

CHILD CARE RESOURCE & REFERRAL
OF Marion, Polk & Yamhill Counties
TRAINING GUIDE
OCTOBER - DECEMBER 2018



WE ACCEPT ONLINE PAYMENT FOR TRAININGS!



<http://mycommunityaction.org/CCR&R/classes.html>

If you need to reset your password call our office, please don't create another account.

Give us a call if you have any question or need help to create an account.



Child Care Resource & Referral

Of Marion, Polk & Yamhill Counties

2475 Center St. NE * Salem, OR 97301

503-585-2491 or 1-800-289-5533

Website: <http://www.mwvcaa.org/CCR&R> * Email: ccrrweb@mwvcaa.org

A Program of Mid-Willamette Valley Community Action Agency

NEW TRAINING OPTION: WEB-BASED

24 Hours in advance ONLINE payment ONLY

Upon Registration A GoToTraining Link will be sent by email

Additional information: THIS IS A WEBINAR BASED TRAINING: Please log on 10-15 minutes prior to session and follow the instruction to test your audio/video connections. Links will be emailed to you at least 2 hours prior to the class. There will be times when we ask for audience verbal participation, which means we unmute you all, we ask that you please limit background noise, such as T.V., Xbox, pets etc.. Or mute yourself if you can't, so as to allow minimal distraction during the training.

Tuesday October 23rd, 2018

Training ID # PENDING

Web-based

Supporting Children Experiencing Life and/or Family Change

Time: 6pm-9pm

Cost: \$20.00

Location: Personal Computer/WEB-BASED

Class Description: This training will explore ways to support children experiencing changes in their life and/or family. We will examine strategies to provide additional supports. The effects of adverse childhood experiences on development, attachment and behavior will also be explored.

Presented by: Jenna Sanders

Set Two

CKC: FCS (1.5); HSN (1.5)

Age group:

Wednesday November 14th, 2018

Training ID # PENDING

Web-based

Understanding and Calming Tantrums: Exploring the Role of Brain Development and Impact of Child/Caregiver Connection on Tantrums

Time: 6pm-9pm

Cost: \$20.00

Location: Personal Computer/ WEB-BASED

Class Description: Tantrums can be hard to understand and difficult to manage. Small children are just beginning to learn how deal with frustration and learn self-regulation. Participants will explore the brain's role in emotional regulation and examine what's happening inside a child's brain during a tantrum. Participants will explore strategies for response and prevention.

Presented by: Lauren Josi

Set Two

CKC: UGB (1.5); HGD (1.5)

Age group: Preschool

Monday December 10th, 2018

Training ID # PENDING

Web-based

Exploring gender and sexuality and how it shapes cultural identity

Time: 6pm-9pm

Cost: \$20.00

Location: Personal Computer/ WEB-BASED

Class Description: We will explore the ranges of gender identity and sexuality and examine developmentally appropriate and inclusive ways to integrate them into your program. We will examine ways to support the development of cultural identity in the areas of gender and sexuality.

Presented by: Jenna Sanders

Set Two

CKC: DIV

Age group:



CHILD CARE LICENSING INFORMATION

Family Child Care Overview (OV)

CKC: PM

Set One

The class is offered **FREE** of charge.

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

Class	Date	Time	Location	County	Training ID #
OVERVIEW	Monday October 8th	6pm-9pm	McMinnville DHS 334 Norton Lane McMinnville, OR 97128	Yamhill	# 60215
OVERVIEW	Thursday October 11th	6pm-9pm	Child Care Resource & Referral 2475 Center St. NE Salem, OR 97301	Marion	# 59725
OVERVIEW	Tuesday, November 13th	6pm-9pm	Child Care Resource & Referral 2475 Center St. NE Salem, OR 97301	Marion	# 59726
OVERVIEW	Tuesday, November 20th	9am-12pm	The Academy Building * Suite 220 (room 214) 182 SW Academy St * Dallas, OR 97338	Polk	# 59807
OVERVIEW	Monday December 10th	6pm-9pm	McMinnville DHS 334 Norton Lane McMinnville, OR 97128	Yamhill	# 60216
OVERVIEW	Wednesday, December 12th,	6pm-9pm	Child Care Resource & Referral 2475 Center St. NE Salem, OR 97301	Marion	# 59727

Safety Set Trainings

Food Handler Certification

CKC: HSN

Cost: \$10.00

Food Handler certification may be completed online at:

<http://triwou.org/pages/show/ccccrr-food-handler-certification?site=cccccrr> or you may purchase a self-study packet by sending the registration form with a check or money order for \$10.00.

