



WORKSHOP SCHEDULE

Calendario De Los Seminarios



September 14, 2009 – January 31, 2010
14 de Septiembre, 2009 – 31 de Enero, 2010

Child Care Council of Nassau, Inc.
925 Hempstead Turnpike, Suite 400
Franklin Square, NY 11010
Website: childcarenassau.org

Child Care Council of Suffolk, Inc.
60 Calvert Avenue
Commack, NY 11725
Website: childcaresuffolk.org

DIRECTIONS

CHILD CARE COUNCIL OF SUFFOLK

Commack Phone: 631-462-0303 Commack Fax: 631-462-2017
Riverhead Office: 631-905-0184 Riverhead Fax: 631-208-3051
East End Office: 631-283-1838 E-mail: info@childcaresuffolk.org

DRIVING DIRECTIONS

To our Commack Location – 60 Calvert Avenue:

Take L.I.E. (Exit 52 from West, Exit 53 from East) or Northern State Parkway (Exit 43) to Commack Road (Route 4). Go North on Commack Road to Jericho Turnpike (Route 25). Make Left on Jericho. Go about one mile to Calvert Avenue and make a left. (Hess gas station and Old Navy/Home Depot is on the right, Liberty Travel on the left). Take Calvert to the end into parking lot of Child Care Council (also Old Farms School). Follow signs for Child Care Council.

To our Riverhead Location: 573 Roanoke Avenue:

Take Long Island Expressway (I-495) to exit 72 (Route 25-Main Street). Make right turn on Route 25. Follow to Roanoke Avenue, (There is a large bank building on the right and a pizza place & luncheonette on the left). Make a left turn at the light and go just past the elementary school. The Child Care Council of Suffolk is in the back of the Grace Episcopal Church. Make left into parking lot and follow signs around the back of building to the Council.

CHILD CARE COUNCIL OF NASSAU

Main Office: 516-358-9250 Referrals: 516-358-9288
Fax: 516-358-9287 Email: info@childcarenassau.org

DRIVING DIRECTIONS

Our office is located in the Franklin Square Chase Bank Building – a large white four-story building topped by a tower. Directions to our office are listed below. Parking is available in the municipal parking lot behind the bank. Enter the bank building by the back entrance. (There is no sign for Child Care Council). Take the elevator to the third floor. Our conference room is located in room 310.

By Car from South Shore coming West: Southern State Parkway to Exit 16N, Franklin Avenue North. Drive approximately 1 ½ miles, turn right 1 block BEFORE Hempstead Turnpike onto Sobo Avenue and left into parking lot.

By Car from South Shore Coming East: Southern State Parkway to Exit 15, (Franklin Ave/Valley Stream) at the traffic light go straight to the next traffic light, you will be making a left. You are now on Franklin Avenue going North. Drive approximately 1 ½ miles, turn right 1 block BEFORE Hempstead Turnpike onto Sobo Avenue and left into parking lot.

By Car from North Shore: Long Island Expressway (#495) Exit 34 South or Northern State Parkway Exit 26 South. Either exit puts you on New Hyde Park Road, which becomes Franklin Ave upon crossing Hempstead Turnpike. Make first left onto Sobo Avenue and enter parking lot.

PROFESSIONAL LEARNING OPPORTUNITIES

The Child Care Councils offer many opportunities on Long Island for professional development for Family/Group Family providers, Center and School Age staff, parents and community members. However, individuals who would like to take college courses have many opportunities to do so on Long Island. If you are eligible, EIP funds may be available for college courses that cover related OCFS training topics. Some of the available options:

COMMUNITY COLLEGES

Both Nassau and Suffolk Counties have community colleges that are part of the SUNY system. In Nassau, the campus is located in Garden City 516-572-7501. In Suffolk, there are three campuses: Grant (Brentwood) 631-851-6718; Ammerman (Selden) 631-451-4000; and Eastern (Riverhead) 631-548-2500.

EMPIRE STATE COLLEGE

Empire State College is an alternative style college for adult learners. There are offices throughout New York State. Early Childhood Studies are offered by Empire in both Nassau and Suffolk. For information call Marianne Giardini at 631-360-4055 or email Marianne.Giardini@esc.edu.

