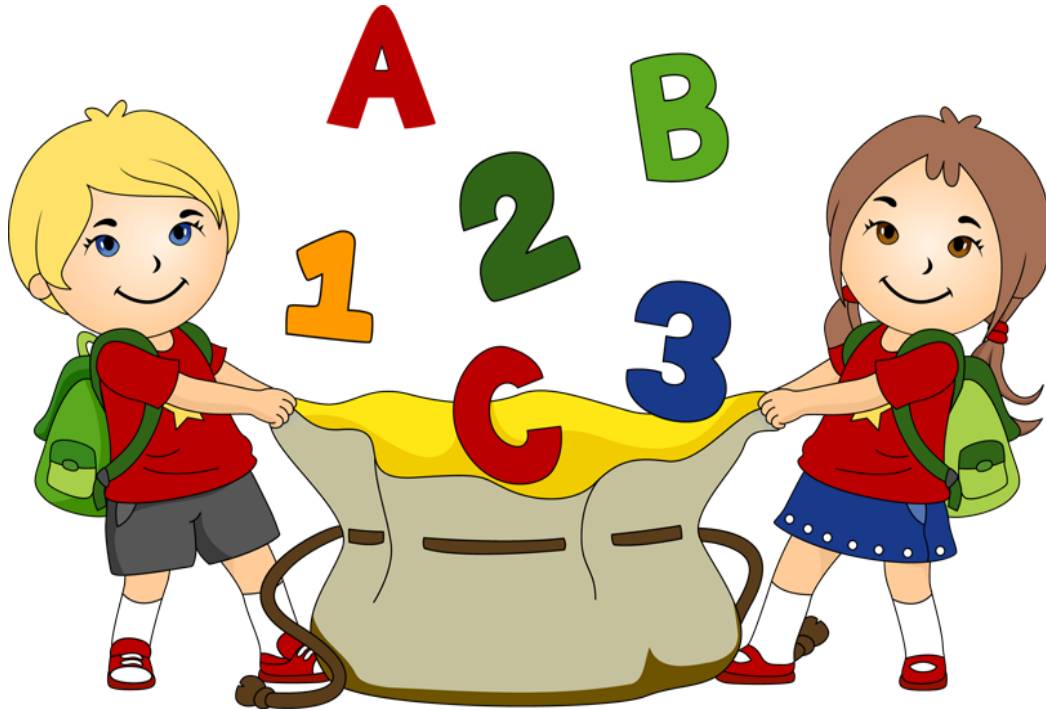


CHILD CARE RESOURCE & REFERRAL
OF Marion, Polk & Yamhill Counties
TRAINING GUIDE
JULY - SEPTEMBER 2018



WE ACCEPT ONLINE PAYMENT FOR TRAININGS!

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

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.

Monday July 9th, 2018

Training ID # 58964

Web-based

Integrating Physical Activity and Outdoor Play with Intention

Time: 6pm-9pm

Cost: \$20.00

Location: Personal Computer/WEB-BASED

Class Description: Going outside is an opportunity to expand learning exponentially. We will explore tools and techniques to make it a rich and engaging experience. We will examine the importance of physical activity and ways to integrate it. We will explore cultural influences that impact outside learning.

Presented by: Jenna Sanders

Set Two

CKC: DIV (1.5); LEC (1.5)

Age group: ALL

Thursday July 26th, 2018

Training ID # 58965

Web-based

Exploring Skills to Support Growth and Development in Staff, Coworkers, and Volunteers

Time: 6pm-9pm

Cost: \$20.00

Location: Personal Computer/ WEB-BASED

Class Description: Session will examine how to support staff, coworkers, or volunteers in increasing their professionalism, quality and skills in the classroom. Training will explore theories of adult development/leadership and how to use them to improve your skills as a mentor.

Presented by: Jenna Sanders

Set Two

CKC: PM

Age group: No Age-Related Content

Tuesday August 28th, 2018

Training ID # PENDING

Web-based

Grounding, Centering, Mindfulness and Yoga Practices to Use With Children

Time: 6pm-9pm

Cost: \$20.00

Location: Personal Computer/ WEB-BASED

Class Description: This training will examine practices that integrate yoga, grounding, centering and mindfulness in early learning classrooms. We will explore how these practices can help support trauma informed classrooms and lessen behavioral challenges.

