

**Professional Development
Trainings**
September - December 2019

**A ROADMAP TO
*QUALITY***



New Trainings!
Entrenamientos en Español

Why Train at the Council?

"Helpful, fun, and creative."

"Refreshing!"

"Fun, exciting, hands-on!"

"Excellent! The trainer made it fun, and kept our attention."

"Excellent!"

"Interactive and eye-opening!"

"Really good ideas to apply to my classroom."

"Well done!"

"Relevant and though provoking."

"It was WONDERFUL! :)"

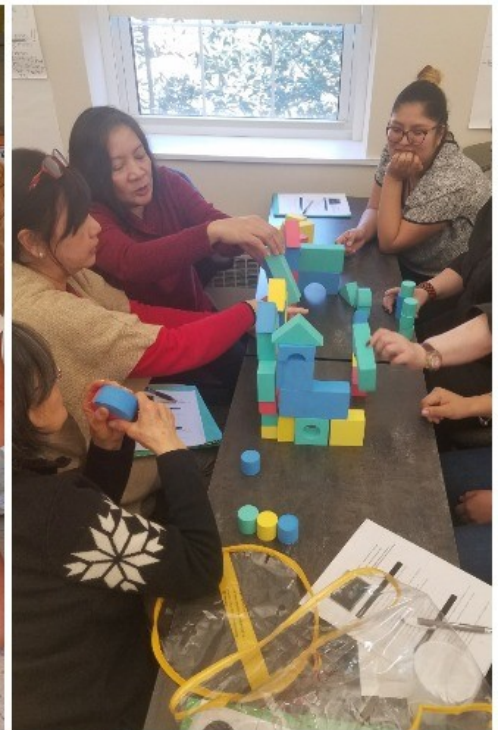


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Training at the Child Care Council

NYS Office of Children & Family Services (OCFS) Training Requirements

Each director, operator, and staff person must complete a minimum of thirty (30) hours of training every two years. For new programs or newly hired staff, fifteen (15) of the required thirty (30) hours of training must be obtained during the person's first six months of employment by the program.

The 30 hours of training must address all 9 OCFS training topics -

1. Child Development
2. Nutrition & Health
3. Program Development
4. Safety & Security
5. Business
6. Child Abuse and Maltreatment Identification & Prevention
7. Statutes and Regulations Pertaining to Child Care
8. Statutes and Regulations Pertaining to Child Abuse
9. Shaken Baby Syndrome (not required for school-age programs)

Core Body of Knowledge Core Competency Areas

1. Child & Growth Development
2. Family & Community Relationships
3. Observation & Assessment
4. Environment & Curriculum
5. Health, Safety, & Nutrition
6. Professionalism & Leadership
7. Administration & Management

Paying for Training - Tuition Support from EIP (Education Incentive Program)

The New York State Educational Incentive Program (EIP) supports the professional development of those working in the field of child care. Scholarships are awarded based on financial need. They can be used to pay for Council trainings, conferences, and the online eCDA course.

For an application and further information, call (518) 443-5940 or go to <http://ecetp.pdp.albany.edu>

Finding Trainings That Meet Your Needs

Some trainings are for everyone. Some are for a specific age group or type of program. The description for each training has a letter from this key. Use this key to decide if a training is for you.

Type of program -

- C - Child Care Centers
- FG - Family & Group Family
- SA - School Age
- P - Parents
- All - All programs

Age of children -

- IT - Infant-Toddler
- PS - Preschool
- SA - School Age
- ALL - All Ages

Training Certificates

Training certificates document that you attended a training. Training certificates are given only if you arrive on time and stay for the entire training. They are given at the end of the training if the Council has received and processed your registration and payment prior to the training.

Walk-ins will receive certificates after the payment has been processed.

Replacement certificates are available for \$5.00.

Get one FREE training with the Child Care Council of Westchester LOYALTY CARD

In appreciation for all of the early care and education professionals who attend our trainings, we are offering the "Council Loyalty Punch Card".

For more information, contact Dana Doyle at (914) 761-3456, ext. 113 or danad@cccwny.org

Online Training

Online Training from the Child Care Council & Smart Horizons



Convenient and Affordable! 24 hours a day—365 days a year!

All courses meet OCFS requirements

Complete your OCFS training requirements!

Take training for CDA renewal!

For a complete list of trainings, fees and registration instructions,
go to <http://www.smarthorizons.org/landing/cccw/>

For more information, contact Dana Doyle at (91) 761-3456, ext. 113 or danad@cccwny.org

CDA Programs at the Child Care Council

A CDA is a Child Development Associate - a person who has been awarded a CDA credential by the Council for Professional Recognition. The CDA is accepted by New York State licensing requirements and is a training standard for national organizations including the National Association of Family Child Care and the National Association for the Education of Young Children.

We offer –

CDA Classes – both in-person and online – that fulfill the application requirements

CDA Application support when applying for the credential

CDA Renewal support

Trainings that meet CDA renewal requirements



For information, contact Idie Benjamin, Director of Professional Development,
at (914) 761-3456, ext. 108 or idieb@cccwny.org.

Opportunities to Connect with Colleagues

Providers, Early Childhood Directors, and School Age Directors connect with each other for opportunities to learn and share with each other. There are opportunities to share your experiences and questions. Meetings are also an opportunity to increase your knowledge. Each meeting is a training that provides a certificate accepted by OCFS.

PROVIDERS NETWORK -

Connect with other Family and Group Family Providers. The Network meets 4 times a year for dinner and a training. Contact Sarah Merrifield, CCCW Infant Toddler Specialist, at 914-761-3456 ext. 107 or sarahm@cccwny.org.

WESTCHESTER EARLY CHILDHOOD DIRECTORS ASSOCIATION -

The Association meets the third Tuesday of the month from 1:00pm - 3:00pm. Contact Howard Milbert at Ossining Children's Center at (914) 941-0230 or Dawn Meyerski at Mt. Kisco Child Care Center at (9914) 241-2135 or dmeyerski@mkccc.org for details.

SCHOOL AGE DIRECTORS NETWORK -

The Network meets the third Tuesday of the month from 10:00am - 12:00pm. Contact Chris Cornacchia at Ardsley Children's Center at ardsleycc@aol.com and Gina D'Amore at Parsons After School Program, Harrison at parsonsafterschool@gmail.com.

New Directors - Health & Safety Training

For NEW directors of center and school age programs



**Office of Children
and Family Services**

NEW DIRECTORS HEALTH & SAFETY TRAININGS

Competencies in Child Care for Day Care Centers, School Age Child Care, and Enrolled Legally Exempt Group Directors

Directors are responsible for hiring, training, and maintaining staff who provide healthy and safe environments for children. This course, required for all new directors, will help directors look at policies and procedures that reinforce high-quality health and safety practices.

Attendance at every date of this training is required!

October 5 & 12, 9:00am - 6:00pm

Code: 91005

November 13 & 20, 3:30pm - 9:00pm, November 16, 9:00am - 6:00pm

Code: 91104

Trainer: Elizabeth Rodano, Infant Toddler Regional Coordinator

Location: Child Care Council of Westchester, 313 Central Park Ave., Scarsdale, NY 10583

Cost: \$270 - This course is eligible for EIP funding.