OTHER FOUR-YEAR COLLEGE PROGRAMS

In addition to Empire State College, several four-year colleges on Long Island offer education courses. In Suffolk call Joan at 631-462-0303 and in Nassau call Sara at 516-358-9250 x30.

Table of Contents			
Directions	2	Videoconferences	13
Professional Learning Opportunities	3	Workshop Policies	14
QualityStarsNY	4	Training Requirements	15
Scholarship Information	4	Workshops in Franklin Square	16-21
Resource Library	4	Workshops in Commack	22-26
Specialized Trainings	5	Workshops in Riverhead	26-27
Curriculum Courses – Pre-School, Infant Toddler, Creative Curriculum, CDA Preparation	6	Clases En Español	28-29
Technical Assistance	7	About the Workshop Leaders	30
Long Island Infant Toddler Resource Ctr	8	Pullout Calendar – 9/14/09-1/31/10	Insert
Health Care Services	8	Pullout Enrollment Forms	Insert
Distance Learning/Webinar Information	9		
CACFP – Child Adult Care Food Pgm	10-11		
Información en Español	12		
Child Development Associate	12		
Medication Administration Training	13		

QualityStarsNY

New York State is developing a quality rating system for all modalities of child care. In preparation, the Child Care Councils of Nassau and Suffolk are providing support towards that goal in the following ways:

- Informational Meetings
- Enhanced Professional Development Opportunities
- Accreditation Support
- Mentoring/Coaching
- Intensive Technical Assistance

SCHOLARSHIPS TO HELP PAY FOR TRAINING

EDUCATIONAL INCENTIVE PROGRAM (EIP)

Scholarship funding to participate in training may be available through the Education Incentive Program (EIP). For more information, visit <http://www.ecetp.pdp.albany.edu>. You may also contact EIP at 1-800-295-9616.

HECTOR T. SAVASTANO SCHOLARSHIP FUND (Suffolk County Providers Only)

The scholarship is available to Suffolk County educators who have been working in a regulated program for at least one year and plan on making early childhood education their career choice. The award may be used to pay for early childhood related college costs, CDA expenses, or a family provider seeking National Association of Family Child Care (NAFCC) accreditation. For more information, call Joan at 631-462-0303.

EN ESPAÑOL

El Office of Children and Family Services (OCFS) ofrece una beca para proveedoras que trabajan en una guardería registrada o licenciada con el Estado de Nueva York. Para obtener una aplicación llamen al 1-800-295-9616 y pregunte por el "EIP Scholarship". Si prefiere, puede obtener la aplicación del Internet al: <http://www.ecetp.pdp.albany.edu>.

RESOURCE LIBRARY

Child Care Council members from Nassau and Suffolk may borrow items from the following locations: Child Care Council of Suffolk in Commack, Child Care Council of Suffolk satellite office in Riverhead, ACLD Community Center in Bay Shore and at Child Care Council of Nassau in Franklin Square. There are books & videos that contain information about child development, appropriate programming, children with special needs, etc. Videos from the SUNY videoconferences are available at the Franklin Square, Commack & Riverhead locations. The videos may be used by the licensed child care centers for staff in-service training or borrowed for individual viewing. In the Suffolk locations, there are also toys, books, and other items for children. For an appointment to see the items in the resource library, call Lynne at 631-462-0303, for Commack location, Joan at 631-905-0184 for Riverhead location, and Debbie at 631-665-1900 ext. 362 for Bay Shore location. In Nassau, call Dawn at 516-358-9250.

SPECIALIZED TRAININGS

HEALTH AND SAFETY COMPETENCY TRAINING

The Quality Child Care and Protection Act require that all new family and group family on-site providers complete competency-based health and safety training. The series of classes will be available during the day, evenings, and Saturdays. Classes are available in English in Nassau and Suffolk and in Spanish in Suffolk. Participants must pass all competency areas to receive a registration/license. The 15-hour training will count toward the required 15 hours needed during the first six months for the registration/license period. Current providers may choose to include the classes as part of their 30 hours per licensing period of required training. Contact Stefanie at 631-462-0303 ext. 136 for class dates and locations in Commack. Contact Dawn at 516-358-9250 ext. 28 for class dates in Franklin Square.

EARLY CHILDHOOD DIRECTORS' GROUP

Directors of early childhood programs are encouraged to take part in this ongoing series of informative talks. Please call Joan in Commack at 631-462-0303 and Dawn in Franklin Square at 516-358-9250 ext. 28.