Presented by: Jenna Sanders

Set Two

CKC: UGB

Age group: ALL

Tuesday September 25th, 2018

Training ID # PENDING

Web-based

It Could Happen to You!

Examining Best Practices, Tools and Strategies for Disaster Resilience in Child Care Programs

Time: 6pm-9pm

Cost: \$20.00

Location: Personal Computer/ WEB-BASED

Class Description: Disasters are on everyone's minds these days, from undrinkable water, wildfires, to volcano's erupting....it can happen at ANY moment. Most of us just don't want to think about it. But living through a disaster is a memory that is never forgotten. In this training we will be identifying types of disasters, examining child care best practice for disaster preparation and planning, including but not limited to, procedures for notifying parents, designating relocation sites, reunification plans for children and their families, written individualized plans for children with special needs, and sheltering in place. Participants will also explore tools and strategies for resilience.

Presented by: Shannon Vandehey

Set Two

CKC: PM

Age group: No Age-Related Content

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	Tuesday July 17th	9am-12pm	The Academy Building * Suite 220 (room 214) 182 SW Academy St * Dallas, OR 97338	Polk	# 59109
OVERVIEW	Thursday July 19th	6pm-9pm	Child Care Resource & Referral 2475 Center St. NE Salem, OR 97301	Marion	# 59055
OVERVIEW	Tuesday, August 14th,	6pm-9pm	Child Care Resource & Referral 2475 Center St. NE Salem, OR 97301	Marion	# 59056
OVERVIEW	Wednesday August 15th	6pm-9pm	McMinnville DHS 334 Norton Lane McMinnville, OR 97128	Yamhill	# 59019
OVERVIEW	Monday, September 17th	9am-12pm	The Academy Building * Suite 220 (room 214) 182 SW Academy St * Dallas, OR 97338	Polk	# 59170
OVERVIEW	Wednesday, September 19th,	6pm-9pm	Child Care Resource & Referral 2475 Center St. NE Salem, OR 97301	Marion	# 59057

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, July 28th	8:30am- 12:30pm	Salem Hospital, Bldg. D (2nd. floor, Rm D-21) 939 Oak St Salem, OR	Marion	\$45	# 59097
CPR/FA	Saturday, August 11th	8:30am- 12:30pm	Salem Hospital, Bldg. D (2nd. floor, Classroom 1) 939 Oak St Salem, OR	Marion	\$45	# 59100
CPR/FA	Saturday, September 15th	8:30am- 12:30pm	First Baptist Church (Banquet room) 395 Marion St * Salem, OR 97301	Marion	\$45	# 59107

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

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

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	Tuesday, July 10th	6pm-8pm Classroom	Child Care Resource & Referral 2475 Center St. NE Salem, OR 97301	Marion	\$40	# 58840
Hybrid CPR/FA	Tuesday July 17th	1pm-3pm Classroom	The Academy Building * Suite 220 (room 214) 182 SW Academy St * Dallas, OR 97338	Polk	\$40	# 59110
Hybrid CPR/FA	Monday, July 23rd	6pm-8pm Classroom	McMinnville DHS 334 Norton Lane McMinnville, OR 97128	Yamhill	\$40	# 59014
Hybrid CPR/FA	Tuesday, August 21st	6pm-8pm Classroom	McMinnville DHS 334 Norton Lane McMinnville, OR 97128	Yamhill	\$40	# 59015
Hybrid CPR/FA	Monday, August 27th	6pm-8pm Classroom	Child Care Resource & Referral 2475 Center St. NE Salem, OR 97301	Marion	\$40	# 59102
Hybrid CPR/FA	Wednesday, September 5th	6pm-8pm Classroom	Child Care Resource & Referral 2475 Center St. NE Salem, OR 97301	Marion	\$40	# 59103
Hybrid CPR/FA	Tuesday, September 11th	9am-11am Classroom	The Academy Building * Suite 220 (room 214) 182 SW Academy St * Dallas, OR 97338	Polk	\$40	# 59171
Hybrid CPR/FA	Tuesday, September 18th	6pm-8pm Classroom	McMinnville DHS 334 Norton Lane McMinnville, OR 97128	Yamhill	\$40	# 59016

