

# **Child Care Resource & Referral**



# **Training Calendar**

# Quarter 3: January - February-March 2025

| Date/Time/Location  | Title of Training/  | Description  | Other Information  |
|---|---|--|--|
|   | Presenter   |  |  |
| Tuesday, January 7, 2025<br>6:30pm-8:30pm<br>CCR&R– Face-to-Face      | Presenter<br>Partnering with Families to<br>Address Challenging Be-<br>haviors<br>Brandi Parnell<br>Healthy Social Behavior<br>Specialist | When a child uses challenging behaviors at<br>school, parents and teachers need to work<br>together to address the issue. However,<br>when discussing behavior problems par-<br>ents often feel blamed by the teachers and<br>teachers often feel unsupported by the<br>parents. This session focuses on developing<br>strategies and skills to make these conver-<br>sations more productive for everyone<br>especially the child! Participants will learn<br>how to set the stage for and successfully   | Cost: \$8.00 for CCR&R<br>Library Members/\$10.00<br>for non-members<br>Credit: 2 CHCs     |
|   |   | conduct these difficult conversations with parents.  |  |
| Saturday, January 11, 2025<br>8:00 am—12:00 pm<br>CCR&R– Face-to-Face | CPR and First Aid<br>Amanda Morris and<br>Debbie Cashwell   | This class will include CPR for infants, chil-<br>dren, and adults along with general first aid<br>skills. Participants must check out a book<br>from the CCR&R Lending Library office to<br>review so they are  | Cost: \$55.00 for<br>CCR&R<br>Library Members<br>\$65.00 for non-members<br>Credit: 5 CHCs |
|   | Quality Enhancement<br>Specialists  | familiar with the course material before the training.   | Maximum of 10<br>participants  |
| Monday, January 13, 2025<br>9:30 am - 11:30 am<br>CCR&R– Virtual      | IT'S SIDS<br>Demeka Bryant<br>Birth—3 Specialist  | This required training explains all the parts<br>of North Carolina's SIDS Law. Partici-<br>pants will review information about when<br>and how to use the approved waivers,<br>how to best place a baby in bed to sleep,<br>and other "Best Practices" recommenda-<br>tions. During the workshop, participants<br>will get the needed information to create a<br>Safe Sleep Policy, updated research about<br>SIDS, and local health and safety resources.<br>Participants also will be walked through<br>how to do an unresponsive infant drill and<br>the reason for doing them regularly. | Cost: \$8.00 for CCR&R<br>Library Members/\$10.00<br>for non-members Credit:<br>2 CHCs     |
| January 14, 2025<br>6:30—8:30 pm<br>Virtual                           | Building Relationships with<br>Infants and Toddlers<br>NC B3 Quality Initiative   | To register please visit:<br>https://ccchildcareconnections.org/ or<br>earlyyearsnc.org  |  |

| Date/Time/Location   | Title of Training/<br>Presenter   | Description   | Other Information  |
|--|---|---|--|
| Tuesday, January 14, 2025<br>6:30 pm - 8:30 pm<br>CCR&R– Face to Face  | North Carolina Health and<br>Sanitation<br>Debbie Cashwell<br>Health and Safety<br>Specialist                                     | Are you following North Carolina's health<br>and sanitation guidelines on a day to day<br>basis? Is your handwashing and diapering<br>completed without any lapses? This<br>hands on training is a great way to learn<br>the ins and outs of North Carolina's<br>health and sanitation regulations. With<br>two hours of hands on practice, this train-<br>ing is surely one that will keep your hands<br>from getting dirty!   | Cost: \$8.00 for CCR&R<br>Library Members/\$10.00<br>for non-members<br>Credit: 2 CHCs   |
| January 14, 2025<br>6:30-8:30 pm<br>Virtual                            | Creating a Yes<br>Environment: Safe Spaces<br>for Infants & Toddlers<br>NC B3 Quality Initiative                                  | To enroll please visit:<br><u>www.childcareresourcesinc.org</u> or<br>Region 4 CCR&C—Puzzles  |  |
| Thursday, January 16, 2025<br>6:30 pm - 8:30 pm<br>CCR&R– Face-to-Face | Behavioral Intervention<br>Strategies: You want me<br>to try what?<br>Sonia Sumner<br>Healthy Social Behavior<br>Specialist       | Teachers who care for children with<br>behavioral difficulties, often find<br>themselves reacting in ways that<br>reinforce the behavior and make it worse.<br>Behavioral intervention strategies are<br>planned responses to behaviors that help<br>teachers prepare for situations in which<br>past responses have not been successful.<br>This session focuses on helping<br>participants develop new responses to<br>challenging behaviors using six key<br>intervention strategies.  | Cost: \$8.00 for CCR&R<br>Library Members/\$10.00<br>for non-members<br>Credit: 2 CHCs   |
| Thursday, January 23, 2025<br>6:30-9:30 pm<br>Face to Face             | Emergency<br>Preparedness And<br>Response<br>Angela Pate<br>FCCH Specialist<br>Amanda Morris<br>Quality Enhancement<br>Specialist | The Emergency Preparedness and<br>Response (EPR) in Child Care Training<br>provides early educators with information<br>and tools to prepare for many types of<br>emergencies. The EPR in Child Care<br>Training addresses NC Child Care Rules on<br>emergency preparedness, current best<br>practice recommendations, and guidance<br>on completing the online EPR Plan. The<br>EPR Plan template can be found on the<br>North Carolina Emergency Management<br>website. The training is presented in a<br>two-and-a-half-hour session. NC Child<br>Care Rules require that a designated<br>individual from all licensed centers and<br>family child care homes complete the<br>training and submit a facility EPR Plan. | Cost: \$8.00 for CCR&R<br>Library Members/\$10.00<br>for non-members<br>Credit: 2.5 CHCs |

