late Arrival to a Workshop: Workshops begin at the time stated in the calendar and your receipt. Plan to arrive 10-15 minutes early to sign in. If you arrive after the workshop begins, you will be asked to leave; you will not be eligible for a certificate, credit, or refund.

Certificates: Certificates will be mailed to participants who attend a workshop within 10 business days. No certificates are distributed during workshops. All workshops are open to the public and are approved by the MSDE under training approval number CKO-30733.

Change or Cancellation of a Workshop: If you cannot attend a workshop you have registered for, notify us at least 24 hours in advance to receive a credit for future use. Refunds will not be given unless OCS cancels the workshop. If there are extenuating circumstances on the day of a workshop, which require you to cancel your attendance, call 410-313-1442 and leave a message. Messages must be left on the day of the workshop to be considered. Same-day cancellations are handled on a case-by-case basis. OCS reserves the right to change the location or instructor of a workshop. If a workshop is cancelled due to weather, instructor illness, etc., participants will be notified by phone by 4:00 pm. If possible, the workshop will be rescheduled and an attempt to notify all participants by phone and/or email made. When the weather is in question, call 410-313-1940 to learn the status of the workshop.

Replacement Certificates may be requested by contacting the Registrar at 410-313-1442 or <u>children@howardcountymd.gov</u>; a \$5 fee per certificate will be charged.

Workshops are designed for adults only; please make appropriate child care arrangements in advance.

If you need special accommodations, please call 410-313-1940 one week prior to the workshop.

Office of Children's Services Workshop Registration Form or register online at www.howardcountymd.gov/training

Name		Mailing Address	
		Street Address:	
Home or Work Phone			
Cell Phone		City, State, Zip:	
Email Address		Date of Birth	
(confirmations are emailed)		(mm/dd/yyyy)	
Family Child Care	Center/Preschool:		
□ Parent	Head Start Oth	ner:	
Date of Workshop	Title of Workshop		Cost of Workshop
Payment By	Payment By Credit Card		Total Payment
Check or Money Order	Card Number:		\$
Enclosed, made out to Howard	Card Number: Expiration Date: /	Security Code	Mail to: Howard County OCS
County Director of Finance.	Name on Card:		3300 N. Ridge Rd. Suite 380
	(Billing address must match your	mailing address above.)	Ellicott City, MD 21043

Ellicott City, MD 21043 3300 N. Ridge Rd. Suite 380 OFFICE OF CHILDREN'S SERVICES CILIZEN ZEKAICEZ

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or call (410) 313-1940. children@howardcountymd.gov this publication, please email

If you no longer wish to receive

The Mest and Training Calendar - January, February, March 2014

- The Nest is published quarterly by the Office of Children's Services. Please feel free to copy and distribute this publication. Available in alternative formats upon request.

• seems anxious or fearful

• bullies or bites other children

has problems sharing

- Advice and resources by phone

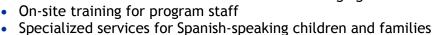
- On-site observation and consultation for challenging behaviors

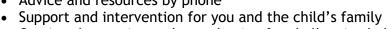
The CARE Center can help you work with children in

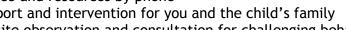
your child care program who are having behavioral or

emotional difficulties. Learn how to help a child who:

- On-site training for program staff







CARE Center services for child care professionals can include:



 has trouble following directions • is hard to soothe or comfort

has trouble forming relationships

Howard County Office

of Children's Services **Department of Citizen Services**

3300 N. Ridge Rd Ste. 380 Ellicott City, MD 21043

Phone: 410-313-1940

www.howardcountymd.gov/

children

children@

howardcountymd.gov

Open 8:00 am to 5:00 pm Monday - Friday

January, February, March 2014

Need help with a child in your care?

Get help from

The CARE Center