FAMILY/GROUP FAMILY PROVIDER NETWORK MEETINGS

Join other family & group family providers to share & discuss important topics. Also, learn about membership in the National Association for Family Child Care. For more information, call Lynne in Suffolk at 1-631-462-0303, or Dawn in Nassau at 516-358-9250 ext. 28.

NEW TRAINING SERIES – Nassau - My Body My World:

Helping Children become Healthy, Environmentally - Responsible Members of our World

This 6 hour workshop, held on Saturday, September 26, 2009, 8:30am – 3:00pm will cover fundamentals of nutrition as it relates to child nutrition and present activities that support childhood movement and exercise in a developmentally appropriate manner. Additional time will be spent on “Going Green” in our activities with children, with the hopes that children will not only make responsible healthy choices for their own bodies, but also for the world around them. To register, see Franklin Square Enrollment Form insert.





CURRICULUM COURSES

...Get ready for QualityStarsNY

Infant Toddler Course

The Long Island Infant Toddler Resource Center is offering a new Infant Toddler Course for family, group-family, or center child care providers. This is a 15 hour course aimed at improving the quality of care for infants and toddlers. Each succeeding class will build on the prior one for comprehensive training. *This course will cover all the OCFS required topic areas. **This course is offered at the Commack location.***

The course runs on the following dates, all class times are 6:30-9:00pm:

10/14/09 – (IT1) Health and Safety – *“It’s More Than Just Regulations!”*

10/22/09 – (IT2) Development – *“Documentation Observation”*

11/03/09 – (IT3) Environments – *“Play Spaces for Little Faces”*

11/16/09 - (IT4) Early Literacy – *“The Baby IS the Curriculum”*

12/09/09- (IT5) Positive Guidance – *“Watch Me Play, Guide My Way”*

12/14/09 – (IT6) Partnering with Families – *“Parents are Part of the Process”*

The cost of the course is \$150.00 members/\$225.00 non-members. EIP funds may be used to pay for the curriculum course. To register, see details on the Commack-Riverhead Enrollment form. For questions, call Dianne 631-462-0303.

Pre-School Course

In Suffolk, we are starting a new Saturday, pre-school curriculum course for *experienced* family, group-family, or center child care settings. This is a 30 hour course aimed at improving the quality of your program. Each succeeding class will build on the prior one for comprehensive training. *This course will cover all the OCFS required topic areas.*

The course runs on the following Saturday dates from 10:00AM to 3:30PM:

09/26/09 - “Enriched” Learning: In-depth exploration of how children learn most effectively.

10/17/09 - “Responsive” Teaching: Strategies for effective, meaningful learning to occur.

11/21/09 - Learning Standards: Language and the Arts ----->

Outcomes & expectations appropriate for children’s academic growth & development.

12/05/09 - Learning Standards: Math & Science----->

01/23/10- Higher-level Planning Strategies: tools to be used for effective, intentional instruction.

02/06/10 - Regulations and Current Issues: a look at current regulations & updates on issues related to early childhood.

The cost of the course is \$250.00 members/\$350 non-members. EIP funds may be used to pay for the curriculum course. To register, see details on the Commack-Riverhead Enrollment form. For questions, call Joan 631-462-0303.

In Nassau, the pre-school course will be held in Garden City following a similar schedule. ***Watch your mail for details and enrollment information.***

Creative Curriculum Course

The Creative Curriculum for Family/Group Family Providers

In response to provider’s requests, Child Care Council of Nassau is offering a New 30 hour curriculum course for Family and Group Family Child Care providers. This 6 session course will cover all 9 OCFS required topic areas. ***Watch your mail for details and enrollment information.***

Please Note - The location of these workshops will be held at a Group Family Child Care Setting in Bethpage. Upon registration complete details will be distributed before training begins.

Creative Curriculum Course – continued

For Nassau Providers only – registrants who complete this 30 hour course will be eligible for 3 hours of on-site technical assistance and a materials package valued at approximately \$450.

Space is limited to the first 12 providers enrolled. The cost of the course is \$250 members/\$350 non-members. EIP funds may be used to pay for this course. For questions, call Dawn at 516-358-9250 x28.