INTRODUCTION TO CHILD CARE HEALTH AND SAFETY

The **Introduction to Child Care Health and Safety** training is a FREE, two hour online training provided by the Oregon Center for Career Development. This training is designed to provide basic health and safety training for child care providers in Oregon.

CKC: HSN

You can access the training here:

<http://campus.educadium.com/OCCD/>

Recognizing and Reporting Child Abuse and Neglect/RRCAN

See below for ways you can take this course

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

RRCAN -OPTION # 1 –ONLINE

Cost: FREE

Go to: <http://campus.educadium.com/OCCD/>

RRCAN -OPTION # 2 –CLASSROOM

Cost: \$10.00

Class	Date	Time	Location	County	Cost	Training ID #
RRCAN CKC: HSN			If you need this class call: 503-585-2491			

RRCAN -OPTION # 3 –SELF-STUDY PACKET

Cost: \$10.00

Please mail the class registration form with payments (check or money order) to:

Child Care Resource & Referral (CCR&R)

2475 Center St. NE * Salem, OR 97301

Or pay in person in our office during working hours (check, money order or debit/credit card)

After our office received payment we will mail you a self-study packet with materials.

Adult, Infant & Child CPR/First Aid

See below for ways you can take this course

CKC: HSN

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

Additional Information: Registered and Certified Child Family Care Providers will receive their renewal for **CPR/FA for FREE**, made possible from funds through AFSCME. **If you sign up and do not show up to class, and do not call to reschedule, you will lose your free class.** You MUST call and let us know that you will not be able to attend, and we will reschedule you. Please be aware this is only to be used by the license holder unfortunately staff members are **NOT** eligible. If you have any questions about this please call the office.

Phone: 503-585-2491

OPTION # 1 –CLASSROOM**Cost: \$ 45.00**

Class	Date	Time	Location	County	Cost	Training ID #
CPR/FA	Saturday, October 20th	8:30am- 12:30pm	Salem Hospital, Bldg. D (1st. floor, Rm D-21) 939 Oak St Salem, OR	Marion	\$45	# 59729
CPR/FA	Saturday, November 17th	8:30am- 12:30pm	First Baptist Church * (Downstairs in the Gym) 395 Marion St * Salem, OR	Marion	\$45	# 60128
CPR/FA	Saturday, December 15th	8:30am- 12:30pm	Salem Hospital, Bldg. D (2nd. floor, Classroom 1) 939 Oak St Salem, OR	Marion	\$45	# 60081

Online piece that **must be completed before attending the in-person** hands on portion of the training.

OPTION # 2–HYBRID CPR/FA (2-3 hours online & 1-2 hours in classroom) Cost: \$ 40.00

LINK with information for online portion will be emailed and must be **completed prior to the class** after we received payment. **12 Participants ONLY**

24 Hours in advance ONLINE payment ONLY

Class	Date	Time	Location	County	Cost	Training ID #
Hybrid CPR/FA	Monday, October 1st	6pm-8pm Classroom	Child Care Resource & Referral 2475 Center St. NE Salem, OR 97301	Marion	\$40	# 59106
Hybrid CPR/FA	Tuesday, October 16th	1pm-3pm Classroom	The Academy Building * Suite 220 (room 214) 182 SW Academy St * Dallas, OR 97338	Polk	\$40	# 59805
Hybrid CPR/FA	Monday, October 22nd	6pm-8pm Classroom	McMinnville DHS 334 Norton Lane McMinnville, OR 97128	Yamhill	\$40	# 59017
Hybrid CPR/FA	Wednesday, November 7th	6pm-8pm Classroom	Child Care Resource & Referral 2475 Center St. NE Salem, OR 97301	Marion	\$40	# 59730
Hybrid CPR/FA	Tuesday, November 13th	6pm-8pm Classroom	McMinnville DHS 334 Norton Lane McMinnville, OR 97128	Yamhill	\$40	# 60218
Hybrid CPR/FA	Tuesday, November 20th	1pm-3pm Classroom	The Academy Building * Suite 220 (room 214) 182 SW Academy St * Dallas, OR 97338	Polk	\$40	# 59806
Hybrid CPR/FA	Monday, December 3rd	6pm-8pm Classroom	Child Care Resource & Referral 2475 Center St. NE Salem, OR 97301	Marion	\$40	# 59731
Hybrid CPR/FA	Wednesday, December 12th	6pm-8pm Classroom	McMinnville DHS 334 Norton Lane McMinnville, OR 97128	Yamhill	\$40	# 60219
Hybrid CPR/FA	Tuesday, December 18th	1pm-3pm Classroom	The Academy Building * Suite 220 (room 214) 182 SW Academy St * Dallas, OR 97338	Polk	\$40	# 59809

