# CHILD CARE RESOURCE & REFERRAL
## OF Marion, Polk & Yamhill Counties
# TRAINING GUIDE
# OCTOBER - DECEMBER 2019

## CHECK OUT OUR NEW WEBSITE!

### WE ACCEPT ONLINE PAYMENT FOR TRAININGS!

http://mwvcaa.org/programs/ccrr/#tab-id-2

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://mwvcaa.org/programs/ccrr/** * Email: **ccrrweb@mwvcaa.org**

*A Program of Mid-Willamette Valley Community Action Agency*

# WEB-BASED
## 24 Hours in advance ONLINE payment ONLY



## Upon Registration A GoToTraining Link will be sent by email

<u>Additional information:</u> 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.

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**Monday October 21st, 2019**                                          **Training ID # PENDING**
Web-based                     **Diving deep into stress and its influences on teaching practices**

**Time: 6pm-9pm**          **Cost: $25 .00**               **Location:** Personal Computer/WEB-BASED
<u>Class Description:</u> This training will analyze the research behind effects of stress on well-being and job performance. We will evaluate the impact of stress on teaching practices and relationships between providers and children, families, co-workers, and loved ones.
**Presented by: Jenna Sanders**         **SET THREE**         **CKC: PPLD**      **Age group:** No Age-Related Content

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**Tuesday November 19th, 2019**                                       **Training ID # PENDING**
Web-based        **Gathering Quality Child Development Documentation and Observing on a Tight Schedule**

**Time: 6pm-9pm**          **Cost: $20.00**               **Location:** Personal Computer/ WEB-BASED
<u>Class Description:</u> Doing quality observations of children can be a challenge. Finding time to make observations and document development can be even more so. This training will explore using *The Creative Curriculum* and *Teaching Strategies Gold Objectives for Development & Learnin*g to make child observations. Additionally, participants will learn strategies to collect documentation to chart children's development and educational progress in a time effective manner.
**Presented by: Lauren Josi**                    **Set Two    CKC: O&A    Age group:** Infant/Toddler/Preschool

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**Wednesday December 18th, 2019**                                    **Training ID # PENDING**
Web-based                **Exploring diversity through books, games and classroom materials**

**Time: 6pm-9pm**          **Cost: $20.00**               **Location:** Personal Computer/ WEB-BASED
<u>Class Description:</u> This training will explore techniques to integrate diversity into your program. We will examine ways to create a sense of community in the classroom by encouraging families and staff to share and learn with each other using books, games and classroom materials.
**Presented by: Jenna Sanders**                    **Set Two      CKC: DIV      Age group:** ALL

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## You can also go online to view the training calendar at:
### www.oregonchildcaretraining.org

# CHILD CARE LICENSING INFORMATION

**Requirements for NEW Applications: Steps to complete before submitting the application**

| | |
|---|---|
| Adults are enrolled in the Central Background Registry (CBR) as required in OAR 414-205-0040 (All forms will be provided at IRFCC) | Refer to Forms: CBR –601; CBR-619; CBR-603 |
| Introduction to Registered Family Child Care (IRFCC) Part One/Part Two | See page 3/below |
| Introduction to Child Care Health & Safety (ICCHS) | See page 4 |
| Safe Sleep for Oregon's Infants | See page 4 |
| First Aid, Infant and Child Cardiopulmonary Resuscitation (CPR) | See page 5 |
| Oregon Food Handler's Certification | See page 4 |
| Recognizing & Reporting Child Abuse & Neglect specific to Oregon | See page 4 |
| Complete training documentation has been submitted to the Oregon Registry Online (ORO) | ORO Cover Sheet |
| Lead testing results for any faucets or fixtures used for drinking, cooking, or preparing formula. Results shall be those obtained within the past 6 years | Refer to form LIC-382 |

## Introduction to Registered Family Child Care (IRFCC) Part Two
### CKC: PM    SET ONE    The class is offered *FREE* of charge.