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 July 30th, 2018	6pm-8pm	Child Care Resource & Referral 2475 Center ST NE Salem, OR 97301	Marion	# 59098
Tuesday August 14th, 2018	6pm-8pm	McMinnville DHS 334 Norton Lane McMinnville, OR 97128	Yamhill	# 59018
Wednesday, August 22nd, 2018	6pm-8pm	Child Care Resource & Referral 2475 Center ST NE Salem, OR 97301	Marion	# 59101
Thursday, September 6th, 2018	6pm-8pm	Child Care Resource & Referral 2475 Center ST NE Salem, OR 97301	Marion	# 59104

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
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 July 12th, 2018

Training ID # 59053

Promoting Healthy Sexual Development and Bodily Integrity in Early Childhood

Time: 6:30pm-8:30pm **Cost: \$ FREE** **Location:** Child Care Resource & Referral * 2475 Center St. NE Salem, OR 97301

Class Description: Participants will explore the typical physical and psychosexual development of children ages of 0 to 5. We will examine behaviors that may be deemed concerning and how to respond to those behaviors. In addition, participants will practice helpful ways to teach appropriate personal boundaries to children.

Presented by: Karen Larson

Set Two

CKC: HGD

Age group: Infant/Toddler, Preschool

Monday July 16th, 2018

Cultural Competency From Thought to Action

Training ID # 59131

Time: 6pm-9pm **Cost: \$20.00** **Location:** First Baptist Church * 395 Marion St (room 421)Salem, OR

Class Description: Being culturally competent means more than just knowing about other cultures, it means engaging in culturally competent actions! This workshop will examine what it means to be culturally competent, why it is important, and the indicators of a culturally competent organization. We will explore the key concepts of how to move towards cultural competencies and strategies for infusing cultural competence into the culture of your organization.

Self assessment tools and a strategic planning guide will be shared.

Presented by: Julianne Standish

Set Two

CKC: DIV

Age group: ALL

Monday July 16th, 2018

Building your CDA Portfolio

Training ID # 59134

Time: 6pm-8pm **Cost: \$ FREE** **Location:** Child Care Resource & Referral * 2475 Center St. NE Salem, OR 97301

Class Description: In this training we will focus on building the CDA Portfolio, what it needs to include, etc.

Presented by: Shirley Calonder

Set One

CKC: PPLD

Age group: No Age-Related Content

Saturday July 28th, 2018

Bringing Balance to Your Life

Training ID # PENDING

Time: 9am-12pm **Cost: \$20.00** **Location:** First Baptist Church * 395 Marion St (room 422)Salem, OR

Class Description: Struggling to juggle all of your commitments? Longing for a hot bath, chocolate and time for yourself?

This workshop will help! Join us as we look at values, beliefs and what impacts the decisions we make and practice setting some goals and bringing balance back to your life!

Presented by: Rachel Elliott

Set Two

CKC: PPLD

Age group: No Age-Related Content

Monday August 6th, 2018

Early Literacy Through Song

Training ID # 59133

Time: 6pm-9pm **Cost: 15.00** **Location:** First Baptist Church * 395 Marion St (room 421)Salem, OR

Class Description: This training will explore song as a way to support early literacy. Attendees will come away with songs and tools to enhance early literacy outcomes in their programs.

Presented by: Josie Emmrich

Set One

CKC: LEC

Age group: Infant/Toddler, Preschool

Saturday August 18th, 2018	Infant Attachment Theories Perspective, Impact and Application	Training ID # 59108
Time: 9am-12pm	Cost: \$ 20.00	Location: First Baptist Church * 395 Marion St (room 422)Salem, OR
<u>Class Description:</u> How do infants form bonds? In this session we will examine six attachment theories and the components of bonding, separation and stranger anxiety. In addition, we will explore the connections between attachment theories and working with young children. Join us as we learn ways to deepen the connections with infants and toddlers!		
Presented by: Julianne Standish	Set Two	CKC: HGD
		Age group: Infant/Toddler