**You can register for this course by going to www.childcarewestchester.org
or faxing in a registration form to (914) 885-1110**

For more information, contact Elizabeth Rodano at elizabethr@cccwny.org or (914) 761-3456, ext. 219

Sexual Harassment Prevention Training

New York Labor Law - Effective October 9, 2018

Did you know that on an annual basis, every employer is required to provide employees with a sexual harassment prevention training. This course is designed to teach employees how to identify, respond to, and report all forms of workplace harassment or discrimination.

Training Categories: (OCFS 5) (CBK 7)

Cost: \$20 CCCW members/\$30 non-members

Three Dates:

Thursday, September 12, 6:30pm - 8:00pm

Code: 90913

Saturday, October 5, 3:30pm - 5:00pm

Code: 90005

Monday, November 4, 6:30pm - 8:00pm

Code: 90104



On-site training may be available.

Contact Dana Doyle at (914) 761-3456, ext. 113 or danad@cccwny.org for more information.

Tuesday, October 15, 1:00pm - 3:00pm

Directors - Difficult Conversations with Families

Families are a key part of your child care program. As the director, you soon discover that developing positive relationships with parents is just as important as providing the best care possible for their children. At times, these relationships can be tense due to a difference of opinion, handling challenging behaviors, referring a child for an evaluation, etc. Join us as we discuss ways to respond supportively and effectively to these common, yet difficult situations with families. You will come away with a toolbox full of ideas for working together with families in a way that supports both the child and their family.

Modality - Age: ALL

Training Categories: (OCFS 3) (CBK 4)

Trainer: Laura Cleare, BSF Family Provider Network Coordinator, CCCW

Cost: \$20 CCCW & ECDN members/\$30 non-members

Code: 90015

Tuesday, November 19, 1:00pm - 3:00pm

The Effect of Stress on Young Children – What Can You Do?

Adverse Childhood Experiences (ACEs) impact the lives and behaviors of many children. Learn about the impact of ACEs and explore strategies for increasing a child's and family's resilience. This session will include a screening and discussion of RESILIENCE, a one-hour documentary that explains childhood and adult implications of ACEs and a new movement to treat and prevent toxic stress. We will discuss ACEs and focus on what positive steps you can take with this information.

Modality - Age: C, FG - IT, PS

Training Categories: (OCFS 1, 3) (CBK 1, 4)

Trainer: Donna Morrison,

Deputy Executive Director for Early Childhood Programs, The Guidance Center

Cost: \$20 CCCW & ECDN members/\$30 non-members

Code: 90120

ON-SITE TRAININGS

**LET THE COUNCIL BRING THE TRAINING TO YOUR CENTER!
CONVENIENT & AFFORDABLE TRAINING & YOU CHOOSE THE TOPIC!**

OCFS Regulations
Child Abuse Identification & Prevention
Behavior Management
Child Development
Curriculum Development
Art/Science/Literacy/Mathematics
Kindergarten Readiness
Working with Children with Special Needs
Team Building/Professionalism
Dual Language Learners

OR

Choose your own topic! It's that easy!



**For more information,
contact Dana Doyle at
danad@cccwny.org or
(914) 761-3456, ext. 113**

Know the NY State OCFS Regulations for Child Care Programs

In this lively and interactive training, learn the NY State Regulations for your child care program. Find out how to stay in compliance in all areas including safety, program requirements, supervision of children, and health and safety. We will review the most common violations and ways to be in compliance at all times.

Training Categories: (OCFS 2, 4, 5, 7) (CBK 5, 7)

Cost: \$20 CCCW members/\$30 non-members



**Office of Children
and Family Services**

FOR CHILD CARE CENTERS

Thursday, October 17, 6:30pm - 9:00pm

Trainer: Laura Cleare,
Family Provider Network Coordinator, CCCW
Code: 90017

FOR SCHOOL AGE PROGRAMS

Thursday, October 3, 10:00am - 12:30pm

Trainer: Idie Benjamin,
Director of Professional Development, CCCW
Code: 90003

FOR FAMILY & GROUP FAMILY PROGRAMS

Tuesday, September 24, 6:30pm - 9:00pm

Trainer: Laura Cleare, Family Provider Network Coordinator, CCCW
Code: 90924

Child Abuse Identification & Prevention, Including Shaken Baby Syndrome

Learn how, when, and why to report suspected child abuse or maltreatment to the State Central Register. Learn what child abuse and maltreatment are and understand your responsibility as a Mandated Reporter. Preventing and identifying signs of Shaken Baby Syndrome will also be presented.

Modality - Age: ALL

Training Categories: (OCFS 5, 6, 8, 9) (CBK 2, 5)

Cost: \$20 CCCW members/\$30 non-members

Tuesday, October 8, 6:30pm - 9:00pm

Trainer: Dana Doyle,
Professional Development Coordinator, CCCW
Code: 90008

Saturday, December 14, 10:00am - 12:30pm

Trainer: Dana Doyle,
Professional Development Coordinator, CCCW
Code: 90214

IMPORTANT!

The online "5-hour Foundations in Health & Safety" training **DOES NOT** cover
(8) Statutes & Regulations Pertaining

Competent Supervision of Children

Anything can happen in the blink of an eye – from an injured to a lost child. Teachers have so much responsibility, but keeping children safe is the most important one! How can you watch all these small children all the time and provide an exciting learning environment? What can you do to make sure all children are safe at all times? Come learn ways to provide children with competent supervision and changes that you can make to enhance your program's supervision of children. We will also examine the OCFS regulations on competent supervision. You will breathe easier and keep children safer.

Modality - Age: ALL

Training Categories: (OCFS 3, 4) (CBK 4, 5)

Cost: \$20 CCCW members/\$30 non-members

Saturday, October 19, 10:00am - 12:00pm

Trainer: Jami Flynn,
Early Childhood Quality Specialist, CCCW
Code: 90019

Thursday, December 5, 6:30pm - 8:30pm

Trainer: Carmelita Bota,
Infant Toddler Specialist, CCCW
Code: 90206

Tuesday, September 17, 6:30pm - 8:30pm

The Power of Teacher Talk - What You Say Matters

The way you talk when you teach young children can make a big difference! The types of conversations we have with children help them make connections, extend their thinking and engage their curiosity. Learn ways to include more intentional “talk” into your daily routines and classroom activities to support children’s learning.

Modality - Age: C, FG - IT, PS

Training Categories: (OCFS 1, 3) (CBK 1, 4)

Trainer: Carmelita Bota, Infant Toddler Specialist, CCCW

Cost: \$20 CCCW members/\$30 non-members

Code: 90917



Monday, September 30, 6:30pm - 8:30pm

Working with Families From Diverse Backgrounds

Our world is very diverse and so are our families. They and their children bring different cultures, languages, and experiences to your program. How can knowing about them improve what happens in your classroom or program? Let’s discuss how understanding these differences can lead to positive family relationships, and happy, emotionally strong children. We will explore ways to make all children and families feel welcomed and for children to grow while learning about each other.

Modality - Age: ALL

Training Categories: (OCFS 3, 4) (CBK 2, 4)

Trainer: Teresa Garcia, Bi-lingual Early Childhood Quality Specialist, CCCW

Cost: \$20 CCCW members/\$30 non-members

Code: 90930



Thursday, October 24, 6:30pm - 8:30pm

Children on the Autism Spectrum –

Get a Better Understanding & Practical Strategies for the Classroom Environment

Have you wanted to better understand the behaviors and challenges of children on the Autism Spectrum? Join us to learn more about the sensory, motor, and behavioral challenges of these children in your care. You will leave with new ideas on how you can better meet the needs of these children so they have successful days.