| Date/Time/Location   | Title of Training/<br>Presenter   | Description   | Other Information  |
|--|---|---|--|
| January 23, 2025<br>6:30—8:30 pm<br>Virtual                        | Applying NCFELD to<br>Infant & Toddler<br>Planning  | To register please visit:<br>www.childcareresourcesinc.org or   |  |
|  | NC B3 Quality Initiative  | Region 4 CCR&R—Puzzles  |  |
| Tuesday, January 28, 2025<br>6:30 pm—8:30 pm<br>CCR&R Face to Face | Why Questions Matter:<br>Improving Interactions,<br>Conversations and Cre-<br>ating Fun and Mean-<br>ingful Experiences<br>for School-Age Children<br>Tammy Cullom<br>School-age Specialist | Do you have a desire to enhance the fun,<br>connection, and interactions in your<br>classroom? Do you have a willingness to<br>grow as a professional and make a<br>difference in the lives of others? If you'd<br>like to deepen classroom conversations,<br>and improve the connections with your<br>students come ready to learn "why<br>questions matter." After attending this<br>learning event, participants will be able to<br>describe the importance of meaningful<br>questions, modify closed-ended questions<br>to open-ended questions, and demon-<br>strate questioning strategies for use in<br>their school-age settings. | Cost: \$8.00 for CCR&R<br>Library Members/\$10.00<br>for non-members<br>Credit: 2 CHCs |
| January 30, 2025<br>6:30—8:30 pm<br>Virtual                        | Infants and Toddlers<br>Healthy Behaviors<br>NC B3 Quality Initiative   | To register please visit:<br>Early Years or<br>Iredell County Partnership for Young<br>Children   |  |
| Tuesday, February 4, 2025<br>6:30 pm-8:30 pm<br>CR&R Face to Face  | Preventing Challenging<br>Behaviors: An ounce of<br>prevention is worth a<br>pound of cure!<br>Brandi Parnell<br>Healthy Social Behavior<br>Specialist                                      | The environment a teacher creates,<br>paired with her knowledge of the children<br>in her care, can prevent many challenging<br>behaviors in young children. Teachers<br>who create positive social environments<br>find that children more easily develop the<br>social-emotional skills they need to suc-<br>ceed. This session focuses on modifica-<br>tions teachers can make in six key areas<br>of the environment that will pre-<br>vent and reduce conflict that leads to   | Cost: \$8.00 for CCR&R<br>Library Members/\$10.00<br>for non-members<br>Credit: 2 CHCs |

| Date/Time/Location  | Title of Training/<br>Presenter  | Description   | Other Information   |
|---|--|---|---|
| Tuesday, February 4, 2025<br>6:30 pm - 8:30 pm<br>CCR&R– Virtual  | IT Zone: Creating a Yes<br>Environment/Safe<br>Space for Infants and<br>Toddlers<br>Demeka Bryant<br>Birth—3 Specialist                    | What does it take to create and utilize a<br>safe environment for infants and tod-<br>dlers? Join us as we look at key strategies<br>incorporating child development and ac-<br>tive supervision in maintaining safe and<br>engaging environments.  | Cost: \$8.00 for CCR&R<br>Library Members/\$10.00<br>for non-members Credit: 2<br>CHCs                                    |
| Tuesday, February 4, 2025<br>6:30—8:30 pm<br>Face to Face<br>New Bern Fire Dept. Training<br>Facility<br>333 Glenburnie Dr.<br>New Bern | Fire Safety<br>Jeff Connor<br>New Bern Fire<br>Department  | This workshop will discuss how to<br>prevent, extinguish and control fires in<br>home and child care settings. Participants<br>will have the opportunity to use a real fire<br>extinguisher.  | Cost: \$8.00 for CCR&R<br>Library Members<br>\$10.00 for non-members<br>Credit: 1.5 CHCs<br>Maximum of 40<br>Participants |
| Thursday, February 6, 2025<br>6:30 pm - 8:30 pm<br>CCR&R– Face to Face  | IT'S SIDS<br>Angela Pate<br>FCCH Specialist<br>Amanda Morris<br>Quality Enhancement<br>Specialist  | This required training explains all the<br>parts of North Carolina's SIDS Law.<br>Participants will review information about<br>when and how to use the approved waiv-<br>ers, how to best place a baby in bed to<br>sleep, and other "Best Practices" recom-<br>mendations. During the workshop, partic-<br>ipants will get the needed information to<br>create a Safe Sleep Policy, updated re-<br>search about SIDS, and local health and<br>safety resources. Participants also will be<br>walked through how to do an unrespon-<br>sive infant drill and the reason for doing<br>them regularly. | Cost: \$8.00 for CCR&R<br>Library Members/\$10.00<br>for non-members Credit: 2<br>CHCs                                    |
| February 10, 2025<br>6:30—8:30<br>Virtual   | Building Relationships<br>with Infants and<br>Toddlers<br>NC B3 Quality Initiative   | To register please visit:<br>www.childcareresourcesinc.org  |   |
| Tuesday, February 11, 2025<br>6:30—8:30 pm<br>CCR&R Face to Face  | Interactions in Child-<br>care<br>Amanda Morris &<br>Debbie Cashwell<br>Professional Develop-<br>ment and Health and<br>Safety Specialists | Positive interactions are a key component<br>of high quality childcare. Knowing the<br>types of interactions, the meaning of in-<br>teraction and the best practices of inter-<br>action will help give you a better under-<br>standing of why interactions are so im-<br>portant in early childhood.   | Cost: \$8.00 for CCR&R<br>Library Members/\$10.00<br>for non-members<br>Credit: 2 CHCs                                    |