**Class description:** There are two parts to the *Introduction to Registered Family Child Care* class.
The required **Part One** class is available online at http://campus.educadium.com/OCCD/
**Part Two** is the in-person training you **must attend after completing Part One.** This free class provides a rule book, resources to help you be successful, information about Child Care Resource & Referral, and more. You must pre-register.

| Class | Date | Time | Location | County | Training ID # |
|---|---|---|---|---|---|
| **IRFCC** | Monday October 14th | 6pm-9pm | McMinnville DHS 334 Norton Lane McMinnville, OR 97128 | Yamhill | # 64189 |
| IRFCC | Wednesday October 16th | 6pm-9pm | Child Care Resource & Referral 2475 Center St. NE Salem, OR 97301 | Marion | # 63791 |
| IRFCC | Tuesday October 22nd | 9am-12pm | The Academy Building * Suite 220 (room 214) 182 SW Academy St * Dallas, OR 97338 | Polk | # 64192 |
| IRFCC | Tuesday November 12th | 6pm-9pm | Child Care Resource & Referral 2475 Center St. NE Salem, OR 97301 | Marion | # 63797 |
| IRFCC | Monday December 9th | 6pm-9pm | McMinnville DHS 334 Norton Lane McMinnville, OR 97128 | Yamhill | # 64195 |
| IRFCC | Tuesday December 10th | 6pm-9pm | Child Care Resource & Referral 2475 Center St. NE Salem, OR 97301 | Marion | # 63801 |

# SAFETY SET TRAININGS

## FOOD HANDLER CERTIFICATION
### Call if you have any questions CCR&R: 503-585-2491                    2 Hours/CKC: HSN

| | |
|---|---|
| **OPTION 1: ONLINE** | http://triwou.org/pages/show/ccccrr-food-handler-certification?site=ccccrr   **No Cost** |
| **OPTION 2: SELF-STUDY PACKET** | **Option 1:** The packet will be mailed to the address you provided when you register and pay a $2.00 shipping charge.  To pay go to: http://mwvcaa.org/programs/ccrr/#tab-id-2<br>**Packets will be put in mail with in 2 business days.**<br>**OR**<br>**Option 2:** COST IS FREE if you pick up a packet at the Main office<br>**2475 Center ST NE * Salem, OR 97301** |

## SAFE SLEEP FOR OREGON'S INFANTS                    Cost: FREE
### *Set One          CKC: Health, Safety, and Nutrition (HSN) -1 Hour*

| | |
|---|---|
| **OPTION 1: ONLINE** | https://oregonearlylearning.com/providers-educators/professional-development/Self |
| **OPTION 2: SELF-STUDY PACKET** | **If you have any questions please call:**<br>**CCR&R office: 503-585-2491 or**<br>**Office of Child Care office: 503-947-1400** |

## Recognizing and Reporting Child Abuse and Neglect/RRCAN

**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.

**See below for ways you can take this course**

**OPTION 1: ONLINE          Go to: http://campus.educadium.com/OCCD/          Cost: FREE online**

**OPTION 2:** Go to pay: http://mwvcaa.org/programs/ccrr/#tab-id-2
Push the **BOOK** button if you would like a Self-Study Packet mailed to you.  Charge will be $2.00 for shipping.

**OPTION 3:** Self study packets are **NO COST** if you pick up at the Main office (Community Action)
**2475 Center ST NE Salem, OR 97301**

## INTRODUCTION TO CHILD CARE HEALTH AND SAFETY (ICCHS)

**Set One                    CKC: HSN                    Cost: FREE**

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.     **ONLINE GO TO:   http://campus.educadium.com/OCCD/**

# 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  CPR and First Aid                    Cost: $ 45.00

| Class | Date | Time | Location | County | Cost | Training ID # |
|---|---|---|---|---|---|---|
| **CPR/FA** | Saturday, October 12th | 8:30am-12:30pm | First Baptist Church   (room 109)<br>395 Marion ST * Salem, OR | Marion | $45 | # 63856 |
| **CPR/FA** | Saturday, November 16th | 8:30am-12:30pm | Salem Hospital, Bldg. C (Room A/B/ C)<br>875 Oak St Salem, OR | Marion | $45 | # 64088 |
| **CPR/FA** | Saturday, December 14th | 8:30am-12:30pm | Salem Hospital, Bldg. C (Room A/B/ C)<br>875 Oak St Salem, OR | Marion | $45 | # 64089 |

