

CHILD CARE RESOURCE & REFERRAL
OF Marion, Polk & Yamhill Counties
TRAINING GUIDE
JULY - SEPTEMBER 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/#ccrr> * Email: ccrrweb@mwvcaa.org

A Program of Mid-Willamette Valley Community Action Agency

WEB-BASED

24 Hours in advance **ONLINE** payment **ONLY**

What is a webinar?

- A webinar is an online seminar or workshop delivered over the internet.



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 22nd, 2019

Training ID # 62972

Web-based

Rethinking approaches to challenging behavior

Time: 6pm-9pm

Cost: \$20.00

Location: Personal Computer/WEB-BASED

Class Description: We will examine tools to support children that are inclusive, attuned, trauma informed, culturally sensitive and help build executive functioning. Alternatives to timeouts, labeling, singling out children and having children say "sorry" will be explored.

Presented by: Jenna Sanders

Set Two

CKC: UGB (1.5); SN (1.5)

Age group: ALL

Wednesday August 21st, 2019

Training ID # PENDING

Web-based

"No one wants to come to Circle!": Making group times valuable for all

Time: 6pm-9pm

Cost: \$20.00

Location: Personal Computer/ WEB-BASED

Class Description: Group times can be challenging for children and teachers. Using developmentally-appropriate strategies, providers will develop practices to increase the value and participation in circle time.

Presented by: Lauren Josi

Set Two

CKC: LEC (1.5); HGD (1.5)

Age group: Preschool

Tuesday September 24th, 2019

Training ID # PENDING

Web-based

Unplugging from the screens

Time: 6pm-9pm

Cost: \$20.00

Location: Personal Computer/ WEB-BASED

Class Description: This training will explore the brain research about the damaging effects of screen time and what amount of screen time is age appropriate. We will examine the research about video game addiction. Alternatives to screen time will be explored. Strategies to implement sensitively sharing information and concerns about screen time with families.

Presented by: Jenna Sanders

Set Two

CKC: HGD (1.5); HSN (1.5)

Age group: ALL

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 Overview)	Refer to Forms: CBR –601; CBR-619; CBR-603
Overview for Family Child Care Providers	See page 3/below
Introduction to Child Care Health & Safety	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

OVERVIEW FOR FAMILY CHILD CARE PROVIDERS

CKC: PM SET ONE The class is offered **FREE** of charge.

Class description: 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	Thursday July 11th,	6pm-9pm	Child Care Resource & Referral 2475 Center St. NE Salem, OR 97301	Marion	# 62425
OVERVIEW	Tuesday August 6th,	6pm-9pm	McMinnville DHS 334 Norton Lane McMinnville, OR 97128	Yamhill	# 62889
OVERVIEW	Tuesday August 20th,	9am-12pm	The Academy Building * Suite 220 (room 214) 182 SW Academy St * Dallas, OR 97338	Polk	# 62432
OVERVIEW	Wednesday August 21st,	6pm-9pm	Child Care Resource & Referral 2475 Center St. NE Salem, OR 97301	Marion	# 62433
OVERVIEW	Monday September 23rd,	6pm-9pm	Child Care Resource & Referral 2475 Center St. NE Salem, OR 97301	Marion	# 62436

SAFETY SET TRAININGS

FOOD HANDLER CERTIFICATION

Call if you have any questions CCR&R: 503-585-2491

Cost: \$10.00

2 Hours/CKC: HSN

OPTION # 1 –ONLINE	http://triwou.org/pages/show/ccccrr-food-handler-certification?site=ccccrr
OPTION # 2 –SELF-STUDY PACKET	You may purchase a self-study packet by sending the registration form with a check or money order.
OPTION # 3 - PURCHASE SELF-STUDY PACKET ONLINE	http://mycommunityaction.org/CCR&R/classes.html Packets will be put in mail with in 2 business days.

SAFE SLEEP FOR OREGON'S INFANTS

Set One

CKC: Health, Safety, and Nutrition (HSN) -1 Hour

Cost: FREE

OPTION # 1 –ONLINE	https://oregonearlylearning.com/providers-educators/professional-development/Self
OPTION # 2 – SELF-STUDY PACKET	If you have any questions please call: CCR&R office: 503-585-2491 or 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	Cost: FREE
Go to: http://campus.educadium.com/OCCD/	
OPTION # 2 –CLASSROOM	Cost: \$10.00
If you need this class call: 503-585-2491	
OPTION # 3 –SELF-STUDY PACKET	Cost: \$10.00
Call: 503-585-2491	

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, July 13th	8:30am- 12:30pm	Salem Hospital, Bldg. C (Room A/B/ C) 875 Oak St Salem, OR	Marion	\$45	# 62159
CPR/FA	Saturday, August 10th	8:30am- 12:30pm	First Baptist Church (room 109) 395 Marion ST * Salem, OR	Marion	\$45	# 62877
CPR/FA	Saturday, September 14th	8:30am- 12:30pm	First Baptist Church (room 109) 395 Marion ST * Salem, OR	Marion	\$45	# 62882