| Date/Time/Location  | Title of Training/<br>Presenter   | Description   | Other Information  |
|---|---|---|--|
| Thursday, February 13, 2025<br>6:30 pm– 8:30 pm<br>CCR&R—Face to Face                         | Building Relationships<br>with Children and<br>Youth that Challenge<br>Us<br>Tammy Cullom<br>Quality Enhancement<br>Coordinator | Have you ever been secretly pleased when one<br>of the children in your group is absent? Some<br>children are more difficult to work with than<br>others. This professional development<br>program will help you to take an honest look at<br>children and your feelings about them. Explore<br>what professionals can do to build positive rela-<br>tionships with all children – even the ones<br>who challenge us.   | Cost: \$8.00 for CCR&R Li-<br>brary Members/\$10.00 for<br>non-members<br>Credit: 2 CHCs |
| February 13, 2025<br>6:30—8:30 pm<br>Virtual<br>February 24, 2025<br>6:00 –8:00 pm<br>Virtual | Infants and Toddlers<br>Healthy Behaviors<br>NC B3 Quality Initiative<br>Applying NCFELD to<br>Infant-Toddler<br>Planning       | To register please visit:<br><u>https://depc.org</u> or <u>https://ccpfc.org</u><br>To register please visit:<br><u>www.childcareresourcesinc.org</u>   |  |
| Thursday, February 27, 2025<br>6:30 pm - 8:30 pm<br>CCR&R– Face to Face                       | NC B3 Quality Initiative<br>Toxic Stress<br>Sonia Sumner<br>Healthy Social Behavior<br>Specialist                               | Stress is a fact of life, no matter your age. Some<br>stress is good for us – it keeps us attentive,<br>sharp, productive, and learning. But Toxic<br>Stress affects brain development and<br>learning in young children and can have long-<br>lasting effects. This session will help partici-<br>pants define stress responses and understand<br>the difference between "tolerable" and "toxic"<br>stress. We'll look at the long-term effects of<br>Toxic Stress and investigate practices for miti-<br>gating those effects and promoting resilience in<br>young children.              | Cost: \$8.00 for CCR&R Li-<br>brary Members/\$10.00 for<br>non-members<br>Credit: 2 CHCs |
| <b>Monday, March 3, 2025</b><br>9:30—11:30 am<br>CCR&R– Virtual                               | <b>IT'S SIDS</b><br><b>Demeka Bryant</b><br>Birth—3 Specialist  | This required training explains all the parts of<br>North Carolina's SIDS Law. Participants will<br>review information about when and how to use<br>the approved waivers, how to best place a ba-<br>by in bed to sleep, and other "Best Practices"<br>recommendations. During the workshop, par-<br>ticipants will get the needed information to<br>create a Safe Sleep Policy, updated research<br>about SIDS, and local health and safety re-<br>sources. Participants also will be walked<br>through how to do an unresponsive infant drill<br>and the reason for doing them regularly. | Cost: \$8.00 for CCR&R Li-<br>brary Members/\$10.00 for<br>non-members Credit: 2 CHCs    |

| Date/Time/Location   | Title of Training/  | Description   | Other Information  |
|--|---|---|--|
| Tuesday, March 4, 2025<br>6:30 pm– 8:30 pm<br>CCR&R—Face to Face                           | Presenter<br>Causes of Misbehavior:<br>Why do they act this<br>way?<br>Brandi Parnell<br>HSB Specialist | Why do some children come to depend<br>on challenging behaviors while others<br>discover better, more effective ways to<br>get what they want? Generally, children<br>use negative behavior when they lack the<br>skills that would help them meet their<br>needs. Teachers who take time to assess<br>the reason for misbehavior are better<br>able to teach children new social emo-<br>tional skills. This session focuses on the<br>common reasons that children misbe-<br>have, a crucial first step in determining<br>how to prevent/reduce challenging be-<br>haviors.                 | Cost: \$8.00 for CCR&R<br>Library Members/\$10.00<br>for non-members Credit: 2<br>CHCs   |
| Thursday, March 6, 2025<br>6:30 pm - 8:30 pm<br>CCR&R– Face to Face                        | Strengthening Business<br>Practices (2)<br>Angela Pate<br>FCCH Specialist                               | The purpose of this training is to strength-<br>en family child care providers' founda-<br>tional knowledge of fiscal terms, con-<br>cepts, and practices. It encourages pro-<br>viders to realize the importance of fiscal<br>planning to the sustainability of their<br>business operations. It provides tips and<br>best practices to help break down fiscal<br>processes into manageable steps.   | Cost: \$8.00 for CCR&R<br>Library Members/\$10.00<br>for non-members Credit: 2<br>CHCs   |
| Thursday, March 6, 2025<br>6:30—8:30 pm<br>Virtual   | Building Relationships<br>with Infants and<br>Toddlers<br>NC B3 Quality Initiative                      | To register please visit:<br>Child Care Resource Center<br>Or<br>South Western Child Development<br>Commission  |  |
| Tuesday, March 11 & Tuesday,<br>March 18, 2025<br>6:30 pm - 9:00 pm<br>CCR&R– Face to Face | Basic School Age Care<br>Tammy Cullom<br>School Age Specialist  | BSAC (Basic School Age Care) is a 5 hour<br>introductory level training event for<br>school age care professionals that are<br>new to the field. The training includes the<br>following modules: 1) Health, Safety &<br>Nutrition, 2) Environmental Design, 3)<br>Child/Youth Development, 4) Develop-<br>mentally Appropriate Activities, 5) Guid-<br>ing Child Behavior, and 6) Quality School<br>Age Care. This training is required by the<br>North Carolina Division of Child Develop-<br>ment and Early Education for school age<br>care professionals working in licensed<br>programs. | Cost: \$20.00 for CCR&R<br>Library Members/\$25.00<br>for non-members<br>Credit: .5 CEUs |

| Date/Time/Location   | Title of Training/<br>Presenter  | Description   | Other Information  |
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| Thursday, March 13 & Thursday,<br>March 20, 2025<br>6:30 pm– 8:30 pm<br>CCR&R—Face to Face | North Carolina<br>Foundations for Early<br>Learning and<br>Development<br>Amanda Morris and<br>Debbie Cashwell<br>Quality Enhancement<br>Specialists | This Foundations course will provide<br>participants with an introduction to<br>document North Carolina Foundations for<br>Early Learning and Development.<br>Participants will use the book to learn<br>about the standards, how they are<br>structured, and how to implement them<br>in early childhood settings. Participants<br>will construct the knowledge base<br>necessary to use the standards in<br>supporting children in their learning and<br>development by embedding the<br>standards in daily classroom planning and<br>practice. | Cost: \$8.00 for CCR&R<br>Library Members/\$10.00<br>for non-members<br>Credit: 2 CHCs |
| March 18, 2025<br>6:30—8:30 pm<br>Virtual  | Creating a Yes<br>Environment: Safe<br>Spaces for Infants &<br>Toddlers<br>NC B3 Quality Initiative  | To register please visit:<br>Albemarle Alliance for Children and Fami-<br>lies<br>Or<br>Cumberland County Partnership for<br>Children   |  |