You can also go online to view the training calendar at:

www.oregonchildcaretraining.org

DHS Child Care Provider Types

Department of Human Services (DHS) Child Care Provider Types

A child care provider must be approved by DHS before being eligible to receive payment for child care services on behalf of a subsidy family. To be approved by DHS, all providers must submit a completed Child Care Provider Listing form (DHS 7494) to the Direct Pay Unit (DPU). A provider may have additional requirements to complete before or after being approved by DHS. Requirements are based upon the type of child care provider. Once approved, DHS child care providers must continue to meet DHS provider requirements. A full list of the DHS provider requirements can be found in the DHS Child Care Provider Guide (DHS 7492) or at the DHS website:

<http://www.oregon.gov/DHS/ASSISTANCE/CHILD-CARE/Pages/Providers.aspx>.

These provider are exempt from being licensed with the Early Learning Divisions (ELD), Office of Child Care (OCC)

License exempt Relative Standard Family (FAM)	Provider is related* to all children in their care <ul style="list-style-type: none"> Complete a DHS Child Care Provider Listing form (DHS 7494) Provider and all household members 16 years and older pass a criminal background and CPS check. Meet all DHS Health and Safety and Provider Requirements. Complete <i>Introduction to Child Care Health and Safety</i> Training and <i>DHS Orientation</i> within 90 days of being approved.
License exempt non-relative Standard Family (FAM)	Providers is not a related* to a child in their care. Note additional requirements. <ul style="list-style-type: none"> Complete the <i>Introduction to Child Care Health and Safety</i> Training, <i>CPR/First Aid</i>, <i>Recognizing and Reporting Child Abuse and Neglect</i> prior to submitting listing form. Complete a DHS Child Care Provider Listing Form (DHS 7494) Provider and all household members 16 years and older pass a criminal background and CPS check. Pass a Health and Safety Monitoring Visit, meet both DHS and OCC Health and Safety and Provider Requirements. Complete the <i>DHS Orientation</i> within 90 days of being approved. Ongoing <ul style="list-style-type: none"> Pass annual Health and Safety Monitoring Visit. Complete 6 hours of additional training every two years.
Enhanced License Exempt Family (QFM)	Providers that are exempt from licensing and have met their respective requirements above. Can receive a higher rate of pay on behalf of the DHS family, by completing these additional requirements? <ul style="list-style-type: none"> Complete and pass the Food Handlers test Registered with the Oregon Registry. (The Oregon Registry is through Portland State University, Oregon Center for Career Development (OCCD)) Complete 8 additional hours of training every two years.

*Relative is defined as great grandparent, grandparent, aunt/uncle or sibling (living outside the home) established by blood, adoption or marriage.

LEHRC– License Exempt Homes and Relative Care DHS Child Care Provider Orientation Classes

This class gives information on The DHS Child Care Subsidy Program options. It helps participants understand the DHS listing and billing process. This class is MANDATORY for Non-Licensed (EXEMPT) caregivers approved by DHS to receive Employment Related Day Care Subsidy payments. Participants will also learn how to become eligible for the DHS Enhanced Rate program that increases what caregivers can get paid for child care from DHS participants will also hear about the SEIU union that represents unlicensed family child care providers. Come meet other providers and bring questions!!