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	Monday, July 8th	6pm-8pm Classroom	Child Care Resource & Referral 2475 Center St. NE Salem, OR 97301	Marion	\$40	# 62428
Hybrid CPR/FA	Wednesday, July 17th	6pm-8pm Classroom	McMinnville DHS 334 Norton Lane McMinnville, OR 97128	Yamhill	\$40	# 62886
Hybrid CPR/FA	Tuesday, July 23rd	1pm-3pm Classroom	The Academy Building * Suite 220 (room TBA) 182 SW Academy St * Dallas, OR 97338	Polk	\$40	# 62429
Hybrid CPR/FA	Wednesday, August 14th	6pm-8pm Classroom	McMinnville DHS 334 Norton Lane McMinnville, OR 97128	Yamhill	\$40	# 62887
Hybrid CPR/FA	Monday, August 19th	6pm-8pm Classroom	Child Care Resource & Referral 2475 Center St. NE Salem, OR 97301	Marion	\$40	# 62430
Hybrid CPR/FA	Thursday September 5th	6pm-8pm Classroom	Child Care Resource & Referral 2475 Center St. NE Salem, OR 97301	Marion	\$40	# 62431
Hybrid CPR/FA	Tuesday, September 17th	6pm-8pm Classroom	McMinnville DHS 334 Norton Lane McMinnville, OR 97128	Yamhill	\$40	# 62888

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 providers 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 are not 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 #
Tuesday, July 16th, 2019	6pm-8pm	Child Care Resource & Referral 2475 Center ST NE Salem, OR 97301	Marion	# 62426
Tuesday, July 23rd, 2019	9am-11am	The Academy Building * Suite 220 (room TBA) 182 SW Academy St * Dallas, OR 97338	Polk	# 62427
Thursday, August 8th, 2019	6pm-8pm	McMinnville DHS 334 Norton Lane McMinnville, OR 97128	Yamhill	# 62890
Monday, August 26th, 2019	6pm-8pm	Child Care Resource & Referral 2475 Center ST NE Salem, OR 97301	Marion	# 62434
Tuesday, September 24th, 2019	9am-11am	The Academy Building * Suite 220 (room TBA) 182 SW Academy St * Dallas, OR 97338	Polk	# 62435
Monday, September 30th, 2019	6pm-8pm	Child Care Resource & Referral 2475 Center ST NE Salem, OR 97301	Marion	# 62437

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
Cassandra Hernandez Becerra	EC Program Specialist/Spanish	Ext. 1034
Tanya Kirk	EC Program Support	Ext. 1045
Patty Gonzalez	EC Program Support	Ext. 1044

MARION COUNTY

Monday July 8th, 2019

Creating a Connection: Keeping Parents Engaged

Training ID # 62874

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

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

Class Description: Go beyond telling parents what their children are doing in your program. Create a connection that keeps parents invested in their child's development. Link observation with goals for development. Foster a partnership that centers on trust, understanding and collaboration.

Presented by: Sonia Thomas

Set Two

CKC: FCS (1.5); O&A (1.5)

Age group: No Age-Related Content

Monday July 15th, 2019

Training ID # 62875

Building Relationships with Local Growers and Families to Bring Healthy Food to Young Children

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

Location: Salem Hospital Bldg C (room A&B) * 875 Oak St * Salem, OR

Class Description: We will examine techniques to develop positive partnerships with families and community systems. We will examine the coordination of community resources and family strengths to support children in early learning programs. We will apply the techniques of parent and community partnerships with local growers to bring healthy food to early learning programs.

Presented by: Julie Hutt

Set Two

CKC: FCS

Age group: No Age-Related Content

Saturday July 27th, 2019

Engaging Children in Scientific Inquiry

Training ID # PENDING

Time: 9am-12pm **Cost: \$ 20.00**

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

Class Description: We will examine the importance of exploring and delving into science. We will explore how to support scientific inquiry in the classroom through hands-on activities.

Presented by: Shirley Calonder

Set Two

CKC: LEC

Age group: ALL

Monday August 5th, 2019

Unspoken Communication

Training ID # 62876

How You Move Can Be More Important Than What You Say

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

Location: First Baptist Church * 395 Marion St (room 422) * Salem, OR

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

Saturday August 17th, 2019

Training ID # PENDING

Emergency Preparedness for Early Learning Professionals

Time: 9am-12pm **Cost: \$ 20.00**

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

Class Description: We will examine the emergency preparedness standards, for center and in-home early learning programs. Developing your programs safety strategies for emergency procedures to incorporate into your monthly emergency drills. Examine & define specific examples of emergencies, including disaster preparation.