| Date/Time/Location                                       | Title of Training/<br>Presenter   | Description   | Other Information   |
|--|---|---|---|
| March 18, 2025<br>6:30—8:30 pm<br>Virtual                | Creating a Yes<br>Environment: Safe<br>Spaces for Infants &<br>Toddlers<br>NC B3 Quality Initiative | To register please visit:<br>Albemarle Alliance for Children and Fami-<br>lies<br>Or<br>Cumberland County Partnership for<br>Children   |   |
| March 20, 2025<br>6:30—8:30 pm<br>Virtual                | Applying NCFELD to<br>Infant & Toddler<br>Planning<br>NC B3 Quality Initiative                      | To register please visit:<br>Child Care Connections<br>Or<br>Generation Ed  |   |
| March 20, 2025<br>6:30 –8:30 pm<br>Virtual               | Infants and Toddlers<br>Healthy Behaviors<br>NC B3 Quality Initiative                               | To register please visit:<br>Region 4 CCR&R—Puzzles<br>Or<br>Child Care Resources, Inc.   |   |
| Saturday, March 22, 2025<br>8 am-4:00 pm<br>Face to Face | Building Brighter<br>Futures<br>Conference  | This year our conference will focus on<br>assisting children with challenging behav-<br>iors and what or how to look for indica-<br>tors of underlying issues. We will include<br>topics such as special needs, inclusion,<br>behavior management, and so on. We<br>will also focus on Mental Health strate-<br>gies. | Cost: \$20 if registered<br>before or on 02/24/2025<br>or \$30.00 on or after<br>02/28/2025.<br>Credit: .5 CEUs |

| Date/Time/Location   | Title of Training/<br>Presenter             | Description  | Other Information   |
|--|---|--|---|
| Thursday, March 27, 2025<br>6:30 pm - 8:30 pm<br>CCR&R– Face-to-Face | Flip-It!!<br>Sonia Sumner<br>HSB Specialist | An intervention strategy for addressing<br>challenging behavior. Flip It is a strategy<br>anyone can use to address a challenging<br>behavior. It is a simple, kind, strength<br>based, commonsense, and effective four<br>step process embodied in the FLIP IT<br>mnemonic: F-Feelings, L-Limits,, I-<br>Inquiries, P-Prompts. FLIP IT transforms<br>best practice into a strategy that is easy<br>to remember, applicable in a variety of<br>challenging situations and portable. FLIP<br>IT may not be rocket science, but it is<br>brain development, and an effective strat-<br>egy all teachers should know how to use.<br>Come learn how to FLIP your kids instead<br>of flipping your lid! | Cost: \$8.00 for CCR&R<br>Library Members/\$10.00<br>for non-members<br>Credit: .5 CEUs |



CCR&R's Quarterly Training Calendar and Parent/ Provider Newsletter can be accessed at our website:

> Find us on: facebook.

https://www.facebook.com/CravenSmartStart https://www.facebook.com/cravencountyccrr



# **CCR&R** Training Policies & Procedures

- All payments are due at time of registration. Trainings/classes are filled on a first paid/first registered basis. Training fees must be brought into CCR&R during normal business hours, Monday—Thursday, 8:00am—5:00pm, in person at our office, or mailed to 2111 Neuse Blvd Suite F, New Bern, NC 28560. Employees of CCR&R/Craven Smart Start are not allowed to take any money outside of the office, or after normal business hours.
- 2. A registration form must accompany all payments for each participant. Registration forms are attached to the Training Calendar, can be picked up at our office, or can be accessed online at www.cravensmartstart.org. A registration form must be submitted for all trainings.
- 3. All fees and registration forms are due 2 days before a scheduled training by 5:00pm, unless otherwise stated on the Training Calendar. No participants will be added to a Training Roster after the registration date closes.
- 4. No refunds will be given. A credit for future trainings will be given if a class is cancelled due to unforeseen circumstances on the part of CCR&R, or the minimum number of participants is not reached.
- 5. Cancellations must be made at least 24 hours in advance. A training credit will be issued if a paid participant calls to cancel at least 24 hours in advance of the training. Individuals who miss a training (for any reason) will not be given a credit unless they called 24 hours in advance.
- 6. Substitutions of participants will not be allowed.
- 7. Individuals who are on the CCR&R "No Services List" are not eligible to attend trainings with CCR&R until all fines are paid in full.
- 8. Unless otherwise stated, each class/training must have a minimum of 5 paid participants to be held. If the required number of participants is not met by the registration deadline, the class will be canceled, and registered participants will receive a credit that can be used towards future trainings.

#### Registration

- 1. Each participant must have their own individual email and personal phone number listed. All correspondence is being completed through email and phone. It is important to have your personal email and phone number so that each participant can be individually contacted.
- 2. We will not be able accept registration forms from providers at the same location using the facility phone number and/or email.



# **CCR&R** Training Policies & Procedures, cont...

- 3. Each participant must complete the registration form separately.
- 4. The demographic survey, pre-survey, and possible pre-assessment (depending on the training) must be completed BEFORE the evening of the training. If your demographic survey and pre-work is not submitted, you will not be allowed to attend the evening of the training. Participants will be given 48 hours upon completion of the training to submit the post assessment and evaluation documents to the trainer. Without this requirement being met, certificates of completion may not be given.
- 5. There will be a \$5 fee for issuing certificates to individuals who have submitted their paperwork beyond 48 hours after the training.

#### **Training Attendance**

- 1. Our trainings have limited number of spaces. Once our maximum capacity has been filled, we stop enrollment for that training. Please register early to ensure your space.
- 2. To ensure that all participants are actively involved during trainings, participants must have their electronic device (computer, laptop, cellphone, iPad) camera turned on during the entire training.
- 3. Please refer to the time a training begins. To participate in the training, please login to the training 5-10 minutes prior to the beginning of the training. If you are more than 15 minutes late, you will not be allowed to attend the training and must register for the class the next time it is offered.
- 4. If you sign up for multiple trainings and do not attend, your enrollment into future trainings may be limited.

#### There are no exceptions to the above!

If you have any questions, concerns, or would like clarification on our policies and procedures, please call Erin @ (252) 672-5921 ext. 32.

Revised September 3, 2021









# **IMPORTANT TRAINING UPDATES FOR**

# **Its SIDS and Emergency Preparedness**

It has come to our attention that the state of North Carolina and the North Carolina Child Care Health and Safety Resource Center has placed new guidelines for It's SIDS and Emergency Preparedness.

Beginning April 1, 2022:

- No more than 8 people can attend the training at a time.
- Trainees will be required to fill out and return a training affidavit with the required training rules.
- All trainees must follow the signed affidavit, return all required paperwork, and actively participate during the training to receive their certificate.
- The affidavit is on the next page. Please bring this completed form when registering for your training.

For It's SIDS, any new trainees who are taking the training for the first time MUST take the training face-to-face.