CDA Preparation Course

Child Care Council's CDA Preparation classes provide the 120 hours of formal instruction & the required observation necessary to apply to become a CDA. All required topic areas for NYSOCFS regulations are covered during the 120 hours of training. For more information call Stefanie at 631-462-0303 ext. 136 or Dawn at 516-358-9250 ext. 28.

TECHNICAL ASSISTANCE

INDIVIDUAL TECHNICAL ASSISTANCE

- Need help figuring out how to get you and your staff the 30 hours of training required for licensing?
- Could your Family and/or Staff policies & procedures use a little revision?
- Any rooms need a little "tweaking" in order to work a little better?

Good News! Child Care Council staff can help you with these or other issues you may be struggling with.....for FREE!

Set up a FREE one hour appointment. In Nassau, call 516-358-9250, ask for Dawn. In Suffolk, ask for Joan or Lynne and, for Infant Toddler issues, ask for Dianne.



Who we are...

Recognizing the importance of the first three years of life, the New York State Office of Children and Family Services has funded an Infant Toddler Resource Center in each of their licensing regions. The Long Island Center is a collaborative project involving the Child Care Councils of Nassau and Suffolk.

Long Island Infant Toddler Resource Center is designed to support child care providers working with children from birth to 36 months. For additional information or to set up an appointment, please contact Dianne in Suffolk County at 631-462-0303 or in Nassau County, contact Dawn at 516-358-9250.

HEALTH CARE SERVICES

HEALTH CARE CONSULTANTS

Child care programs that opt to administer medications are required to have a *Health Care Consultant of Record* who must review and approve the child care program's health care plan. The complete revised Health & Infection Control Regulations may be found on the OCFS website: www.ocfs.state.ny.us/main/beccs/med_regs.asp

Child Care Councils are offering certified MAT training and are able to assist you with your health care plan. Call one of our Health Care Consultants, **Helene Aronson, R.N.** or **Janet Bernstein, R.N.** in Commack at 631-462-0303 and **Christine Mace, R.N.** in Franklin Square at 516-358-9250 ext.36.

HEALTH CARE PLAN

Take the guesswork out of developing your Health Care Plan. The Child Care Councils' Health Care Consultants will provide information, support and technical assistance to guide you in the development of your health care plan. Health Care Consultants are available to act as your *Health Care Consultant of Record*, to visit your site and to approve your Health Care Plan. Contact our Health Care Consultants for Suffolk at 631-462-0303 and for Nassau at 516-358-9250, for more information.

HEALTH CARE PLAN ENRICHMENT SERIES (OFFERED IN NASSAU ONLY)

A series of classes, a wealth of information! Join us for our ever popular CSI (Child Safety Investigation) classes and learn more about the sections of your health care plan that pertain to you the most. The series consists of classes based on health emergencies in your program and how to respond, medical documentation (for MAT and non-MAT providers) and how to do it, communicable disease and how to keep it out of your program and much more! Look for "CSI" in the schedule of classes. Everyone leaves with a greater knowledge and respect for the health and safety of children.

DISTANCE LEARNING OPPORTUNITIES

In collaboration with Child Care Solutions, the Child Care Council of Suffolk is now offering an online course that has been approved by OCFS. You can stay right where you are and take the workshop any time you would like from your computer. Please call Joan at 631-462-0303 for more information.



There is also an option to take the MAT class (Medication Administration Training) via Independent Study. MAT certified child care providers can renew their MAT certificate online. Contact our Suffolk Health Care Consultants at 631-462-0303 ext 114 or 144, or our Nassau Health Care Consultant at 516-358-9250 ext 36.

Online Child Abuse Training – The New York State Office of Children and Family Services (OCFS), Bureau of Training now offers FREE 24/7 online Mandated Reporter Training in child abuse and neglect/maltreatment identification. You can register anytime by visiting www.nysmandatedreporter.org, selecting “Courses Offered” and then clicking to register for “Self-Directed Online Training”.



WEBINAR SERIES OPPORTUNITY

We are now offering a low-cost training alternative for family/group family child care providers. Take advantage of this webinar series where you can participate from the comfort of your home, or join us in our training rooms in Commack or Franklin Square. Noted expert and author Tom Copeland will be the instructor for these 1 ½ hour sessions monthly.....attend one or the complete series. All (5) classes will be from **6:30 to 8:00pm** and will cover *OCFS category of business record maintenance and management*. Cost is **\$10 members/\$15 non-members** for each webinar. To register, please see the enrollment forms enclosed with this booklet.