Presented by: Dianne Rodriguez

Set Two

CKC: HSN

Age group: No Age-Related Content

Monday August 19th, 2019**Training ID # 62878****Self--Care for the Professional=minimizing stress and developing support:**

How cancer taught me to care for myself as well as care for others

Time: 6:30pm-9:30pm**Cost: \$ 20.00****Location:** First Baptist Church * 395 Marion St (room 421) * Salem, OR**Class Description:** This class will examine theories on self-care for the professional. We will explore professional self-care strategies to minimize stress. We will explore self-care developmental supports.**Presented by: Julie Hutt****Set Two****CKC: PPLD****Age group: No Age-Related Content****Monday September 9th, 2019****Training ID # 62879****Building Resiliency in Children through Positive Behavior Support****Time: 6:30pm-9:30pm****Cost: \$ 20.00****Location:** First Baptist Church * 395 Marion St (room 421) * Salem, OR**Class Description:** In this class we will: 1) Examine research on building resilience in children. 2) Examine and discuss tools and strategies to build resilience in and support children. 3) Examine and discuss application of culturally responsive techniques to build resilience in children through a positive support plan.**Presented by: Julie Hutt****Set Two****CKC: UGB****Age group: No Age-Related Content****Tuesday September 10th, 2019****Training ID # PENDING****Strategies for Creating Your Training Proposal****Time: 6:30pm-9:30pm****Cost: \$ 20.00****Location:** First Baptist Church * 395 Marion St (room 421) * Salem, OR**Class Description:** This session will provide practice to create an effective training session. You will engage with straightforward advice on how to take your training proposal to the next level. You will explore tools you can use to map out your session. You will examine every element of the proposal process.**Presented by: Sonia Thomas****Set Two****CKC: PPLD****Age group: No Age-Related Content****Saturday September 21st, 2019****Reaching Hard to Reach Kids****Training ID # PENDING****Space Limited**

Brain-based, trauma-informed tools for building relationships

Time: 9am-12pm**Cost: \$ 20.00****Location:** First Baptist Church * 395 Marion St (room 421) * Salem, OR**Class Description:** Feeling frustrated or hopeless when supporting children with BIG feelings? Explore research about what is going on in their brain (and yours!) during emotionally-charged situations, and examine their behavior in the context of personal and environmental factors. You'll learn and apply new tools that support the deep, growing inner workings of the children in your care.**Presented by: Jenifer Trivelli****Set Two****CKC: UGB****Age group: ALL****Monday September 23rd, 2019****Training ID # 62885****Exploring the Development of a Sense of Self for Infants and Toddlers****Time: 6:30pm-9:30pm****Cost: \$ 20.00****Location:** First Baptist Church * 395 Marion St (room 421) * Salem, OR 97301**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**

Monday September 30th, 2019**Dollar Store Science & Engineering****Training ID # PENDING****Time: 6:30pm-9:30pm Cost: \$20.00 Location: Salem Hospital, Bldg. C (Room A/B/ C) * 875 Oak St Salem, OR****Class Description:** Creating fun and developmentally appropriate science and engineering activities in early childhood should not cost an arm and a leg. Join us for an interactive session where we will use items bought at the *Dollar Store* to create fun and developmentally appropriate science and engineering activities for young children in your learning environment. You will leave this session with a toolbox of activities, resources, book lists, and more, to take back to your classroom!**Presented by:** Cindy Ryan**Set Two****CKC:****Age group:**

POLK COUNTY

Thursday August 15th, 2019**Training ID # 62917****Exploring "Sanford Harmony" Social Emotional Curriculum Everyday Practices - PART TWO****Time: 6:30pm-9:30pm Cost: \$ 20.00 Location: Mid-Valley Christian Academy * 1483 16th St N * Monmouth, OR 97361****Class Description:** This training will examine the everyday classroom practices embedded in the Sanford Harmony Social-Emotional Curriculum. Every day activities that will be explored and practiced will be "Meet Up", "Buddy Up" and "Connections". Tools to integrate these activities into existing classroom structures will be examined.**Presented by:** Jenna Sanders**Set Two****CKC: LEC****Age group:** Preschool**Thursday September 19th, 2019****Engaging Children in Scientific Inquiry****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:** We will examine the importance of exploring and delving into science. We will explore how to support scientific inquiry in the classroom through hands-on activities.**Presented by:** Shirley Calonder**Set Two****CKC: LEC****Age group:** ALL

YAMHILL COUNTY

Monday August 5th, 2019**Training ID # 62924****Exploring the Development of a Sense of Self for Infants and Toddlers****Time: 6:30pm-9:30pm Cost: \$ 20.00 Location: McMinnville DHS * 334 Norton Lane * McMinnville, OR 97128****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**Monday September 9th, 2019****Engaging Children in Scientific Inquiry****Training ID # PENDING****Time: 6:30pm-9:30pm Cost: \$ 20.00 Location: McMinnville DHS * 334 Norton Lane * McMinnville, OR 97128****Class Description:** We will examine the importance of exploring and delving into science. We will explore how to support scientific inquiry in the classroom through hands-on activities.**Presented by:** Shirley Calonder**Set Two****CKC: LEC****Age group:** ALL



THE SPARK PROCESS

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



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 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>





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/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 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	