## 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** | Thursday, October 10th | 6pm-8pm<br>**Classroom** | Child Care Resource & Referral<br>2475 Center St. NE Salem, OR 97301 | Marion | $40 | # 63790 |
| **Hybrid CPR/FA** | Monday, October 21st | 6pm-8pm<br>**Classroom** | McMinnville DHS<br>334 Norton Lane McMinnville, OR  97128 | Yamhill | $40 | # 64190 |
| **Hybrid CPR/FA** | Tuesday, October 22nd | 1pm-3pm<br>**Classroom** | The Academy Building * Suite 220 (room TBA)<br>182 SW Academy St  * Dallas, OR 97338 | Polk | $40 | # 64191 |
| **Hybrid CPR/FA** | Tuesday, October 29th | 6pm-8pm<br>**Classroom** | Child Care Resource & Referral<br>2475 Center St. NE Salem, OR 97301 | Marion | $40 | # 63794 |
| **Hybrid CPR/FA** | Tuesday, November 19th | 6pm-8pm<br>**Classroom** | McMinnville DHS<br>334 Norton Lane McMinnville, OR  97128 | Yamhill | $40 | # 64193 |
| **Hybrid CPR/FA** | Wednesday, November 20th | 6pm-8pm<br>**Classroom** | Child Care Resource & Referral<br>2475 Center St. NE Salem, OR 97301 | Marion | $40 | # 63798 |
| **Hybrid CPR/FA** | Tuesday, December 3rd | 1pm-3pm<br>**Classroom** | The Academy Building * Suite 220 (room TBA)<br>182 SW Academy St  * Dallas, OR 97338 | Polk | $40 | #64200 |
| **Hybrid CPR/FA** | Monday, December 16th | 6pm-8pm<br>**Classroom** | Child Care Resource & Referral<br>2475 Center St. NE Salem, OR 97301 | Marion | $40 | # 63800 |
| **Hybrid CPR/FA** | Wednesday, December 18th | 6pm-8pm<br>**Classroom** | McMinnville DHS<br>334 Norton Lane McMinnville, OR  97128 | Yamhill | $40 | # 64197 |

# 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**<br><br>**Standard Family (FAM)** | **Provider is related\* to all children in their care**<br>• Complete a DHS Child Care Provider Listing form (DHS 7494)<br>• Provider and all household members 16 years and older pass a criminal background and CPS check.<br>• Meet all DHS Health and Safety and Provider Requirements.<br>• Complete *Introduction to Child Care Health and Safety* Training and *DHS Orientation* within 90 days of being approved. |
| **License exempt non-relative**<br><br>**Standard Family (FAM)** | **Providers is not a related\* to a child in their care. Note additional requirements.**<br>• Complete the *Introduction to Child Care Health and Safety* Training, *CPR/First Aid, Recognizing and Reporting Child Abuse and Neglect* prior to submitting listing form.<br>• Complete a DHS Child Care Provider Listing Form (DHS 7494)<br>• Provider and all household members 16 years and older pass a criminal background and CPS check.<br>• Pass a Health and Safety Monitoring Visit, meet both DHS and OCC Health and Safety and Provider Requirements.<br>• Complete the *DHS Orientation* within 90 days of being approved.<br>**Ongoing**<br>• Pass annual Health and Safety Monitoring Visit.<br>• 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?**<br>• Complete and pass the Food Handlers test<br>• Registered with the Oregon Registry. (The Oregon Registry is through Portland State University, Oregon Center for Career Development (OCCD))<br>• 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 # |
|---|---|---|---|---|
| Wednesday, October 16th, 2019 | 6pm-8pm | McMinnville DHS<br>334 Norton Lane McMinnville, OR 97128 | Yamhill | # 64185 |
| Wednesday, October 23rd, 2019 | 6pm-8pm | Child Care Resource & Referral<br>2475 Center ST NE Salem, OR 97301 | Marion | # 63792 |
| Wednesday, November 6th, 2019 | 6pm-8pm | Child Care Resource & Referral<br>2475 Center ST NE Salem, OR 97301 | Marion | # 63796 |
| Tuesday, December 3rd, 2019 | 9am-11am | The Academy Building * Suite 220 (room TBA)<br>182 SW Academy St * Dallas, OR 97338 | Polk | # 64199 |
| Thursday, December 12th, 2019 | 6pm-8pm | Child Care Resource & Referral<br>2475 Center ST NE Salem, OR 97301 | Marion | # 63799 |
| Monday, December 16th, 2019 | 6pm-8pm | McMinnville DHS<br>334 Norton Lane McMinnville, OR 97128 | Yamhill | #64196 |