Modality - Age: ALL

Training Categories: (OCFS 1, 3, 4) (CBK 1, 2, 4)

Trainer: Donna Klein, Director/Founder, Westchester Therapy Solutions

Cost: \$20 CCCW members/\$30 non-members

Code: 90024



Tuesday, October 29, 6:30pm - 8:30pm

Making Learning Visible - Documentation & Display

We know that young children are learning all day. How can we communicate to families what children are learning each and every day in a play-based program? Through very well thought out documentation and displays in your classroom you can make learning visible. Documentation strengthens your reflections on how to extend learning, describes back to the children what they are learning, AND shows families just how important the “work” of young children is. Join us as we explore the benefits of documentation and display in your early childhood program.

Modality - Age: C, FG - IT, PS

Training Categories: (OCFS 1, 3,) (CBK 1, 4)

Trainer: Dana Doyle, Professional Development Coordinator, CCCW

Cost: \$30 CCCW members/\$40 non-members

Code: 91029

Tuesday, November 19 & December 10, 6:30pm - 8:30pm

WHAT is Developmentally Appropriate Practice (DAP) & WHY is it So Important?

As an early educator, you may hear the term “DAP”, but what does it look like in a classroom?

Developmentally Appropriate Practice (DAP) is a central idea from the National Association for the Education of Young Children that supports every child’s best learning and development. In this 2-part training you will learn how to ensure that your curriculum is DAP and that you are meeting the developmental needs of every child in your care.

Modality - Age: C, FG - IT, PS

Training Categories: (OCFS 1, 3,) (CBK 1, 4)

Trainer: Dana Doyle, Professional Development Coordinator, CCCW

Cost: \$30 CCCW members/\$40 non-members

Code: 90121

SAVE THE DATE!

**Child Care Council of Westchester &
Westchester Chapter of NYAEYC**

2019 Fall

Early Childhood Conference

“Prescription for Play”

Friday, October 18, 2019

8:30am - 1:00pm

**Shaarei Tikvah Synagogue,
Scarsdale, NY**



Thursday, September 26, 6:30pm - 8:30pm

Caring Spaces for Infants & Toddlers

Are you interested in creating a high quality program environment for your infants and toddlers? Would you like recognition for your work toward creating a high quality infant or toddler program? Then the Caring Spaces Endorsement might be for you! If you are looking for the next step in demonstrating the quality of your program, join us to learn more about our new endorsement for high-quality infant-toddler settings.

Note: Attendance at this training by a director or on-site provider is required in order to begin working on the endorsement.

Modality - Age: C, FG - IT

Training Categories: (OCFS 1, 3) (CBK 1, 4)

Trainer: Elizabeth Rodano, Infant Toddler Regional Coordinator, CCCW

Cost: \$20 CCCW members/\$30 non-members

Code: 90626



Wednesday, December 11, 6:30pm - 8:30pm

Lions & Tigers & Toddlers - OH MY!

Welcome to the wild world of toddlerhood where everything is sticky, icky and mine! From tantrums and biting to shyness and crying, toddlers can be a challenge. Come learn how you can help toddlers reach their full potential in your program.

Modality - Age: C, FG - IT

Training Categories: (OCFS 1, 3) (CBK 1, 4)

Trainer: Sarah Merrifield, Infant Toddler Specialist, CCCW

Cost: \$20 CCCW members/\$30 non-members

Code: 91211



Thursday, October 10, 6:30pm - 8:30pm

Nature Based Learning - Designing a Program that Works for You

Nature-based. Outdoor-focus. Forest school. Loose Parts. What? Would you like to bring more of the outdoors into your classroom? Would you like to have your class spend more time outdoors? Are you somewhere in between? Join us as we find out what nature-based learning is and take a look at the options for moving toward nature-based learning. We will explore different program options, curriculum strategies, and find answers to logistical challenges.

Modality - Age: C, FG - PS

Training Categories: (OCFS 1, 3) (CBK 1, 4)

Trainer: Elizabeth Rodano, Infant Toddler Regional Coordinator, CCCW

Cost: \$20 CCCW members/\$30 non-members

Code: 90010



Tuesday, December 3, 6:30pm - 8:30pm

Reframing Your Thinking = Reframing Children's Behavior

Do behaviors in your classroom have you asking for help? Come learn how changing what YOU do will help change what happens within the classroom. Join us and learn more about how having a classroom that is safe, calm, and caring can lessen the behaviors in your room and help children grow. You will learn strategies that will help children learn to have healthier and more appropriate behaviors.

Modality - Age: C, FG - PS

Training Categories: (OCFS 1, 3) (CBK 1, 4)

Trainer: Jami Flynn, Early Childhood Quality Specialist, CCCW

Cost: \$20 CCCW members/\$30 non-members

Code: 90204



Saturday, October 19, 10:00am - 12:00pm

Competent Supervision of Children

Anything can happen in the blink of an eye – from an injured to a lost child. Teachers have so much responsibility, but keeping children safe is the most important one! How can you watch all these small children all the time and provide an exciting learning environment? What can you do to make sure all children are safe at all times? Come learn ways to provide children with competent supervision and changes that you can make to enhance your program's supervision of children. We will also examine the OCFS regulations on competent supervision. You will breathe easier and keep children safer.

Modality - Age: ALL

Training Categories: (OCFS 3, 4) (CBK 4, 5)

Trainer: Jami Flynn, Early Childhood Quality Specialist, CCCW

Code: 90019

AND/OR



Saturday, October 19, 12:30pm - 2:30pm

Teaching Children to Read

How do children learn to read? What is early literacy? What are you supposed to do to help children learn how to read? Are you doing enough to get children ready for kindergarten? We will answer all these questions when we explore everything you need to know about reading so you can start children on the path to becoming happy readers.

Modality - Age: FG - ALL

Training Categories: (OCFS 1, 3) (CBK 1, 4)

Trainer: Idie Benjamin, Director of Professional Development, CCCW

Code: 90020

Register for one or both trainings!

Cost: \$20 CCCW members/\$30 non-members for ONE

OR

Register for both for \$30 CCCW members/\$50 non-members

Saturday, December 14, 10:00am - 12:30pm

Child Abuse Identification & Prevention, Including Shaken Baby Syndrome

Learn how, when, and why to report suspected child abuse or maltreatment to the State Central Register. Learn what child abuse and maltreatment are and understand your responsibility as a Mandated Reporter. Preventing and identifying signs of Shaken Baby Syndrome will also be discussed.

Modality - Age: ALL

Training Categories: (OCFS 5, 6, 8, 9) (CBK 2, 5)

Trainer: Dana Doyle, Professional Development Coordinator, CCCW

Code: 90214

AND/OR



Saturday, December 14, 1:00pm - 3:00pm

Let's Move! 25 Activities to Get Your Children Moving

Do you need some new and fun ways to help your children keep active? Come learn games and activities that support healthy development. With the cold weather coming you will learn about the benefits of keeping children active in all seasons both inside and outside. Come ready to move and have fun!

Modality - Age: FG - IT, PS

Training Categories: (OCFS 1, 2, 3) (CBK 1, 4, 5)

Trainer: Sarah Merrifield, Infant Toddler Specialist, CCCW

Code: 90215

Register for one or both trainings!