DATE	TIME	LOCATION	COUNTY	TRAINING ID #
Monday, October 8th, 2018	6pm-8pm	Child Care Resource & Referral 2475 Center ST NE Salem, OR 97301	Marion	# 59810
Monday, October 15th, 2018	6pm-8pm	McMinnville DHS 334 Norton Lane McMinnville, OR 97128	Yamhill	# 60222
Tuesday, October 16th, 2018	9am-11am	The Academy Building * Suite 220 (room 214) 182 SW Academy St * Dallas, OR 97338	Polk	# 59804
Thursday, November 15th, 2018	6pm-8pm	Child Care Resource & Referral 2475 Center ST NE Salem, OR 97301	Marion	# 59811
Thursday, December 6th, 2018	6pm-8pm	Child Care Resource & Referral 2475 Center ST NE Salem, OR 97301	Marion	# 59812
Monday, December 17th, 2018	6pm-8pm	McMinnville DHS 334 Norton Lane McMinnville, OR 97128	Yamhill	# 60217
Tuesday, December 18th, 2018	9am-11am	The Academy Building * Suite 220 (room 214) 182 SW Academy St * Dallas, OR 97338	Polk	# 59808

Child Care Resource & Referral Staff 503-585-2491

Shannon Vandehey	Program Director/QIS	Ext. 1119
Shirley Calonder	EC Program Specialist/QIS	Ext. 1118
Jenna Sanders	EC Project Manager/Inclusive Child Care	Ext. 1122
Lauren Josi	EC PD Specialist	Ext. 1123
Olga Arshilovich	EC Program Specialist/QIS/Russian	Ext. 1124
Bertha Camacho	EC Program Specialist/QIS/Spanish	Ext. 1125
Ingrid Diaz	EC Program Support/Spanish	Ext. 1168

MARION COUNTY

Thursday October 4th, 2018

Observing Children: Looking and Learning

Training ID # 60101

Time: 6:30pm-9:30pm **Cost: \$ 20.00**

Location: First Baptist Church * 395 Marion St (room 423)Salem, OR

Class Description: What can we learn from observing the children in our programs? We will examine the whats, whys, and hows of observations, as well as the types and purposes of them. We will then practice observation techniques and tools. Providers will leave this training excited to apply what they've learned about conducting observations in their programs.

Presented by: Shirley Calonder

Set Two

CKC: O&A

Age group: ALL

Monday October 15th, 2018

Ignite Your Creative Spark!

Training ID # 60245

Time: 6:30pm-9:30pm

Cost: \$20.00

Location: First Baptist Church * 395 Marion St (room 421) *Salem, OR

Class Description: Everyone can be creative with the right spark! Come join us as we learn the principles and practices of innovation and creativity. Take a quick creativity test to explore what gets you and your organization's creative juices flowing. Afterwards, we will determine practices for building creativity and create an action plan of ways to guild our innovation muscles.

Presented by: Raylene Donaldson

Set Two

CKC: PPLD

Age group: No Age-Related Content

Monday October 22nd, 2018

Training ID # 60082

Foundations of Sensory Processing and its effect on learning

Understanding how sensory processing effects brain development in young children

Time: 6pm-9pm

Cost: \$20.00

Location: First Baptist Church * 395 Marion St (room 421)Salem, OR

Class Description: Participants will learn how the foundational systems of tactile, proprioceptive and vestibular effect the outcomes of learning and development. Grasp each area in detail with interactive learning and activities to do to support healthy development and outcomes for learning.

Presented by: Minaz Chauthani

Set Two

CKC: HGD (1.5); SN (1.5)

Age group: Infant/Toddler, Preschool

Monday October 29th, 2018

Training ID # PENDING

Implicit Bias: Exploring the influence of personal family culture on teaching practice

Time: 6:30pm-9:30pm

Cost: \$ 20.00

Location: First Baptist Church * 395 Marion St (room 421)Salem, OR

Class Description: Come explore the influence of your own culture and world view on the way you teach and interact with children and their families. Participants will examine their beliefs and preferences to better understand their implicit bias to improve connection with the families in their care.