# Trainee Affidavit

## All trainees agree to the following:

- I will not engage in other work or personal activities, including but not limited to, providing care (for child/ren or adult/s), driving, preparing meals, attending a class or other training.
   Engaging in other work or personal activities will result in removal from the training and denial of a certificate of completion.
- I will be an active participant and demonstrate respect and professionalism throughout the training, including but not limited to asking questions and being responsive to the trainer.
- I will not record the training session or share personal information to be respectful of other attendees.
- I will arrive on time, attend the entire training, and be prompt when returning from scheduled breaks.

### If attending virtually:

- I will attend through use of a desktop computer, laptop, or tablet with sound and an operating camera. I will have the camera on and be visibly present to the trainer for the duration of the training.
- I will not attend using a cell phone.
- I will have access to a stable internet connection for the duration of the training.

### I understand that:

• Failure to meet any of the expectations outlined will result in denial of a certificate of completion.

## \*\*If this is ITS-SIDS Training, it may not be taken virtually if it is the <u>first time</u> attending this training. It can only be taken virtually if the training is being renewed after three years.

Name:

Date:

Signature:

This document was reviewed by the NC Division of Child Development and Early Education (DCDEE) February 2022.

Signal Commission

February 2022

| Craven<br>Smart Start<br>Eech Child. Our Community. | Child Care Resource &<br>Training Registration Fo<br>Quarter 1: July - August - Septe | orm           |
|---|---|---------------|
| Name:   | Phone nu  | umber: ()     |
| Mailing Address:                                    | City:   |               |
| Zip Code:   | Email Address:  | @             |
|   | CCR&R Library Member Number (if applicabl   | le):          |
| Place of Emplo                                      | oyment:   |               |
|   | Work Phone Number: ()   |               |
| Co  | unty in which you are employed:   |               |
| Clas  | ssroom: Ages yo   | ou work with: |

\*Please fill out the above information accurately as it will be used to contact you in the event of any changes, track your training participation/attendance in our database, etc.

| Date of Training | Training Title | Cost of Training |
|------------------|----------------|------------------|
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|                  |                |                  |
|                  |                |                  |
|                  |                |                  |
|                  |                |                  |

\*If you would like to purchase a CCR&R Lending Library Membership, please check below and include an additional \$10.00 for the annual fee. If you choose this option, a library card will be mailed to you at the address provided above.