Saturday August 25th, 2018	Ready! for Kindergarten	Training ID # 58852
Time: 9am-3:30pm	Cost: \$ FREE	Location: East Salem Community Center * 1850 45th Avenue NE * Salem, OR
<u>Class Description:</u> You will learn how to prepare children in your care for school success!		
<i>You will receive free materials, toys and lunch! One box of materials per program.</i>		
This training explores ways to enhance skills in order to prepare children age 2-5 for Kindergarten. It discusses the importance of language and literacy, math and reasoning and social and emotional skills and provides tools to help children develop them. This is a 3 session training. This training explores ways to enhance skills in order to prepare children age 2-5 for Kindergarten. It discusses the importance of language and literacy, math and reasoning and social and emotional skills and provides tools to help children develop them. Marion and Polk Counties providers ONLY.		
Presented by: Jenna Sanders	Set One	CKC: LEC (6)
		Age group: Preschool

Monday September 10th, 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 421)Salem, OR
<u>Class Description:</u> PENDING APPROVAL		
Presented by: Sonia Thomas	Set Two	CKC: PM
		Age group: No Age-Related Content

Saturday Sep 22nd, 2018	Designing and Evaluation of Effective Pre-Writing Strategies for Pre-Schoolers Multi-Sensory Approach to Learning Letters for Kindergarten Readiness Skills	Training ID # 59166
Time: 9am-12pm	Cost: \$25.00	Location: First Baptist Church * 395 Marion St (room 421) Salem, OR 97301
<u>Class Description:</u> Participants will use multi-sensory tools to build pre-writing strategies for building letter recognition and advance to letter formation as a foundation to pencil paper formation. Participants will develop a foundational understanding of the process to map motor memory through various mediums (tactile, auditory, kinesthetic and movement).		
Presented by: Minaz Chauthani	Set Three	CKC: LEC
		Age group: Preschool

Monday September 24th, 2018	Planning Your Professional Development	Training ID # PENDING
Time: 6:30pm-9:30pm	Cost: \$20.00	Location: First Baptist Church * 395 Marion St (room 421)Salem, OR
<u>Class Description:</u> PENDING APPROVAL		
Presented by: Sonia Thomas	Set Two	CKC: PPLD
		Age group: No Age-Related Content

POLK COUNTY

Thursday August 23rd, 2018

Training ID # **PENDING**

Professional Relationships in Caring Organizations

Time: 6:30pm-9:30pm

Cost: \$20.00

Location: Ash Creek Bible Church * 1483 North 16th Street * Monmouth, OR

Class Description: PENDING APPROVAL

Presented by: Sonia Thomas

Set Two

CKC: PPLD

Age group: No Age-Related Content

Thursday September 20th, 2018

Drilling down to the root cause of behavior

Training ID # 59132

Time: 6:30pm-9:30pm

Cost: \$20.00

Location: Ash Creek Bible Church * 1483 North 16th Street * Monmouth, OR

Class Description: Using the foundations of the ABC approach to analyzing behavior and applying positive behavior strategies to shape and re-direct problem behaviors such as tantrums, meltdowns, and task avoidance.

Presented by: Minaz Chauthani

Set Two

CKC: UGB

Age group: Preschool



YAMHILL COUNTY

Thursday August 9th, 2018

Drilling down to the root cause of behavior

Training ID # 59130

Time: 6pm-9pm

Cost: \$20.00

Location: McMinnville DHS * 334 Norton Lane * McMinnville, OR 97128

Class Description: Using the foundations of the ABC approach to analyzing behavior and applying positive behavior strategies to shape and re-direct problem behaviors such as tantrums, meltdowns, and task avoidance.

Presented by: Minaz Chauthani

Set Two

CKC: UGB

Age group: Preschool

Tuesday September 11th, 2018

Professional Relationships in Caring Organizations

Training ID # **PENDING**

Time: 6:30pm-9:30pm

Cost: \$20.00

Location: McMinnville DHS * 334 Norton Lane * McMinnville, OR 97128

Class Description: PENDING APPROVAL

Presented by: Sonia Thomas

Set Two

CKC: PPLD

Age group: No Age-Related Content

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	