## 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 |
| Ingrid Diaz | EC Program Specialist/Spanish | Ext. 1168 |
| Cassandra Hernandez Becerra | EC Program Specialist/Spanish | Ext. 1034 |
| Tanya Kirk | EC Program Support | Ext. 1045 |
| Patty Gonzalez | EC Program Support | Ext. 1044 |
| Gisela Morales | EC Infant/Toddler Specialist | Ext. 1125 |

# MARION COUNTY

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**Wednesday October 2nd, 2019**  **Safe and Sound in Child Care**  **Training ID # 63962**

**Time: 6:30pm-9:30pm**  **Cost: $ 20.00**  **Location:** Salem Hospital Bldg C (room A&B)  * 875 Oak St *  Salem, OR

**Class Description:** Participants will explore health and safety practices in the daily lives of children in the childcare setting. Based on current research, we will explore safety practices, both in the indoor setting and the outdoor setting, including fire safety, emergency drill procedures. We will also explore ways to child proof the environment, animals, toys, outdoor structures, outdoor surfaces and equipment. We will also explore health practices such as illness prevention, nutrition, physical activity, sanitation procedures, communicable disease outbreaks and obesity prevention.

**Presented by: Julie Hutt**  **Set Two**  **CKC: HSN**  **Age group:** No Age-Related Content

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**Saturday October 5th, 2019**  **Examining TS Gold Objectives**  **Training ID # 63972**

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

**Class Description:**  In this training we will examine the TS Gold objectives and how providers can assure they are planning activities and daily routines accordingly. We will link objectives to specific activities and routines. Providers will leave with a guide that will assist them in planning their curriculum and daily activities.

**Presented by:  Emily Haworth**  **Set Two**  **CKC: O&A**  **Age group:**  No Age-Related Content

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**Monday October 21st, 2019**  **Visual Supports in Early Childhood:**  **Training ID # 63993**
**CLASS CANCELLED**  More than a Daily Schedule!

**Time:  6:30pm – 9:30pm**  **Cost: $ 20.00**  **Location:** Salem Hospital Bldg C (room A&B)  * 875 Oak St *  Salem, OR

**Class Description:**  Visual supports are not just for children on the Autism spectrum. All children benefit from intentional visual supports that are used throughout the classroom day. This interactive workshop will connect a bit of research to strategies for your classroom. Let's go beyond the daily schedule, and dig into visual supports that you will use on a daily basis!

**Presented by:  Cindy Ryan**  **Set Two**  **CKC: LEC (1.5); SN (1.5)**  **Age group:** ALL

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**Saturday October 26th, 2019**  **Behaviors That Interfere with Learning**  **Training ID # 63975**

**Time:  9am-1pm**  **Cost: $ 25.00**  **Location:** First Baptist Church  * 395 Marion St (room 422) * Salem, OR

**Class Description:**  Evaluate At-Risk characteristics and what it might look like in your early learning programs to change outcomes. We will explore differing disabilities, the what and why's to symptoms and challenging behaviors. Participants will examine tools and strategies that support children of special needs. Examination of positive parent partnerships and how we can make a difference. Lastly, participants will create tools and props for immediate use in their classrooms and early learning programs.