Oct. 8 – Record Keeping
Jan. 12 – Legal/Insurance

Nov 19 – Marketing
Feb. 3 – Money Management

Dec. 10 – Contracts



CHILD ADULT CARE FOOD PROGRAM (CACFP)

Spending lots of money on food each year for the children in your child care program?

You can receive \$\$ each month to offset your food expenses.

CACFP is a federally funded Child Nutrition Program, which offers a monthly reimbursement to Family and Group Family Providers for serving nutritious meals and snacks to the children in their care.

Benefits to you, the Provider:

- Joining CACFP enhances your child care program by making your business more attractive to potential families.
- Receive hands-on nutrition training each year, FREE.
- We have knowledgeable staff trained and experienced in Nutrition, Childhood Development, and running a Family/Group Family Child Care business.
- Paperwork and/or supplies are provided free of charge and delivered right to your home.
- CASH!! – money to expand your food budget.
- The council uses the latest computerized technology to limit human error and ensure accuracy in processing your claim.
- Free On-Line claiming for providers has shown that less errors in claiming equals more money.
- Prompt payment.
- Coming soon: Direct deposit for your reimbursement check.
- Receive personalized training and continued support to ensure your success in CACFP.
- Develop a relationship with your CACFP Home Visit Representative in order to have direct access to resources within your profession.

Studies have shown that children who attend child care programs that participate in CACFP receive more milk, fruits and vegetables than children in non-CACFP programs.

Let us help you provide the best nutrition possible for children while they are in your care.

JOIN CACFP TODAY!!

**Child Care Council of Nassau, Inc.
Call Lili at 516-358-9250 x27**

**Child Care Council of Suffolk, Inc.
Call Migdalia (Mickie) 631-462-0303 x116**

CACFP Training Information

For Family and Group Family CACFP Participants Only

CACFP Annual Mandatory Training for Nassau Providers

If you are a CACFP member and haven't attended this mandated workshop – Here is a second chance! Only one Assistant from each program may attend these workshops. Each Assistant must attend the same workshop as the On-Site Provider.

Tuesday, January 26, 2010

HANDS ON NUTRITION, EDUCATION ACTIVITIES, IDEAS ON HOW TO REDUCE FAT IN CACFP MENUS, PLUS THE CLAIM PROCESS AND NEW REGULATIONS.

This is a CACFP training and it is free of charge. A training certificate will be given. At the end of training, we will have a question and answer period.

For Family and Group Family CACFP Participants in Suffolk County

Spending lots of money on food each year for the children in your child care program? You can receive \$\$ each month to offset your food expenses. *CACFP is a federally funded Child Nutrition Program* and offers a monthly reimbursement to Family and Group Family Providers for serving nutritious meals and snacks to the children in their care.

To maintain your CACFP records using the web-based Minute Menu software program, contact Migdalia for training information at 1-631-462-0303 ext.116.



INFORMACIÓN EN ESPAÑOL

El Child Care Council of Suffolk ofrece entrenamientos en español para asistir proveedoras y proveedoras potenciales a cumplir la aplicación para registracion. Además, ofrece clases a cumplir las 30 horas que necesitan para registracion y renovación.

Las clases que ofrecemos son:

- Entrenamiento de Asistencia Técnica para Proveedoras Potenciales
- Entrenamiento de Salud y Seguridad
- Entrenamiento para Administrar Medicina (MAT)
- Cuatro Pasos a Una Profesión
- Resusitacion Cardiopulmonar (RCP)

Para más información llamen a Eileen Enriquez al (631) 462-0303 ext. 120. El Office of Children and Family Services (OCFS) ofrece una beca para proveedoras que trabajan en un diurno registrado o licenciado con el Estado de Nueva York. Para obtener una aplicación llamen al 1-800-295-9616 y pregunte por el "EIP Scholarship". Si prefiere, puede obtener la aplicación del website al: <http://www.ecetp.pdp.albany.edu>. La beca existe para educación y entrenamiento para todos que son elegible por asistencia financiera.

CHILD DEVELOPMENT ASSOCIATE (CDA)

Child Care Councils of Suffolk & Nassau currently offers the CDA preparation program. We can also make arrangements to provide CDA preparation at your program site.