Cost: \$20 CCCW members/\$30 non-members for ONE

OR

Register for both for \$30 CCCW members/\$50 non-members

Thursday, October 3, 10:00am - 12:30pm

Know the NY State OCFS Regulations for School Age Programs

In this lively and interactive training, learn the NY State Regulations for your child care program. Find out how to stay in compliance in all areas including safety, program requirements, supervision of children, and health and safety. We will review the most common violations and ways to be in compliance at all times.

Modality - Age: SA

Training Categories: (OCFS 2, 4, 5, 7) (CBK 5, 7)

Trainer: Idie Benjamin, Director of Professional Development, CCCW

Cost: \$20 CCCW members/\$30 non-members

Code: 90003



Tuesday, December 17, 10:00am - 12:00pm

Including Children with Special Needs in Your School Age Program

What does it mean to include a child with special needs in your program? Come learn tools and strategies for what you can do to help children who are constantly in motion, have language delays, learning disabilities, or are sensitive to certain sensory stimuli. You will leave feeling more confident and better equipped to serve these children in your program.

Modality - Age: SA

Training Categories: (OCFS 1, 3, 4) (CBK 1, 2, 4)

Trainer: Isabel Ebrahimi, Help is Here Coaching

Cost: \$20 CCCW & SADN members/\$30 non-members

Code: 90217

Wednesday, October 23, 9:30am - 12:00pm

Is Your Child Care Program Eco-Healthy?

Are you aware of the potential health hazards to children due to the exposure of harmful chemicals? These chemicals can contribute to asthma, learning disabilities, infertility, and cancer. Learn free or low-cost steps you can take to protect the children in your care from common environmental hazards such as lead, pesticides, cleaning products, mold, art supplies, and plastic products including toys. This interactive workshop will help you learn how to protect the children in your care and how to receive an Eco-Healthy Child Care Program endorsement.

Modality - Age: C, FG, SA - ALL

Training Categories: (OCFS 2, 3, 4) (CBK 5)

Trainer: Elissa Guzzardi, Director, Health Care Consultant Services, CCCW

Cost: \$20 CCCW members/\$30 non-members

Code: 91024

Thursday, December 5, 9:30am - 12:30pm

OCFS Emergency Medication Administration,

Including Stock Epinephrine Auto Injectors

Would you feel comfortable administering emergency medications to a child in your program? This training will teach you how. It is highly recommended for programs that administer Emergency Medications (Epinephrine auto-injectors, diphenhydramine in combination with the auto-injector, asthma inhalers & nebulizers).

Learn important information about asthma, anaphylaxis, and how to safely administer emergency medications. Each participant will be provided with the forms necessary to be in compliance with OCFS Child Day Care Regulations pertaining to the administration of emergency medication.

This training is required if your program wants to have stock epinephrine auto-injectors.

Modality - Age: ALL

Training Categories: (OCFS 2, 4) (CBK 5)

Trainer: Elissa Guzzardi, Director, Health Care Consultant Services, CCCW

Cost: \$20 CCCW members/\$30 non-members

Code: 91026



Conveniently located at the

**First Presbyterian Church of Yorktown
2880 Crompond Road, Yorktown Heights, NY 10598**

Wednesday, October 23, 6:30pm - 8:30pm

The Power of Teacher Talk - What You Say Matters

The way you talk when you teach young children can make a big difference! The types of conversations we have with children help them make connections, extend their thinking and engage their curiosity. Learn ways to include more intentional "talk" into your daily routines and classroom activities to support children's learning.

Modality - Age: C, FG - IT, PS

Training Categories: (OCFS 1, 3) (CBK 1, 4)

Trainer: Carmelita Bota, Infant Toddler Specialist, CCCW

Cost: \$20 CCCW members/\$30 non-members

Code: 91023



Wednesday, November 6, 6:30pm - 8:30pm

Lions & Tigers & Todders - OH MY!

Welcome to the wild world of toddlerhood where everything is sticky, icky and mine! From tantrums and biting to shyness and crying. Come learn how you can help toddlers reach their full potential in your program.

Modality - Age: C, FG - IT

Training Categories: (OCFS 1, 3) (CBK 1, 4)

Trainer: Sarah Merrifield, Infant Toddler Specialist, CCCW

Cost: \$20 CCCW members/\$30 non-members

Code: 91106



Wednesday, December 4, 6:30pm - 8:30pm

Nature Based Learning - Designing a Program that Works for You

Nature-based. Outdoor-focus. Forest school. Loose Parts. What? Would you like to bring more of the outdoors into your classroom? Would you like to have your classroom spend more time outdoors? Are you somewhere in between? Join us as we find out what nature-based learning is and take a look at the options for moving toward nature-based learning. We will explore different program options, curriculum strategies, and find answers to logistical challenges.

Modality - Age: C, FG - PS

Training Categories: (OCFS 1, 3) (CBK 1, 4)

Trainer: Elizabeth Rodano, Infant Toddler Regional Coordinator, CCCW

Cost: \$20 CCCW members/\$30 non-members

Code: 91204



CPR with AED & First Aid Course

Be ready for emergencies. Learn how to perform adult, child, and infant CPR skills and how to address common pediatric injuries. Students will also learn how to use an Automated External Defibrillator (AED).

This American Heart Association certification is valid for 2 years. Everyone who completes the course will also receive a training certificate from CCCW for 6 hours. This class meets OCFS requirements.

Training Dates: 9:00am - 3:00pm

Saturday, September 7	Code: 91108
Saturday, October 5	Code: 91006
Saturday, November 9	Code: 91110
Saturday, December 7	Code: 91207



 American Heart Association

Modality: ALL

Training Categories: (OCFS 2, 3, 4)

Trainer: Juanita Pope, Certified American Heart Association CPR & First Aid Instructor

Cost: \$95 CCCW members/\$105 non-members

The AHA Pediatric Heartsaver First Aid/CPR with AED

IMPORTANT

The American Heart Association will only issue electronic CPR cards; printed cards will no longer be issued. So effective January 1st, 2019, the Council will only issue electronic cards. If you have any questions or concerns please contact Juanita Pope at (914)761-3456 x106 or juanitap@cccwny.org

All CPR/FA classes are eligible for EIP funding

SUNY Health & Safety Course

(This is a TWO PART course held on Saturdays from 9:00am - 5:00pm)

This course is the two-day 15-hour NY State mandatory training required prior to registration or licensing for family or group-family child care providers.

Attend this 15-HOUR Health & Safety Training and RECEIVE A FREE TRAINING COUPON that can be used for any standard calendar training at the Council (not including MAT, CPR & First Aid, conferences, and special events). It is valid for 90 days from date of the Health & Safety Training.

Call (914) 761-3456, ext. 115, for information about this training.

THREE DATES: 9:00am - 5:00pm

Saturday, September 14 & 21	Code: 90915
Saturday, November 9 & 16	Code: 91109
Saturday, December 14 & 21	Code: 91216

Modality: F/FG ONLY

Training Categories: (OCFS: 2, 4, 5, 6, 7, 8, 9)

Cost: \$275

Trainers: Elsa Sanchez, Bi-Lingual Registrar, CCCW & Juanita Pope, Office Manager, CCCW

This course is eligible for EIP funding

Medication Administration Trainings (MAT)

The Medication Administration Course (MAT) is required for child care providers who choose to administer medication to children in a child care setting. The MAT Course is highly recommended for child care programs that only administer emergency medication. The course covers all regulations for programs that administer medication, as well as programs that only administer emergency medication, which include Epi-Pen® and asthma medications only.