**Presented by:  Dianne Rodriguez**  **Set Two**  **CKC: SN**  **Age group:**  ALL

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**Saturday November 2nd, 2019**  **Mind in the Making - Oregon**  **Training ID # 64083**
**Saturday November 23rd, 2019**
**Saturday December 7th, 2019**  **Participants MUST attend ALL 18 hours to receive certificate**

**Time: 9am-3:30pm**  **Cost: $90.00**  **Location:** Child Care Resource & Referral * 2475 Center St. NE Salem, OR 97301

**Class Description:** This training series analyzes the Seven Essential Life Skills outlined in Ellen Galinsky's book Mind in the Making. This series of 8 modules examines the most recent research findings on the skills that support children's success in school and life. Through in-depth study and an engaging and interactive facilitated learning process, participants will critically examine how to support the early development of children in their lives. The Seven Essential Life Skills are Focus and Self Control, Perspective Taking,   Communicating, Making Connections, Critical Thinking, Taking on Challenges and Self-Directed, Engaged Learning. **Additional information:** Mind In The Making will occur in 3 sessions Participants **MUST** complete all 3 sessions to receive a certificate (total 18 hours).

**Presented by:** Sonia Thomas  **SET THREE**  **CKC: HGD**  **Age group:** ALL

| Monday November 4th, 2019 | Sound Financial Practices | Training ID # 63994 |
|---|---|---|

**Time:** 6:30pm-9:30pm          **Cost:** $ 20.00          **Location:** First Baptist Church  * 395 Marion St (room 422) * Salem, OR
**Class Description:**  We will examine accepted financial business practices. We will examine how to apply accepted financial practices to meet your programs individual needs. Exploration and application of accepted business supports and accountability practices, to ensure your financial goals are met.
**Presented by:  Julie Hutt**                    **Set Two**          **CKC: PM**          **Age group:** No Age-Related Content

| Wednesday November 6th, 2019 | Darkness to Light's Stewards of Children | Training ID # 63745 |
|---|---|---|
| | Adults Protecting Children From Sexual Abuse | |

**Time:** 6:30pm-9:00pm          **Cost:** $ 20.00                    **Location:** Liberty House * 1786 State St * Salem, OR
**Class Description:**  Course provides information and practice on the prevention of child sexual abuse. Examine strategies to minimize opportunity for abuse, recognize signs of sexual abuse, and how to respond to it. Practice using appropriate language and responses to concerns of abuse. Discuss cultural perceptions in English and Spanish.
**Presented by: Kelley Parosa**                              **Set Two**          **CKC: HSN**          **Age group:**  ALL

| Monday November 18th, 2019 | Implementing TS Gold | Training ID # 63995 |
|---|---|---|

**Time:** 6:30pm-9:30pm          **Cost:** $ 20.00          **Location:** First Baptist Church  * 395 Marion St (room 422) * Salem, OR
**Class Description:**   In this training we will examine TS Gold and how to effectively implement it into programs. We will explore QRIS standards for assessment.
**Presented by:  Emily Haworth**                    **Set Two**          **CKC: O&A**          **Age group:**  No Age-Related Content

| Monday December 2nd, 2019 | Engaging Families and Community Systems | Training ID # 64086 |
|---|---|---|

**Time:** 6:30pm - 9:30pm          **Cost:** $ 20.00          **Location:** Salem Hospital Bldg C (room A&B)  * 875 Oak St *  Salem, OR
**Class Description:**  Come to this training and witness the evidence shows us that attentive and positive families have a huge impact on their child's achievements through all stages of life. When developing this essential partnership, providers need to recognize the rights and responsibilities of families to heighten this impact in our child care program.
**Presented by:  Ashley Acers**                    **Set Two**          **CKC: FCS**          **Age group:** No Age-Related Content

| Saturday December 7th, 2019 | Opening The Door To Diversity | Training ID # 64087 |
|---|---|---|

**Time:** 9am-1pm          **Cost:** $ 25.00          **Location:** First Baptist Church * 395 Marion St (room 422) * Salem, OR 97301
**Class Description:** Explore cultures, values, stereotypes & biases. We will examine tools and strategies that support diversity in early learning environments. Participants will develop tools and props for immediate use in their classrooms.
**Presented by:  Dianne Rodriguez**                    **Set Two**          **CKC: DIV**          **Age group:** Preschool, School Age

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

# POLK COUNTY

**Thursday October 17th, 2019**                                        **Training ID # PENDING**

### Partnering with Parents to Support Children's with High Needs

**Time: 6:30pm-9:30pm**        **Cost: $ 20.00**        **Location:** Cultivate Community Church* 655 Pacific Ave S * Monmouth, OR 97361

**Class Description:** Caring for children with high needs or suspected special needs can be a challenge for both parents and child care providers. Parents can need extra support in recognizing and referring their children when concerns arise. Providers will learn strategies for working with parents of children with high needs or suspected special needs.