Presented by: Lauren Josi

Set Two

CKCFCS (1.5); DIV (1.5)

Age group: ALL

Tuesday November 6th, 2018		Communicating with Authenticity		Training ID #	
Time: 6:30pm-9:30pm	Cost: \$ 20.00	Location: First Baptist Church * 395 Marion St (room 303)Salem, OR			
<u>Class Description:</u>					
<div>Pending NOT in ORO YET</div>					
Presented by: Ashley Acers		Set One	CKC:	Age group:	

Thursday November 29th, 2018		Fostering a Climate of Mutual Respect and Caring in the Classroom		Training ID # 60239	
Making Caring More Common					
Time: 6:30pm-9:30pm	Cost: \$ 20.00	Location: First Baptist Church * 395 Marion St (room 423) Salem, OR 97301			
<u>Class Description:</u> Each moment that teachers and children interact is an opportunity to develop a positive relationship. In this course, we will develop and implement strategies and teacher behaviors that establish secure relationships and a respectful environment.					
Presented by: Ashley Acers		Set TWO	CKC: UGB	Age group: No Age-Related Content	

Tuesday December 4th, 2018		The team approach to professional development		Training ID # PENDING	
Time: 6:30pm-9:30pm	Cost: \$20.00	Location: First Baptist Church * 395 Marion St (room 303)Salem, OR			
<u>Class Description:</u> Every staff member has something to offer to an organization's professional development strategy. Whether it is something you have learned through years of experience or because of research on best practices. In this training you will create a framework to build skills as trainers and researchers in your organization. You will develop an atmosphere of trust, collaboration and learning.					
Presented by: Sonia Thomas		Set Two	CKC:	Age group:	

Thursday December 13th, 2018		Let us explore ART inspired by Famous Artists		Training ID # PENDING	
Time: 6:30pm-9:30pm	Cost: \$ 20.00	Location: Child Care Resource & Referral * 2475 Center St. NE Salem, OR 97301			
<u>Class Description:</u> Lets Journey towards the opportunity of brushing up on our knowledge and inspiring our children to discover/ learn ART from some famous artists (Monet, Kandinsky, & others). We will explore their different styles, techniques, and approach. Looking at the research on Brain development and Art for young children. Handouts, creating Art projects, HAVING FUN!					
Presented by: Shirley Calonder		Set Two	CKC: LEC (1.5); HGD (1.5)	Age group: ALL	

Monday December 17th, 2018		Planning Your Professional Development		Training ID # 60240	
Time: 6:30pm-9:30pm	Cost: \$ 20.00	Location: First Baptist Church * 395 Marion St (room 421)Salem, OR			
<u>Class Description:</u> Professional development plans help you become intentional about fulfilling your goals. In this training we will look at various models for professional development planning, create a plan that works for you and set goals for your future. This session is not about completing the statewide form.					
Presented by: Sonia Thomas		Set Two	CKC: PPLD	Age group: No Age-Related Content	

POLK COUNTY

Thursday October 18th, 2018

Training ID # **PENDING**

Implicit Bias: Exploring the influence of personal family culture on teaching practice

Time: 6:30pm-9:30pm **Cost:** \$20.00 **Location:** Mid-Valley Christian Academy * 1483 16th St N * Monmouth, OR 97361

Class Description: Come explore the influence of your own culture and world view on the way you teach and interact with children and their families. Participants will examine their beliefs and preferences to better understand their implicit bias to improve connection with the families in their care.

Presented by: Lauren Josi

Set Two

CKC: FCS (1.5); DIV (1.5)

Age group: No Age-Related Content

Thursday November 15th, 2018

Training ID # 60214

Fostering a Climate of Mutual Respect and Caring in the Classroom

Making Caring More Common

Time: 6:30pm-9:30pm **Cost:** \$20.00 **Location:** Mid-Valley Christian Academy * 1483 16th St N * Monmouth, OR 97361

Class Description: Each moment that teachers and children interact is an opportunity to develop a positive relationship. In this course, we will develop and implement strategies and teacher behaviors that establish secure relationships and a respectful environment.

Presented by: Ashley Acers

Set Two

CKC: UGB

Age group: No Age-Related Content

Thursday December 20th, 2018

Let us explore ART inspired by Famous Artists

Training ID # **PENDING**

Time: 6:30pm-9:30pm **Cost:** \$ 20.00 **Location:** Mid-Valley Christian Academy * 1483 16th St N * Monmouth, OR 97361

Class Description: Lets Journey towards the opportunity of brushing up on our knowledge and inspiring our children to discover/ learn ART from some famous artists (Monet, Kandinsky, & others). We will explore their different styles, techniques, and approach. Looking at the research on Brain development and Art for young children. Handouts, creating Art projects, HAVING FUN!