THE CDA PROGRAM – The Council for Professional Recognition in Washington, D.C. administers the CDA credential program as part of a major national effort to improve the quality of child care. Focusing on the skills of child care providers, the program is designed to provide performance based education & assessment leading to a CDA credential. Child Care Council's CDA Preparation classes provide the 120 hours of formal instruction & the required observation necessary to apply to become a CDA. All required topic areas for NYSOCFS are covered during the 120 hours of training. For more information call Stefanie at 631-462-0303 ext. 136 or Dawn at 516-358-9250 ext. 28.

CDA RENEWAL INFORMATION

In order to renew your CDA Credential you are required to complete 45 hours of continuing education credits (CEUs). Child Care Council of Suffolk offers CEUs for our workshops. For an additional \$5 fee, you may obtain CEU certificates for workshops. Please refer to the registration form for titles of workshops, dates, times & fees.

CDA ASSESSMENT TECHNICAL ASSISTANCE

For those who do not take our CDA preparation course and need extra support to prepare for the CDA assessment, the Child Care Councils are offering CDA Support Workshops. There are three sessions available to prepare candidates for their CDA assessment. They are as follows:

CDA Technical Assistance I – covers Resource File, Application Process, How To Write a Competency Statement.

CDA Technical Assistance II – covers How To Prepare for your Observations.

CDA Technical Assistance III – CDA Observation.

Call Dawn in Nassau at 516-358-9250 and Stefanie in Suffolk at 631-462-0303 for information on schedule and fees.

MEDICATION ADMINISTRATION TRAINING

To administer medication to children in your care, you must be in compliance with the Health and Infection Control regulations. This applies if you are a licensed or registered child care provider, or a legally exempt child care provider; who contracts for subsidized child care. The principal features of the amended regulations are: programs that opt to administer medications (other than over-the-counter topical ointments, sunscreen lotion and topical insect repellent) will be required to designate the staff and caregivers who will be authorized to administer medications.

These designated staff and caregivers must receive an OCFS approved training in Medication Administration Training (MAT) must be at least 18 years of age and have current certification in First Aid and CPR (Infant/Child CPR if caring for infant to pre-school age children and Adult CPR if caring for school-age children). The MAT certified program will also be required to have a MAT approved Health Care Plan.

MAT certificates are valid for three (3) years from date of class completion and renewals of MAT certificates can be done via online testing and must be completed before the renewal date.

In Nassau, check the attached calendar and registration forms for dates, times and fees for trainings. In Suffolk, call the Health Care Consultants at 631-462-0303 for next available dates or check the provider's online training schedule at www.childcaresuffolk.org.

Providers can apply for a partial MAT rebate after completing the MAT training. To apply for the MAT Grant Rebate either download an application at <http://www.ecetp.pdp.albany.edu/matgrant.shtm>; or call SUNY toll free at 1-866-665-5537, for more information contact the Health Care Consultants.

VIDEOCONFERENCES


In Suffolk, they are offered at these locations:

Commack	Child Care Council of Suffolk
Riverhead	Cornell Coop. Extension of Suffolk County
Ronkonkoma	Suffolk County DSS
Stony Brook	Stony Brook Child Care Services
Wyandanch	Wyandanch Day Care Center

In Nassau, they are offered at these locations:

Franklin Sq	Child Care Council of Nassau
Long Beach	City of Long Beach Senior/Community Center
Garden City	FDC Association of Nassau Co. at Nassau Community College

The conferences run from 6:45 p.m. to 9:15 p.m. on the dates outlined below: (Not all sites will be available for all videoconferences. Please be sure to check the confirmation letter from SUNY) Videoconferences will start promptly at 6:45 p.m. **The doors will close and there will be no admittance after 6:45 p.m.** Sign-in will begin promptly at 6:30 p.m. You will receive an enrollment form from SUNY in the mail. In order to be registered you must mail or fax the form back to SUNY in Albany. The Child Care Council is unable to process enrollment for videoconferences.

 **PLEASE NOTE:** *The Child Care Council cannot receive registrations for the Videoconferences.* You must contact SUNY at 1-888-399-0549, or register online at: <http://www.ecetp.pdp.albany.edu/signup.shtm>.