**Presented by:** Lauren Josi                              **Set Two**      **CKC: FCS (1.5); SN (1.5)**        **Age group:**

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**Thursday November 21st, 2019**                                        **Training ID # 64194**

### Exploring the Development of a Sense of Self for Infants and Toddlers

**Time: 6:30pm-9:30pm**        **Cost: $20.00**        **Location:** Cultivate Community Church* 655 Pacific Ave S * Monmouth, OR 97361

**Class Description:**  As infants move into toddlerhood, the influence of their environment and the growing relationships with teachers influence the development of a sense of self. Come explore the concept of Infant and toddler's sense-of-self. Examine ways adults can help promote sense-of-self for very young children.

**Presented by:** Shirley Calonder                          **Set Two**      **CKC: HGD**      **Age group:** Infant/Toddler

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**Thursday December 19th, 2019**                **Unspoken Communication**                **Training ID # 64201**

How You Move Can Be More Important Than What You Say

**Time: 6:30pm-9:30pm**        **Cost: $20.00**        **Location:** Cultivate Community Church* 655 Pacific Ave S * Monmouth, OR 97361
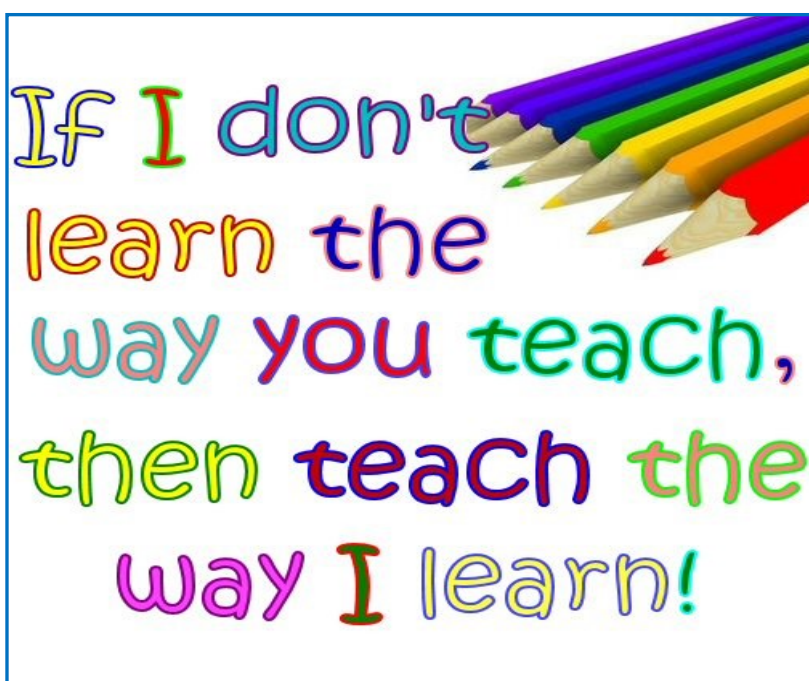
**Class Description:**  Our gestures and body language communicate meaning in a powerful way. Research reveals that most communication is nonverbal and little consists of the words we use. However, various cultures use gestures in substantially different ways. In this workshop, we will examine nonverbal communication from a cultural perspective. We will examine the importance of cultural  perspectives in your communication with parents and colleagues.

**Presented by:** Sonia Thomas                          **Set Two**      **CKC: DIV**    **Age group:** No Age-Related Content



If I don't learn the way you teach, then teach the way I learn!