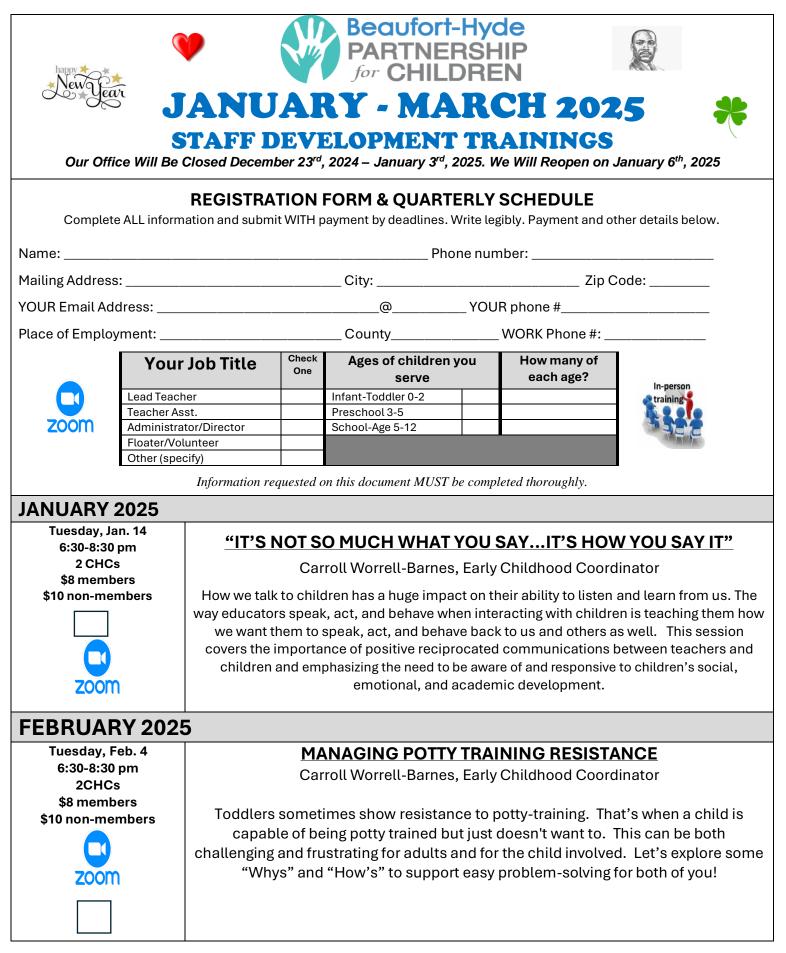
CCR&R Library Membership [ ] \$10.00

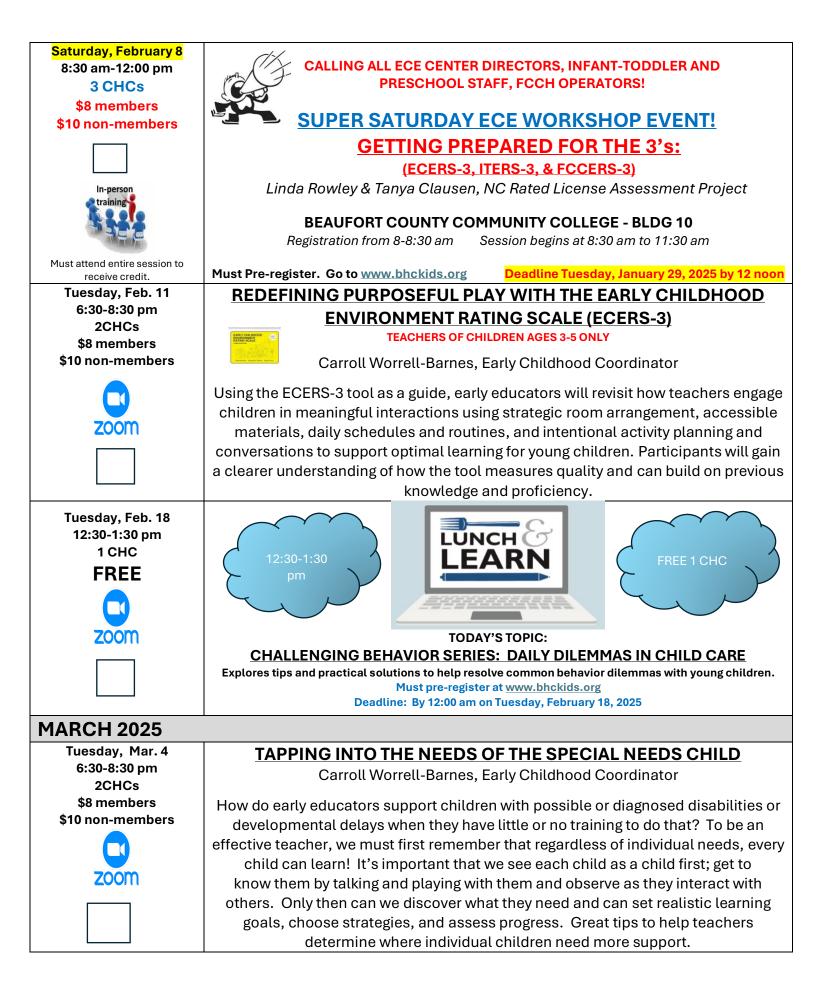
Total Amount Enclosed \$\_\_\_\_\_

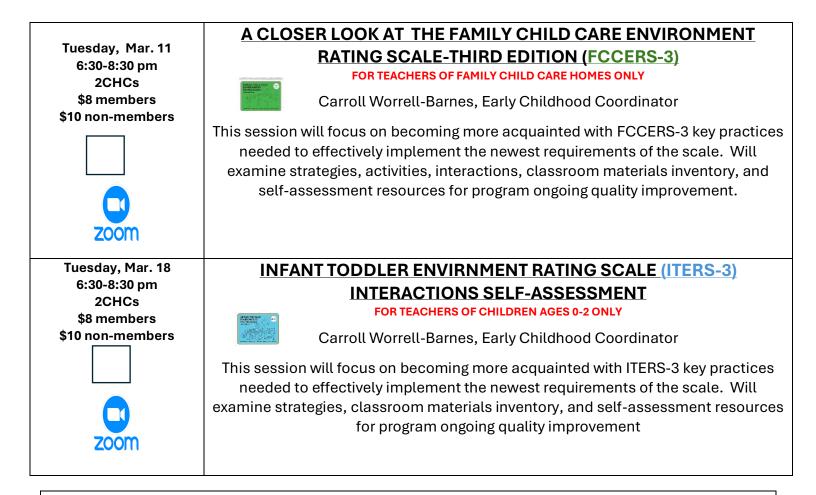
\_\_\_\_check \_\_\_\_\_\_ cash \_\_\_\_\_\_money order \_\_\_\_\_credit card

\*\*Registration will not be confirmed until payment is received. If a training is full when payment is received, you will be contacted at the information you provided above.

Please make checks payable to: Craven Smart Start. 2111 Neuse Blvd Suite F New Bern, NC 28560







# CERTIFICATION TRAINING NOW AVAILABLE THROUGH BEAUFORT-HYDE PARTNERSHIP FOR CHILDREN

Our Session offered as a Hybrid Training (online & face-to-face).





ARC Certified Instructors. Must have computer & internet access.

# **ADULT & PEDIATRIC CPR, FIRST AID/AED**

with Epinephrine Auto-Injector Administration and Asthma and Quick-Relief Medication Administration

\$55 per person

Registration can be done on-line or in office, if you have any questions please call Michelle O'Kelley at 252-975-4647, ext. 113

\*\*Hybrid training MUST be completed within a 2-week period\*\* \*The hands-on portion will be scheduled for the 14<sup>th</sup> day after the start date\*

> <u>What specific training topics are you interested in? Let us know.</u> <u>Contact Carroll at www.training@bhckids.org</u>



# **PROFESSIONAL DEVELOPMENT WORKSHOP REGISTRATION POLICIES & PROCEDURES**

# Our quarterly training schedule is available online at our website <u>www.bhckids.org</u> under the Early Educators Tab.

### **REGISTRATION & PAYMENT PROCEDURES**

- Complete the registration sheet form found on our website at www.bhckids.org under the early educator tab. You may also pick up a registration sheet at our office. Trainings for most 2-hour workshops start at \$8. Continuing Education Credits (CEUs) will vary. Trainings outside of Region 2 will pay \$5 more for trainings.
- Two ways to pay:
  - 1. Click here to pay online.

PayPal

2. In-person or by mail (checks only) to BHPC (979 Washington Square Mall, Washington, NC 27889) with exact payment. A fee will apply for returned checks.

### **GENERAL TRAINING REGISTRATION & INSTRUCTIONS:**

- PRE-REGISTRATION IS REQUIRED FOR ALL WORKSHOPS PAID OR FREE.
- Registrations must be received in our office by 12:00 noon on the day BEFORE the training takes place.
   (Example: If training is on Tuesday, the registration period ends on Monday at 12:00 pm). ITS SIDS registration must be received 1 week prior to training.
- Before registering for virtual workshops, please make sure you have access to:
  - Internet with working email address
  - o ZOOM App
  - o Computer with speaker, microphone, video camera (Cell phones are not recommended.)
  - Uninterrupted time & space to successfully take the training (*Please do not drive while participating in trainings*)
- If the training is <u>virtual</u>, you will receive the training pre-test via Google forms to complete & email back to us by 12:00 NOON ON THE DAY OF THE TRAINING. Failure to submit the virtual pretest on time will forfeit your admittance to the training. ITS SIDS Virtual Training Pre-test and Training agreement must be completed by 12:00 pm the day <u>before scheduled training</u>.
- TO RECEIVE PASSWORD-PROTECTED CERTIFICATE for training attendance:
  - If the training was virtual, you will complete the online post test and evaluation and email back to us.
     CERTIFICATE OF ATTENDANCE will be emailed to you. Modification to the certificate document is strictly prohibited and considered fraud.
- BHPC **DOES NOT** provide replacement certificates and is not responsible for re-issuing lost or damaged training certificates.
- We do not give refunds for missed trainings, however if you notify us that you cannot attend an event at least one day in advance, we may issue you a credit to attend another training within the same calendar year.
- Registrants who cannot attend after they preregister may elect to get a substitute to replace them if they: (1)
   <u>FIRST NOTIFY BHPC, (2) PAY AN EXTRA \$2 SURCHARGE IN CASH NO LATER THAN 12 NOON ON THE DAY OF THE TRAINING.</u>
- BHPC reserves the right to postpone or cancel trainings based on the following situations: (1) LESS THAN 3
   PARTICIPANTS PRE-REGISTER, (2) INCLEMENT WEATHER, OR (3) OTHER EMERGENCIES. Registrants
   will be notified by phone/email as soon as possible. Alternative dates will be selected at BHPC's discretion.
   Refunds will not be issued; however, credits will be offered to attend training on the rescheduled date or an
   agreement to attend a replacement training will be offered cost is equal.