Modality - Age: ALL

Training Categories: (OCFS: 2, 4, 5, 7)

Trainer: Elissa Guzzardi, Director, Health Care
Consultant Services, CCCW

Cost: \$150

Saturday Training Dates: 9:00am - 6:00pm

Saturday, September 7 **Code:** 90907

Saturday, October 26 **Code:** 91026

Saturday, November 2 **Code:** 91102

Saturday, December 14 **Code:** 91214

MAT COURSE REGISTRATION

To register for a MAT course,
you can register on our website or send/fax
in a MAT registration form.

The MAT registration form has specific
information and instructions for the MAT course.

Payment is due before the course.

For further information, contact Gabrielle Altobelli,
Administrative Asst. at
(914) 761-3456, ext. 161 or gabriellea@cccwny.org

MAT RENEWALS

**Skills Competency Testing
for 3rd Online Renewal**

***Please be aware there is a new MAT curriculum
and it is strongly recommended that you take the
course again.**

If you are renewing your MAT Certificate online for
the 3rd time, it is highly recommended that you
take the course again.

Contact Elissa Guzzardi, Director, Health Care
Consultant Services at (914) 761-3456, ext. 154 or
elissag@cccwny.org for further information and to
schedule your technical assistance session and/or
skills competency test.

Download the MAT registration form with this link
[https://www.childcarewestchester.org/
pdf/2019_Summer_MAT_Course_Dates.pdf](https://www.childcarewestchester.org/pdf/2019_Summer_MAT_Course_Dates.pdf)

SUNY Webcasts



PROFESSIONAL DEVELOPMENT PROGRAM
ROCKEFELLER COLLEGE UNIVERSITY AT ALBANY State University of New York

FREE SUNY Webcasts
at the Child Care Council of Westchester

Wednesday, November 6 - Child Abuse & Maltreatment

The New York State Office for Children and Family Services funds videoconference trainings,
which are produced by the SUNY Early Childhood Education and Training Program.

To register go to visit www.ecetp.pdp.albany.edu. For more information, please call (518) 442 - 6575.

**Videoconferences are held at the
Child Care Council of Westchester : Site 743
313 Central Park Avenue, Scarsdale, NY 10583**

CACFP, FDC & SA Information Sessions

Child & Adult Care Food Program (CACFP) Information Sessions

Family and group-family child care providers: Are you interested in earning extra income for feeding the children in your care? Find out about enrolling in the Child and Adult Care Food Program (CACFP).

Attend a free information session and find out how to bring CACFP to your program.

Please call (914) 761-3456, ext. 138 or 118 to register.

Modality – FG

Trainers: Jury Martinez and Jessica Cardenas, CACFP Case Managers, CCCW

Cost: FREE - A 2-hour training certificate is provided for this information session.

FOUR DATES: ALL SESSIONS 10:00am - 12:00pm

Wednesday, September 11
Wednesday, October 9
Wednesday, November 13
Wednesday, December 11



Child & Adult Care Food Program (CACFP) Classes

These sessions are open to child care providers who are enrolled in the Child and Adult Care Food Program (CACFP). Each enrolled provider must attend one session every year.

Please call (914) 761-3456, ext. 138 or 113 to register.

TWO DATES:

Saturday, September 21, 9:00am - 11:00am
Saturday, November 9, 9:00am - 11:00am

Modality – Age: FG - ALL ages

Training Categories: (OCFS 2)

Trainers: Jury Martinez and Jessica Cardenas CACFP Case Managers, CCCW

Cost: FREE but preregistration is required.
A 2-hour training certificate will be provided.

CACFP is an equal opportunity provider

Family & Group Family Day Care Start-Up Information Sessions

Are you interested in opening a child care program in your home? These free sessions provide the basics on child care, family child care state regulations, and the application process. A family child care program may care for up to 6 children and 2 school age children.

You are required to complete an information session in order to submit an application.

Please call (914) 761-3456, ext. 115 or 118 to register.

FOUR DATES: ALL SESSIONS 10:00am - 12:00pm

Wednesday, September 11
Wednesday, October 9
Wednesday, November 13
Wednesday, December 11

Trainers: Latoya Ramsey, Alexandra Santana, & Elsa Sanchez, Registrars, CCCW

Cost: FREE—No training certificate is provided for information sessions.

School Age Child Care Start-Up Information Sessions

Are you interested in opening a school age program that serves children ages 5-12? These free sessions provide the basics on school age care, school age state regulations, and the application process.

You are required to complete an information session in order to submit an application.

Please call (914) 761-3456, ext. 137 to register.

TWO DATES: 10:00am - 12:00pm

Thursday, September 19
Thursday, November 7

Trainers: Evelyn Henriques & Michele Sardullo, Registrars, CCCW

Cost: FREE - No training certificate is provided for information sessions.



Child Care Council Services

PROGRAM QUALITY IMPROVEMENT SERVICES

The quality of care that children receive between birth and age 5 sets the stage for the rest of their lives. With that in mind, we want to help Westchester's child care professionals provide the very best care possible. The Child Care Council provides a range of technical assistance services to current or prospective child care providers to help with a wide variety of topics.

We encourage you to take advantage of the **Intensive Technical Assistance** available from the Council's Professional Development Department.

We will help you provide infants, toddlers, preschoolers, and school age children with higher-quality care, through on-site observation and one-on-one support from a member of our trained and knowledgeable staff.

We work directly with child care center teachers and directors and home providers and their staff, on every aspect of caring for children and running a child care or after school business. We will:

- Work with you to enhance your program
- Assist in planning and arranging environments, implementing a curriculum, introducing new activities, managing children's behaviors, and more
- Inform you of best practices for the care and teaching of infants, toddlers, preschoolers and school age children
- Coach and mentor you and your staff
- Assist with a national accreditation process
- Assist your program in preparing for QUALITYstarsNY

Ready to get started? Contact Idie Benjamin at (914) 761-3456 x108 or idieb@cccwny.org.

CDA - Child Development Associate

The Child Development Associate (CDA) credential is a way for child care professionals to substantially increase your knowledge of the early care and education best practices, demonstrate a commitment to excellence in the area of early childhood care and education, and advance your career in a meaningful way. The Council offers in-person and online CDA courses for infant toddler, preschool, and family care givers. The Council can assist with initial CDA applications and renewals.

Contact Idie Benjamin at (914) 761-3456 x108 or idieb@cccwny.org.

TECHNICAL ASSISTANCE FOR FAMILY, GROUP FAMILY, AND SCHOOL AGE PROGRAMS

We want you to succeed in providing high quality child care, and in running your business. When you have questions, we're here to answer them and assist in any way we can. Reach out to us for help with best practices for providing child care, regulations, child behavior, curriculum, quality indicators, business administration practices, marketing, family engagement, children's health, and more.

The Registration Department assists with the successful completion of the initial or renewal Family Day Care or School Age Child Care application for registration, and helps family child care providers and school age programs who are already registered with the OCFS improve regulatory compliance and promote quality regulated child care.