# YAMHILL COUNTY

**Monday October 7th, 2019**                                                                 **Training ID # PENDING**

### Partnering with Parents to Support Children's with High Needs

**Time: 6:30pm-9:30pm**          **Cost: $ 20.00**          **Location:** McMinnville DHS * 334 Norton Lane * McMinnville, OR 97128
**Class Description:**  Caring for children with high needs or suspected special needs can be a challenge for both parents and child care providers. Parents can need extra support in recognizing and referring their children when concerns arise. Providers will learn strategies for working with parents of children with high needs or suspected special needs.
**Presented by: Lauren Josi**                                        **Set Two**     **CKC: FCS (1.5); SN (1.5)**     **Age group:**

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**Monday November 4th, 2019**                         **Unspoken Communication**                         **Training ID # 64173**

How You Move Can Be More Important Than What You Say

**Time: 6:30pm-9:30pm**          **Cost: $20.00**          **Location:** McMinnville DHS * 334 Norton Lane * McMinnville, OR 97128
**Class Description:**  Our gestures and body language communicate meaning in a powerful way. Research reveals that most communication is nonverbal and little consists of the words we use. However, various cultures use gestures in substantially different ways. In this workshop, we will examine nonverbal communication from a cultural perspective. We will examine the importance of cultural  perspectives in your communication with parents and colleagues.
**Presented by:** Sonia Thomas                         **Set Two**     **CKC: DIV**   **Age group:** No Age-Related Content

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**Monday December 2nd, 2019**                                  **I Think I Can**                                  **Training ID# 64174**

Encouraging Hope in Children

**Time: 6:30pm-9:30pm**          **Cost: $20.00**          **Location:** McMinnville DHS * 334 Norton Lane * McMinnville, OR 97128
**Class Description:**  The "Little Engine that Could" achieved his goal because he had hope. In this training, we examine hope as a multidimensional construct of child development and how hope impacts a child's ability to take risks and achieve goals. We will develop strategies to cultivate hope in children.
**Presented by:** Danielle Thomas                         **Set Two**     **CKC: HGD**   **Age group:** ALL



95% of what a child learns is through direct experience.
M. Mendizza
the imagination tree

# THE SPARK PROCESS

**Spark**
Empowering early educators to inspire children

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

| Attend Increasing Quality Training | Submit Application & Self Assessment | Make Quality Improvements | Submit Portfolio | Receive Rating or Designation |
|---|---|---|---|---|
| Learn how QRIS works | Identify quality improvement needs | Receive financial supports and technical assistance | Portfolio is reviewed and feedback provided | |

## Support and Incentive Funds Are Still Available

*************************************

**Star Rating Monthly Incentive Payment for Each Full-Time ERDC Child**

| | |
|---|---|
| 3 Star | $54 |
| 4 Star | $72 |
| 5 Star | $90 |

# ONLINE TRAINING

**Check It Out!**

**Check out our website**, for online training options.

CCR&R has classes available for renewal or to help

with CDA's from **Smart Horizons.**

Click on the link to see the classes that are available.

http://mwvcaa.org/programs/ccrr/#Othertraining

**Oregon Center for Career Development in Childhood Care and Education**

## 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) | **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. *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").* |
| **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:

- <u>We will no longer pre-register over the phone or by email</u>. **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/CCRR**
- **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://mwvcaa.org/programs/ccrr/#tab-id-2 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 <u>your responsibility</u> 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:<br>**PLEASE PRINT** | LAST NAME: |
| HOME ADDRESS: | CITY: |
| ZIP: | BIRTH DATE:  MM/DD/YYYY<br>\_\_\_\_/\_\_\_\_/_____ |
| PHONE NUMBER: | GENDER:    MALE ☐    FEMALE ☐ |

Personal Email:
For class confirmation – **PLEASE PRINT** )

CENTER NAME (if applicable)

| TRAINING ID # | NAME OF THE TRAINING | COUNTY | DATE | COST |
|---|---|---|---|---|
| # | | | | $ |
| # | | | | $ |
| # | | | | $ |
| **Food Handler**<br>Self-Study Packet | Yes! Please mail me a FH self-study packet.  I have attached a payment of $2.00<br><br>Check:  English ☐          Spanish ☐          Russian ☐ | | | $ |
| **RRCAN**<br>Self-Study Packet | Yes! Please mail me a FH self-study packet.  I have attached a payment of $2.00<br><br>Check:  English ☐          Spanish ☐          Russian ☐ | | | |
| Do you need a receipt mailed to you?     Yes ☐     No ☐ | | | | Total:<br>$ |

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 | |