Presented by: Shirley Calonder

Set Two

CKC: LEC (1.5); HGD (1.5)

Age group: ALL



YAMHILL COUNTY

Monday October 1st, 2018 Observing Children: Looking and Learning

Training ID # 60119

Time: 6:30pm-9:30pm Cost: \$20.00 Location: McMinnville DHS * 334 Norton Lane * McMinnville, OR 97128

Class Description: What can we learn from observing the children in our programs? We will examine the whats, whys, and hows of observations, as well as the types and purposes of them. We will then practice observation techniques and tools. Providers will leave this training excited to apply what they've learned about conducting observations in their programs.

Presented by: Shirley Calonder

Set Two

CKC: O&A

Age group: ALL

Monday November 5th, 2018

Training ID # PENDING

Implicit Bias: Exploring the influence of personal family culture on teaching practice

Time: 6:30pm-9:30pm Cost: \$20.00 Location: McMinnville DHS * 334 Norton Lane * McMinnville, OR 97128

Class Description: Come explore the influence of your own culture and world view on the way you teach and interact with children and their families. Participants will examine their beliefs and preferences to better understand their implicit bias to improve connection with the families in their care.

Presented by: Lauren Josi

Set Two

CKC: FCS (1.5); DIV (1.5)

Age group: No Age-Related Content

Monday December 3rd, 2018

Let us explore ART inspired by Famous Artists

Training ID # PENDING

Time: 6:30pm-9:30pm Cost: \$ 20.00 Location: McMinnville DHS * 334 Norton Lane * McMinnville, OR 97128

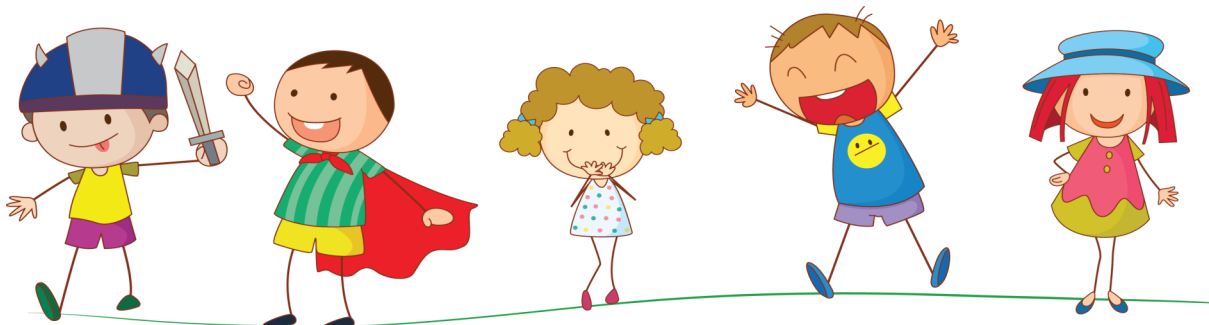
Class Description: Lets Journey towards the opportunity of brushing up on our knowledge and inspiring our children to discover/ learn ART from some famous artists (Monet, Kandinsky, & others). We will explore their different styles, techniques, and approach. Looking at the research on Brain development and Art for young children. Handouts, creating Art projects, HAVING FUN!

Presented by: Shirley Calonder

Set Two

CKC: LEC (1.5); HGD (1.5)

Age group: ALL



Oregon's Quality Rating and Improvement System (QRIS/SPARK)

Increasing Quality Training

Set One**CKC: PM****Age group: No Age-Related Content****Cost: FREE**

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

If you are interesting in the Increasing Quality Training. Please call: 503-585-2491



**For more information and
subscribe to QRIS/SPARK
newsletter go to:**

<http://triwou.org/projects/qris/revision>

Oregonspark.org



ONLINE TRAINING

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

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



**If you have any questions or concerns please feel free to call our office:
(503)585-2491**



Definitions of Core Knowledge Categories

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

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

CHILD CARE RESOURCE & REFERRAL OF MARION, POLK & YAMHILL COUNTIES

CLASS PAYMENT POLICY

To register for a class, you **MUST PRE-PAY:**

- We will no longer pre-register over the phone or by email. **All classes require payment upon registration.** This does not apply to classes that are held free of charge or for licensed family providers who are eligible for CPR/FA & RRCAN renewal.
- If not registering ONLINE, each person registering for a class needs to fill out a separate registration form. One form per person. Please make copies as needed or download more copies from our website: www.mycommunityaction.org/CCR
- **Payments are only transferable within designated program.**
- Placement in a requested class will be on a first-come, first-serve basis. All classes are space limited.
- We are not responsible for any **CASH mailed to us.**

To pay choose your option:

Option # 1: Pay online with credit/debit card through website: <http://mycommunityaction.org/CCR&R/classes.html> If paying outside of normal business hours on the day of the class or over the weekend, please bring payment confirmation to the class for proof of payment and to receive class certificate of attendance.