The Legally Exempt Department provides assistance to providers and parents receiving or applying for a child care subsidy, and to providers who want to complete the legally exempt enrollment application.

The Child and Adult Care Food Program (CACFP) Department helps Family Day Care and Group Family Day Care providers successfully plan nutritious meals and snacks, complete menus and attendance sheets, and remain in compliance with all aspects of CACFP.

For Registration, Legally Exempt, or CACFP, contact Dorothy Jenkins at (914) 761-3456 x123 or dorothyj@cccwny.org.

Health Care Consultant Services

The Council offers Health Care Consultant Services for OCFS regulated early care and education programs that choose to administer medication.

Our Health Care Consultant Services includes:

- Developing a health care plan that reflects program specific needs and meets best practice standards
- Providing supplemental resource & reference materials
- Review and approval of the entire health care plan and other documents related to the program's medical policy
- Developing medication procedures for your site. At least one site visit with follow-up consultation

Contact Elissa Guzzardi, Director, Health Care Consultant Services at (914) 761-3456, ext. 154 or elissag@cccwny.org

Registration & Payment Policies

REGISTRATION AND PAYMENT

When you register for Council trainings, you agree to our registration and payment policies.

Please completely fill out a registration form for each person. Keep a copy for your records. An email address must be included to receive a confirmation notice.

We require registration and payment in advance for all scheduled trainings and classes. This guarantees a space and planning for attendance.

Walk-in registrants MUST pay an additional fee of \$5.00 and will be accommodated ONLY if there is space. Training certificates will be mailed after the training and when late fee payments have been received and processed.

Register early. A training can be cancelled if there are not a minimum number of participants.

REGISTER ONLINE

Go to www.childcarewestchester.org. Scroll down to the "Quick Links" section on the bottom right corner of the home page. Click on the "Register Online for Training" link. Then click on the training you are interested in attending and follow the prompts. An email confirmation will be sent. Online payment is by credit card only.

REGISTER BY MAIL OR FAX

Fax registration forms with payment information to (914) 885-1110 or mail them to the Child Care Council of Westchester, 313 Central Park Avenue, Scarsdale, NY 10583. An email address must be included to receive a confirmation notice. This is a secure fax line.

Online registration closes at 4 p.m. the day before the training.

Same day registration will be accommodated if there is space. You must register by fax or in person before 4 p.m. the day of the training.

PAYMENT

Payment may be by check, Visa/MasterCard, American Express, money order, or EIP award certificate. Online payment must be by credit card. There is a \$35 returned check fee.

REGISTER BEFORE THE TRAINING

Register online at
www.childcarewestchester.org

FEES FOR TRAININGS

Fees are listed with each training description. There is a Council member and non-member fee listed.

EIP TUITION SUPPORT

The Educational Incentive Program (EIP) supports career development for child care providers. Scholarships are awarded based on financial need and can be used for Council trainings and conferences. Please call (800) 295-9616 or for an application and Information visit www.ecetp.pdp.albany.edu.

Proof of having applied for EIP is NOT considered payment. Only an EIP award certificate is accepted as payment. If you have applied for EIP but not received the award certificate, you are responsible for payment before the start of the training.

CREDITS, REFUNDS, AND CANCELLATIONS

There are NO refunds or rescheduling for missed trainings. If a training is cancelled, the participant may choose to have a refund or a credit towards another training.

To receive a refund for a training that you cannot attend, you must notify the Finance Department in writing. You must email or fax a signed request to make a change or to receive a refund for any training at least 48 hours before the scheduled class. Send your written request via e-mail to christinei@cccwny.org or via fax to (914) 885-1110 or by mail to Child Care Council of Westchester, Attn: Finance Dept., 313 Central Park Avenue, Scarsdale, NY 10583.

BECOME A MEMBER OF THE CHILD CARE COUNCIL

Council members receive a discount on fees for trainings, on-site trainings, and conferences. For membership information, go to childcarewestchester.org or call 914-761-3456 ext. 106.

CHILDREN

Children are not allowed at trainings or to stay in the lobby during the training. Please make other child care arrangements for your child(ren).

CANCELLATION DUE TO INCLEMENT WEATHER

Call (914) 761-3456, ext. 510.

SEATING

Seating for trainings begins 15 minutes before the training. No one will be admitted 15 minutes after the start of the training.

Training Registration Form

Please copy this form
Please complete a separate form for each person for each training or class.
OR REGISTER ONLINE at www.childcarewestchester.org

Title of Training _____	Code _____
Cost _____ Date of Training _____	
Title of Training _____	Code _____
Cost _____ Date of Training _____	
Title of Training _____	Code _____
Cost _____ Date of Training _____	TOTAL PAYMENT _____

ATTENDEE INFORMATION:

Name _____

Address _____

City/State _____ Zip _____

Phone number _____ Email _____

Would you like to be a part of our email list? ☐ Y ☐ N If yes, ☐ Program Email Address ☐ Personal Email

PROGRAM INFORMATION: Program Name: _____

Director _____

Program Address _____

City/State _____ Zip _____

Program phone number _____ Program E-Mail _____

PAYMENT INFORMATION: All trainings must be paid for in advance.

Council 2019 Membership Number _____ (if applicable)

Payment options

☐ Visa ☐ Master Card ☐ AMEX ☐ Personal Check ☐ Money Order ☐ Business Check ☐ EIP Voucher

Make checks payable to: Child Care Council of Westchester

Name as it appears on credit card _____

Credit Card # _____ CVV# _____ Expiration date _____

Billing Address _____

City/State _____ Zip _____

Signature _____

Mail registration form to Child Care Council of Westchester, Attn: Finance Dept.
313 Central Park Avenue, Scarsdale, NY 10583

Fax to (914) 885-1110 OR you can register online at www.childcarewestchester.org.

Membership Form

Organization _____
Name _____
Title _____
Address _____
City _____ State _____ Zip _____
Phone _____
Email _____
Website _____

Membership Category

- ☐ Group Family Child Care Provider
(One site up to 3 staff members)
\$25.00
- ☐ Center Based
\$2.00 x (# of children) = \$ _____
All employees in program
child/licensed capacity up to max. \$500
 - o Early Childhood Center
 - o Nursery School
 - o Pre-K Program
 - o School Age Program
- ☐ Family Child Care Provider
(Applicant plus one staff member)
\$20.00
- ☐ Individual
\$20.00
 - o Non-Profit Employee
 - o Other (Parent, Supporter, etc.)

Mail completed form with payment to:
The Child Care Council of Westchester

2019 Mid-Year Membership Benefits

Mid-year membership is valid
July 1st - December 31st

- * Discounted calendar and on-site trainings.
- * Listing on our website, including a link to your website
- * Free postings on the Council's job bank
- * Membership certificate for your site to post
- * Printed Council Training Calendar
- * Free access to the Council's Children's Resource Corner
- * Early announcements of special programs and opportunities
- * Free Notary Public Services
- * Invitation to attend free member only networking meetings
- * Complimentary Council 2017 Calendar
- * Participation in our membership referral program
- * Invitation to attend exclusive member only annual events

Payment Options:

- ☐ Check/Money Order (payable to Child Care Council)
 - ☐ Mastercard
 - ☐ Visa
 - ☐ American Express
- Number _____
Expiration Date ____/____/____
CVV# _____

Name (PRINT) _____
Billing Address _____
City _____ State _____ Zip _____
Amount \$ _____
Signature _____

Additional Staff Covered Under Membership (if applicable)

Group Family Child Care Provider
1. _____
2. _____
3. _____

Family Child Care Provider
1. _____

For more information
Contact:

Jovanna Romero at
914-761-3456 ext. 152
jovannar@cccwny.org



Entrenamientos de Desarrollo Profesional

Septiembre - Diciembre 2019

UNA HOJA DE RUTA HACIA LA CALIDAD



¡Entrenamientos en Español!