 No one will be admitted to the training after 6:45pm, so we urge you to join the training at least 15 minutes before it begins. REMEMBER: You must be present/participate during the entire time, and we must be able to <u>SEE/HEAR you.</u> Please do not bring children unless you receive prior approval.

### <u>Requests to provide additional off-site training:</u>

Based upon the availability of scheduling, BHPC can offer off-site Professional Development training at **your** facility upon request. This agreement is solely at the discretion of BHPC and the following conditions must be met:

- The workshop date requested does not conflict in any way with the existing BHPC schedule of trainings or events.
- Training time will be discussed during planning with facility. Example: 9:00 am at off-site location; 6:00 pm at BHPC, etcetera.
- Requests must be submitted at least **30 days in advance**.
- o A non-refundable \$25 fee must be paid to secure a training date and time agreement.
- A minimum number of <u>6 persons must be present.</u>
- Fee for 2-hour CHC workshops is generally \$8 per person.
- Fee for CEUs will vary depending on content, number of contact hours associated, and supplementary materials required.
- All fees must be submitted **one week in advance** before training takes place.
- **Some trainings** can only be held at our office due to space, equipment, and materials needed for the presentation.

ResourceRoom@bhckids.org 252-975-464, ext.101

## TYRRELL-WASHINGTON PARTNERSHIP FOR CHILDREN CHILD CARE RESOURCE AND REFERRAL 2025 TRAINING CALENDAR



# January 2025 - June 2025

The Importance of Child's Play in Preschool Education

Presenter: Debbie Cooper, Child Care Education Services

January 29, 2025 ~ 6:30pm-8:30pm ~ Tyrrell Washington Partnership for Children

Cost: \$20 – 2 CHC's.

This course focuses on the critical role of play in preschool settings, its impact on child development, and how to effectively incorporate play-based learning activities into their teaching practices. This is a 2-day training Please RSVP to twchildcarerr@gmail.com for further information in regards to this virtual training.

**ITS-SIDS** 

Presenter: Brenda Drake, CCR&R Coordinator, TWPFC

February 6, 2025 ~ 6:30pm-8:30pm – Tyrrell Washington Partnership for Children

**Cost: \$5 – 2 CHC's** 

This required training explains all the parts of North Carolina's SIDS Law. Participants will review information about when and how to use the approved waivers, how to best place a baby in bed to sleep, and other "Best Practices" recommendations. During the workshop, participants will get the needed information to create a Safe Sleep Policy, updated research about SIDS, and local health and safety resources. Participants also will be walked through how to do an unresponsive infant drill and the reason for doing them regularly.

Please RSVP to <u>twchildcarerr@gmail.com</u> for further information in regards to this virtual training.

**Effective Leadership Strategies** 

Presenter: Debbie Cooper, Child Care Education Services

February 26 and 27, 2025 ~ 6:30 pm-8 pm ~ Tyrrell Washiington Partnership for Children

Cost: \$30 – 3 CHC's. This is a 2-day training (1.5-hours each night)

This training will review what leadership is and how effective leaders deal with management issues and inspire their staff and team excel. By the conclusion of this training, participants will understand their leadership type and will identify several strategies to become better leaders withing their role.

Please RSVP to twchildcarerr@gmail.com for further information in regards to this virtual training.

**ITS-SIDS** 

Presenter – Brenda Drake, CCR&R Coordinator, TWPFC

March 6, 2025 ~ 6:30pm-8:30pm – (Virtual).

Cost: \$5 - 2 CHC's

This required training explains all the parts of North Carolina's SIDS Law. Participants will review information about when and how to use the approved waivers, how to best place a baby in bed to sleep, and other "Best Practices" recommendations. During the workshop, participants will get the needed information to create a Safe Sleep Policy, updated research about SIDS, and local health and safety resources. Participants also will be walked through how to do an unresponsive infant drill and the reason for doing them regularly.

Please RSVP to twchildcarerr@gmail.com for further information in regards to this virtual training.

Playground Safety

Presenter: Angela Pate, Craven Smart Start

March 13, 2025 ~ 6pm-8:30pm (Virtual)

Cost: \$15 – 2.5 CHC's

Outdoor play encourages movement and physical activity that is stimulating for children's development and learning. Playground safety training addresses playground safety hazards playground supervision, maintenance, general upkeep of the outdoor area, and age developmentally appropriate playground equipment. This training offers a practical and educational interpretation of North Carolina Child Care Commission's playground safety rules and how to conduct a playground audit. Requires 3-hours indoor training instruction wth 1-hour on an actual outdoor playground site. Must have at least one person at each facility certified.

Please RSVP to <u>twchildcarerr@gmail.com</u> for further information in regards to this virtual training.

**ITS-SIDS** 

Presenter: Brenda Drake, CCR&R Coordinator, TWPFC

April 1, 2025 ~ 6pm-8pm ~ Tyrrell Washington Partnership for Children

**Cost: \$5 – 2 CHC's** 

This required training explains all the parts of North Carolina's SIDS Law. Participants will review information about when and how to use the approved waivers, how to best place a baby in bed to sleep, and other "Best Practices" recommendations. During the workshop, participants will get the needed information to create a Safe Sleep Policy, updated research about SIDS, and local health and safety resources. Participants also will be walked through how to do an unresponsive infant drill and the reason for doing them regularly.

Please RSVP to <u>twchildcarerr@gmail.com</u> for further information in regards to the information on this virtual training.

BSAC ~ Basic School Age Care PART I

Presenter: Tammy Culloms, Quality Enhancement Coordinator, Craven Smart Start

April 3, 2025 ~ 6pm-8:30pm – Tyrrell Washington Partnership for Children

Cost: \$5 – 2.5 CHC's.