Option #2: Complete class registration form and mail with payment's, (check or money order only) to address listed on the form. Payment must be received prior to date of class. We will call if a class is **FULL** when we receive your registration and payment.

Option #3: Complete class registration form and pay in person in our office, prior to the class (during working hours, we will accept cash, check, money order or debit/credit card).

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

Cancellation Policy: Cancellations must be received prior to the class at the latest **by 3pm on the class date**. In the event that class is cancelled, by either CCR&R or the participant, CCR&R will send a **CLASS CREDIT VOUCHER** (Training Bucks) that can be used to attend future workshops. The class credit voucher is good for one year from issue date.

Check Returned Policy

All checks returned to MWVCAA/CCR&R because of insufficient funds, will be subject to the following fee: in addition to the amount of the returned check, you will be charged an NSF Fee of **\$25.00; you must immediately pay** by cash or money order. We cannot accept a personal check from you.

Attendance Policy: If you miss a class and have not given prior notice, you forfeit the payment for the class, you are considered a NO SHOW. It is important that participants arrive on time and stay for the duration of the class. Participants arriving **later than 15 minutes** after the start of class will not be allowed in. **Full attendance is mandatory.**

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

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

CCR&R Classroom Etiquette

- Come prepared. Bring writing utensils and a notepad or notebook paper to take notes.
- Be ready to start at the scheduled class time.
- **No children are allowed in class.** If you have a breastfeeding infant and need to bring him/her to class, please call us to make arrangements.
- Please make sure to sign in on the roster sheet when you arrive at the class.
- **Cell phones must be in silence mode or turned off**, please be respectful in using them during breaks or in an emergency.
- Your questions, class participation, and engagement are very important and highly encouraged. Remember to be respectful to all and mindful of the class flow. Avoid unnecessary interruptions.

It is your responsibility to track the dates and location of the classes you register for.

CCR&R CLASS REGISTRATION FORM for Marion, Polk & Yamhill Counties Classes
ONE FORM PER PERSON - MUST BE FILLED OUT COMPLETELY

FIRST NAME: PLEASE PRINT		LAST NAME:		
HOME ADDRESS:		CITY:		
ZIP:		BIRTH DATE: MM/DD/YYYY ____/____/____		
PHONE NUMBER:		GENDER: MALE <input type="checkbox"/> FEMALE <input type="checkbox"/>		
Personal Email: For class confirmation – PLEASE PRINT)				
CENTER NAME (if applicable)				
TRAINING ID #	NAME OF THE TRAINING	COUNTY	DATE	COST
#				\$
#				\$
#				\$
Food Handler Self-Study Packet	Yes! Please mail me a FH self-study packet. I have attached a payment of \$10.00 Check: English <input type="checkbox"/> Spanish <input type="checkbox"/> Russian <input type="checkbox"/>			\$
RRCAN Self-Study Packet	Yes! Please mail me a FH self-study packet. I have attached a payment of \$10.00 Check: English <input type="checkbox"/> Spanish <input type="checkbox"/> Russian <input type="checkbox"/>			
Do you need a receipt mailed to you? Yes <input type="checkbox"/> No <input type="checkbox"/>				Total: \$

Please mail the class registration form **with** payments to:
MWVCAA/CCRR
Attn: Accounts Payable
2475 Center Street NE * Salem OR 97301



OFFICE USE ONLY

Paid by (If different name on the form):				
Cash: \$	Money Order #			\$
Check # \$	Debit/Credit Card #		Exp. Date:	\$
Class Credit # \$	Scholarship:	Note:		
Front Desk Staff:	Date:			
Receipt given by receptionist - Initials:				
CCR&R Staff:			Date:	
Receipt mailed by CCR&R Staff:			Entered into ORO	