Sábado, Septiembre 28, 9:30am - 11:30am

Juego al Aire Libre Todo el Año

No hace mal tiempo, es mala ropa. ¡Puedes apoyar el aprendizaje al aire libre todo el año! Vístase y salga afuera todo el año con sus hijos. Todo lo que hacemos adentro, lo podemos hacer afuera: alfabetización, juego de bloques, juego dramático, ciencia, arte y música. Afuera, los niños aprenden a apreciar la naturaleza, hacer ejercicio, tomar riesgos y desarrollar habilidades de función ejecutiva. Venga y aprenda cómo y por qué tenemos que salir al aire libre todos los días del año y qué puede hacer allí.

Modalidad - Edad: TODAS

Tópicos: (OCFS 1, 3) (CBK 1, 4)

Instructora: Angela Bayer - Persico, Owner, Little Angels Child Development

Código: 90928

Nuevo

Sábado, Septiembre 28, 12:00pm - 2:00pm

Leones y Tigres y Niños Pequeños. ¡OH MIO!

¡Bienvenido al mundo salvaje de la infancia donde todo es pegajoso, regeroso y mío! De rabieta y mordidas a timidez y llanto. Ven para aprender cómo podemos ayudar a esos pequeños reyes y reinas de la jungla a alcanzar su máximo potencial en su programa.

Modalidad - Edad: C, FG - Niños Pequeños

Tópicos: (OCFS 1, 3) (CBK 1, 4)

Instructora: Sarah Merrifield, Infant Toddler Specialist

Código: 90929

Nuevo

Costo

Seleccione UNO o elija AMBOS un precio REDUCIDO

\$20 miembros CCCW/\$30 no- miembros por UN entrenamiento, O Regístrate en AMBOS por \$30 miembros CCCW/ \$50 no-miembros

Sábado, Noviembre 23, 10:00am - 12:30pm

Observación y Comunicación Referente al Abuso Infantil/ Síndrome del Bebé Sacudido

Cuando observamos, comunicamos no sólo lo que vemos sino lo que pensamos, lo que sentimos y lo que suponemos. Miremos el proceso de la observación como un reporte imparcial, preciso, conciso y considerando lo que vemos. También miraremos el síndrome del bebé sacudido.

Modalidad - Edad: TODAS

Tópicos: (OCFS 5, 6, 8, 9) (CBK 2, 5)

Instructora: Teresa Garcia, Bi-lingual Early Childhood Quality Specialist, CCCW

Código: 90123

Nuevo

Sábado, Noviembre 23, 1:00pm - 3:00pm

¿Qué es la Inteligencia Emocional EQ y Cómo Puede Ayudar a Tu Trabajo?

¡Bienvenido al mundo salvaje de la infancia donde todo es pegajoso, regeroso y mío! De rabieta y mordidas a timidez y llanto. Ven para aprender cómo podemos ayudar a esos pequeños reyes y reinas de la jungla a alcanzar su máximo potencial en su programa.

Modalidad - Edad: C, FG - TODAS

Tópicos: (OCFS 1, 3) (CBK 1, 4)

Instructora: Sarah Merrifield, Infant Toddler Specialist

Código: 90929

Nuevo

Costo

Seleccione UNO o elija AMBOS un precio REDUCIDO

\$20 miembros CCCW/\$30 no- miembros por UN entrenamiento, O Regístrate en AMBOS por \$30 miembros CCCW/ \$50 no-miembros

Jueves, Diciembre 5, 6:30pm - 9:00pm

Entendiendo las Regulaciones:

Para Proveedores del Cuidado Infantil en el Hogar Familia/Grupo

Analizando diferentes situaciones miraremos algunas regulaciones. Cómo podríamos cumplir con lo mínimo que exige el Estado o mejor aún, cómo podríamos superar lo que es requerido?

Modalidad - Edad: : FG - TODAS

Tópicos: (OCFS 2, 4, 5, 7) (CBK 5, 7)

Instructora: Teresa Garcia, Especialista Bilingüe en la Mejora de la Calidad, CCCW

Código: 90205

“CPR” Con AED & Primeros Auxilios

En ésta clase vamos a practicar como poner en acción nuestras habilidades de CPR. Los estudiantes también van a aprender cómo usar el AED (dispositivo automático externo). Los participantes aprenderán como manejar situaciones de emergencias mientras llega ayuda profesional.

La tarjeta de certificación es válida por dos años a través de la organización “American Heart Association”. Todos los estudiantes que completen este curso, recibirán un certificado de entrenamiento de seis horas dado por nuestra agencia “Child Care Council of Westchester”. La clase cumple con los requisitos de OCFS.

Fechas

Sábado, Octubre 5, 9:00am - 3:00pm

Sábado, Diciembre 7, 9:00am - 3:00pm

Código: 91004

Código: 91208

Modalidad/Edad: TODAS

Categorías de entrenamiento: (OCFS 2, 3, 4)

Entrenador: Raquel Moran Vilorio,

Certificado Asociación Americana del Corazón y Instructor de “CPR & First Aid”

Costo: \$95 CCCW miembros, \$105 no-miembros



IMPORTANTE

La Asociación Americana del Corazón sólo emitirá tarjetas electrónicas del CPR; tarjetas impresas ya no será emitido. A partir de Enero 1 de 2019, el Consejo sólo emitirá tarjetas electrónicas. Si usted tiene alguna preguntas o dudas póngase en contacto con Juanita Pope en (914)761-3456 x 106 o juanitap@cccwny.org



Registracion Sesión de Información

Sesión de Información: Cuidado Infantil Familiar

Para las personas que están interesadas en obtener su "Registro" como proveedoras de cuidado infantil, estaremos ofreciendo una sesión de información gratuita acerca de diferentes aspectos tales como regulaciones, espacio físico y aspectos financieros.

Por favor llame al (914) 761-3456 ext. 114 para registrarse.

Fechas - 10:00am - 12:00pm

Miércoles, Octubre 2

Miércoles, Diciembre 4

Modalidad - Edad: F, G

Instructoras: Elsa Sanchez & Alexandra Santana,
Bi-lingual Registrars, CCCW

Costo: Gratis - No se darán certificados de asistencia



Child & Adult Care Food Program (CACFP)

Child & Adult Care Food Program (CACFP) Sesiones de Información

Para las proveedoras de cuidado infantil que están interesadas en participar en el programa de comida, estaremos ofreciendo una sesión de información sobre los diferentes aspectos del programa de comida para que puedan solicitar el reembolso de parte del dinero que utilizan en la alimentación de los niños(as) bajo su cuidado. Por favor llame al (914) 761-3456, ext. 138 para inscribirse.