BSAC is a 5-hour introductory level training for school age care professionals that are new to the field. This training includes the following modules: 1-Health, Safety & Nutrition, 2-Environmental Design, 3-Child/Youth Development, 4-Developmentally Appropriate Activities, 5-Guiding Child Behavior, and 6-Quality School Age Care. This training is required by the North Carolina Division of Child Development and Early Education for school age care professionals working in licenced programs.

Please RSVP to twchildcarerr@gmail.com for further information in regards to this training.

BSAC ~ Basic School Age Care PART II

Presenter: Tammy Culloms, Quality Enhancement Coordinator, Craven Smart Start

April 10, 2025 ~ 6pm-8:30pm – Tyrrell Washington Partnership for Children

Cost: \$5 – 2.5 CHC's.

BSAC is a 5-hour introductory level training for school age care professionals that are new to the field. This training includes the following modules: 1-Health, Safety & Nutrition, 2-Environmental Design, 3-Child/Youth Development, 4-Developmentally Appropriate Activities, 5-Guiding Child Behavior, and 6-Quality School Age Care. This training is required by the North Carolina Division of Child Development and Early Education for school age care professionals working in licenced programs.

Please RSVP to twchildcarerr@gmail.com for further information in regards to this training.

**ITS-SIDS** 

Presenter: Brenda Drake, CCR&R Coordinator, TWPFC

May 6, 2025 ~ 6pm-8pm ~ Virtual

**Cost: \$5 – 2 CHC's** 

This required training explains all the parts of North Carolina's SIDS Law. Participants will review information about when and how to use the approved waivers, how to best place a baby in bed to sleep, and other "Best Practices" recommendations. During the workshop, participants will get the needed information to create a Safe Sleep Policy, updated research about SIDS, and local health and safety resources. Participants also will be walked through how to do an unresponsive infant drill and the reason for doing them regularly.

Please RSVP to <u>twchildcarerr@gmail.com</u> for further information in regards to the information on this virtual training.

**ITS-SIDS** 

Presenter: Brenda Drake, CCR&R Coordinator, TWPFC

June 3, 2025 ~ 6pm-8pm ~ Tyrrell Washington Partnership for Children

**Cost: \$5 – 2 CHC's** 

This required training explains all the parts of North Carolina's SIDS Law. Participants will review information about when and how to use the approved waivers, how to best place a baby in bed to sleep, and other "Best Practices" recommendations. During the workshop, participants will get the needed information to create a Safe Sleep Policy, updated research about SIDS, and local health and safety resources. Participants also will be walked through how to do an unresponsive infant drill and the reason for doing them regularly.

Please RSVP to <u>twchildcarerr@gmail.com</u> for further information in regards to the information on this virtual training.



# **REGISTRATION**

- Online Registration forms must be completed with all requested information.
- Pre-registration is required for all trainings. Participants are not registered until the payment is received by the Tyrrell-Washington Partnership for Children. Payment will not be accepted at the training.
- Training registration and payment will be due by 5:00 pm two (2) business days prior to the training. Registration and payment will not be accepted after the deadline date. The Tyrrell-Washington Partnership for Children is not responsible for registration forms or payment lost in the mail or not received on time. We do not call with reminders unless the location or the time of the training has changed.
- The minimum cost per training will be \$5.00. Other charges will be noted on training calendars.
- Checks and money orders should be payable to the Tyrrell-Washington Partnership for Children. If payment is being made by cash, please provide correct amount. Registration form with enclosed payment can be mailed to Tyrrell Washington Partnership for Children, 125-B West Water Street, Plymouth, NC 27962. Payments may also be made in person at the above address.
- If Tyrrell-Washington Partnership for Children cancels a training; staff will notify the registered participants two business days prior to the scheduled training. Participants will be credited for the payment.
- When training has less than (8) eight participants registered, it is likely to be cancelled.

#### **Cancellation Policy**

- If a participant has registered for a training and is not able to attend, he/she may contact the Tyrrell-Washington Partnership for Children office by 5:00 pm one business day before the scheduled training to request that her payment be credited towards another training.
- Registration fees are nonrefundable. Failure to cancel according to this policy will result in forfeiture of your registration fee. Sometimes, a workshop may be cancelled. In that case, you will be notified if you are a paid registrant and the paid amount can be applied towards another training.
- Participants will be given one training certificate upon successful completion of the training. The fee for a duplicate certificate will be \$3.

#### **Attendance**

- Only registered participants may attend trainings. Please do not bring other people with you to the training if they have not registered.
- In consideration of presenters and participants, no one will be allowed to enter 15 minutes after the training has begun. Training credits can only be issued for completed workshops. If a participant chooses to leave a workshop early, no credits will be issued.
- As cell phones are very distracting, please turn them off or put them on silent (not vibrate) during the workshop. If you must call someone or take a call, please step out of the training.
- Childcare is not provided at the trainings. Individuals who bring children with them to a training will not be admitted and no refund or credit will be given.
- Unprofessional, disruptive or rude behavior from any participant will be addressed with the individual. If the behavior continues, the individual will be asked to leave and no credit hours will be given for that training.

#### THERE ARE NO EXCEPTIONS TO THE ABOVE!

If you have any questions, concerns, or would like clarification on our policies and procedures, please call **Brenda Drake or Sherri Gilliam** at 252-793-5437.

## TYRRELL-WASHINGTON PARTNERSHIP FOR CHILDREN CHILD CARE RESOURCE AND REFERRAL 2024 TRAINING REGISTRATION FORM



| Name:                             | Phone number: ()   |   |
|-----------------------------------|--------------------|---|
| Mailing Address:                  | City:              |   |
| Zip Code: Email Address:          |                    | @ |
| Place of Employment:              |                    |   |
| Work phone:                       |                    |   |
| County in which you are employed: |                    |   |
| Classroom:                        | Ages you work with |   |

\*\*Please fill out the above information accurately as it will be used to contact you in the event of any changes, track your training participation/attendance, etc.\*\*

| DATE OF TRAINING | NAME OF PARTICIPANTS |
|------------------|----------------------|
|                  |                      |
|                  |                      |
|                  |                      |
|                  |                      |
|                  |                      |
|                  |                      |
|                  |                      |

Training Registration: Pre-registration is required for <u>ALL</u> workshops \*\*Please RSVP to confirm online registration. \*\*

Tyrrell Washington Partnership for Children

125B West Water Street Plymouth, NC 27962 252-793-5437 (Office) 252-793-1526 (Fax