VIDEOCONFERENCE TOPICS & DATES:

Sept. 3 – Relationships with Families
Sept. 24 – Good Nutrition
Nov. 5– Children's Social and Emotional Development
Oct. 22 – Cognitive Development of Children
Dec. 3 – Using Effective Listening to Help Guide Young Children

WORKSHOP POLICIES

Participants are *responsible* for maintaining their individual file of training certificates. Upon request provider may access information about training taken at each Council. There is a \$10 fee for duplicate certificates. Training is now offered at three different locations. Before you register check for location of workshops

REGISTRATION

Advance registration and pre-payment are required to enroll in a training class at the location where you wish to attend. PLEASE FILL OUT A SEPARATE ENROLLMENT FORM FOR EACH PERSON and keep a copy for your records. No confirmation will be sent. **Council members should include a photocopy of their membership card.**

NOTE: In order for our providers to receive the maximum benefit of workshops, children are not permitted to attend.

TIME

Workshop schedules are noted in the descriptions and **no one will be admitted 10 minutes after the beginning of class. This will be strictly enforced.**

FEES are listed for individual workshops and sites.

Refunds are given ONLY if a class is cancelled by the Council.

CONTINUING EDUCATION CREDITS (CEU)

A CEU is a Continuing Education Unit. One CEU is equal to 10 contact hours so each one hour of a workshop is equal to .1 CEU. For example: One 2 hour workshop would equal .20 CEU. CEU's are cumulative credits. **CDA credential renewals require that Child Development Associates take training classes that issue CEU's.** Other programs also require obtaining CEU's. To award CEU's for training; the Child Care Council hires presenters with specific competence and knowledge and keeps accurate records for attendance. People wishing to obtain CEU's for training must attend the full period of the workshops and must **pay an additional fee for the CEU certificate.** Fees are indicated on the enrollment form. Workshops offering CEU's will be noted. You may enroll even if you do not want CEU's.



TRAINING REQUIREMENTS

NEW NYS OCFS TRAINING POLICIES (Effective July, 2008)

TRANSFER OF TRAINING HOURS

The Division of Child Care Services will permit an individual to transfer their training hours between day care programs. Training hours can be transferred to a new day care employer when the date of the training falls within the new employer's licensing cycle.

- The transferred training hours **may not** be substituted for the 15 hours of initial training required of new employees within the first six months of their employment, but **may** count toward the remaining 15 hours required.
- Day care staff must also complete training in all nine of the topic areas listed in regulations.
- The person requesting the transfer of training hours must be able to provide the new employer with appropriate documentation verifying the training hours completed.

ENFORCING THE TRAINING REQUIREMENT

Training and education have a measurable, positive effect on the quality of child care provided. This is why training is so important to a day care program and the children and families it serves.

The Division of Child Care Services will no longer place a one year limitation on programs deficient in training hours but will instead recommend the denial of renewal. Once denied, the program will be expected to work with the Regional Office and the Bureau of Day Care Enforcement to resolve this matter.

NYS OCFS REQUIRED TRAINING TOPICS

The New York State Office of Children & Family Services' regulations require directors, employees and volunteers who have regular and sustained contact with children must complete a minimum of (thirty) 30 hours every two years. Fifteen (15) hours of training must be completed during the first six months of a program's initial registration/license or a new employee's first six months of employment.

Training must address the following topics:

- Principles of childhood development, including appropriate supervision of children, meeting the needs of children with special needs and behavior management and discipline;
- Nutrition and health needs of Children;
- Child day care program development;
- Safety & security procedures, including communication between families & staff;
- Business record maintenance & management;
- Child abuse & maltreatment identification & prevention;
- Statutes & regulations pertaining to child day care;
- Statutes & regulations pertaining to child abuse & maltreatment;
- Shaken baby syndrome

Child Development Associate Functional Areas

All training certificates will now state the Functional Area covered for the Child Development Associate Credential.

They are as follows:

- | | | |
|------------------------|----------------------|-------------------|
| * Safe | * Creative | * Professionalism |
| * Healthy | * Self | |
| * Learning environment | * Social | |
| * Physical | * Guidance | |
| * Cognitive | * Families | |
| * Communication | * Program management | |

We have tried to code the workshops based on the main intent of each workshop. As in all good learning experiences, the information in each workshop will connect with other areas.