Fechas - 10:00am - 12:00pm

Miércoles, Septiembre 4

Miércoles, Octubre 2

Miércoles, Noviembre 6

Miércoles, Diciembre 4

Trainer: Janet Romano-Fernandez,
CACFP Bi-lingual Case Manager, CCCW

Costo: Gratis - Se dará un certificado por 2 horas de clase en los temas de Salud y Nutrición

CACFP es un programa de participación para todos

Child & Adult Care Food Program (CACFP) Clases

Programa de comida
Clases de CACFP – Gratis

Para proveedores de cuidado infantil que actualmente participan en el programa de comida (CACFP). Todo proveedor registrado en el programa de comida debe asistir a una clase cada año.

Para registrarse favor de llamar al
(914) 761-3456, ext. 138 or 203

Fechas

Sábado, Septiembre 14, 10:00am - 12:00pm

Sábado, Noviembre 16, 10:00am - 12:00pm

Trainer: Janet Romano-Fernandez,
CACFP Bi-lingual Case Manager



Costo: Gratis - Se dará un certificado por 2 horas de clase en los tópicos de Salud y Nutrición

INSCRIPCIÓN Y PAGO

INSCRIPCIÓN Y PAGO

Cuando usted se inscribe para clases con el "Council", usted se compromete a seguir las políticas de inscripción y pago. Por favor complete la forma de inscripción para cada persona que atenderá a la clase. Guarde una copia para sus archivos. Su inscripción es aceptada a menos que empleados del "Council" se comuniquen con usted. Es mejor para usted inscribirse y pagar por adelantado por cada clase que vaya a tomar, pues de esta forma garantiza su cupo en la clase y así usted puede planear su asistencia en la fecha programada. Si no se inscribe por anticipado, inscribirse el día de la clase tendrá un costo adicional de \$5.00. Esto será una opción solamente cupo disponible. Los certificados se enviarán por correo después de que tome la clase y cuando el recargo generado sea recibido y procesado por el Departamento de Finanzas. Inscribise con anticipación. Las clases podrían ser canceladas si no hay un número mínimo de participantes.

INSCRÍBASE 'ELECTRÓNICAMENTE'

Ir a www.childcarewestchester.org. Haga clic en la sección "Servicios" en la parte superior de la página principal. Luego haga clic en "Calendario de Capacitación". Se enviará un correo electrónico de confirmación. Pagos electrónicos se aceptarán solamente por tarjeta de credito.

INSCRIBASE POR CORREO O POR FAX

Envíe por Fax la forma de inscripción junto con la información de pago al fax: 914-885-1110 o envíe su inscripción por correo a: Child Care Council of Westchester, 313 Central Park Avenue, Scarsdale, NY 10583. Debe incluir su correo electrónico para que le enviemos la confirmación de su inscripción. La línea de FAX es segura.

La inscripción electrónica debe hacerse antes de las 4 de la tarde del día anterior a la fecha de la clase.

La inscripción realizada el mismo día de la clase se hará solo si hay cupo. Usted tiene que inscribirse por fax o en persona antes de las 4 de la tarde del día anterior a la clase.

El pago debe hacerse con cheque, Visa/Mastercard, "money order", o beca de "EIP". Pago electrónico se debe hacer con tarjeta de crédito. Habrá una penalidad de \$35 si el cheque no tienen fondos. Prueba de que se ha solicitado la beca de "EIP" NO se considera como pago. Solo la carta de otorgamiento de la beca será aceptada como pago. Si usted hace la solicitud para obtener la beca de "EIP" pero no recibe el certificado de otorgamiento antes de la clase, usted será responsable por el pago de la clase.

COSTO

El costo de cada clase se encuentra en la descripción de cada clase.

EIP APOYO PARA CLASES:

El Programa de Incentivo Educacional (EIP) apoya el desarrollo educacional de las proveedoras de cuidado infantil. Las becas son otorgadas en base a la necesidad financiera de los participantes y pueden ser utilizadas para clases y conferencias con el "Council". Por favor llame al 1-800-295-9616 o visite www.ecetp.pdp.albany.edu para obtener la solicitud y mas información al respecto.

CRÉDITOS, REENBOLSOS, Y CANCELACIONES

Si usted no asiste a una clase que haya pagado, NO habrá reembolso del dinero como tampoco podrá reprogramar la clase. Si por el contrario, la clase es cancelada, el participante podrá pedir el reembolso del dinero o ponerlo como crédito para pagar otra clase. Para recibir un reembolso por entrenamiento que no puede asistir, debe notificar al Departamento de Finanzas por escrito. Puede enviar su solicitud por correo electrónico o por fax para hacer un cambio. Para recibir un reembolso de cualquier entrenamiento, debe cancelar por lo menos 48 horas antes de la clase programada. Envíe su solicitud por escrito a través de correo electrónico a christinei@cccwny.org o por fax al (914) 885-1110 o por correo a The Child Care Council of Westchester, atención al: Departamento de Finanzas, 313 Central Park Avenue, Scarsdale, NY 10583.

SER MIEMBRO DE NUESTRA ORGANIZACIÓN "CHILD CARE COUNCIL"

Los miembros de nuestra organización reciben un descuento en los costos de talleres, clases o conferencias.

NIÑOS:

No es permitido traer niño(s) a la clase (tampoco se pueden quedar en la sala de espera). Por favor haga otros arreglos para el cuidado de sus hijos cuando tenga que tomar clases.

CANCELACION DEBIDO A INCLEMENCIAS DEL TIEMPO:

Llame al (914) 761-3456, ext. 510 para saber si su clase fue cancelada.

INICIO DE LA CLASE:

Los participantes deben tomar su lugar para iniciar la clase 15 minutos antes de que empiece. Nadie será admitido después de 15 minutos de haber comenzado la clase.

Inscripción Para Clases

Por favor copie este formulario.
Por favor utilice un hoja por persona.

Título de la Clase _____	Código: _____
Costo: _____	Fecha de la clase: _____
Título de la Clase _____	Código: _____
Costo: _____	Fecha de la clase: _____
Título de la Clase _____	Código: _____
Costo: _____	Fecha de la clase: _____
COSTO TOTAL _____	

INFORMACION PERSONAL

Nombre: _____

Dirección _____

Ciudad/Estado _____ Código postal: _____

Número de teléfono de casa _____

Email/Correo electrónico _____

La gustaría estar en nuestra lista del correo electrónico? ☐ Correo electrónico del programa ☐ Correo electrónico personal

INFORMACION DEL PROGRAMA - Nombre del programa: _____

Director: _____

Dirección del programa: _____

Ciudad/Estado _____ Código postal: _____

Número de teléfono del programa: _____

Correo electrónico del programa: _____

INFORMACION DE PAGO - Todos los talleres y clases deberán pagarse por adelantado.

Número de membresía con el "Child Care Council" (2019): _____ (si es aplicable)

Hacer cheques a nombre de: Child Care Council of Westchester

Opciones de pago:

☐ Visa ☐ Master Card ☐ AMEX ☐ Personal Check ☐ Money Order ☐ Business Check ☐ EIP Voucher

Nombre tal y como aparece en la tarjeta de crédito _____

Tarjeta de crédito #: _____ CVV# _____ Fecha de Expiración _____

Dirección tal y como aparece en tarjeta de crédito: _____

Ciudad/Estado _____ Código postal: _____

Firma: _____

Envíe la forma de inscripción al:
Child Care Council of Westchester, 313 Central Park Avenue, Scarsdale, NY 10583
o envíela por Fax al (914) 885-1110

