

Training for Early Childhood Providers


Spring Calendar 2017



4990 East State Street • Rockford, Illinois 61108
815.484.9442 • 800.872.9780 • Training Ext. 211
www.ywcanwil.org/ccs








Funding provided in whole or in part by Illinois Department of Human Services.





Date		Time & Address	Audience & Course Description	Registration CDA Area & Fee
Saturday 04/01/2017	Little Voices In My Head Workshop Introductory Presenter: Rockford Public Library & Susan Salidor	1:00 PM To 3:00 PM Rockford Public Library 215 N. Wyman St. Rockford, IL 61101 Winnebago	Early Childhood Educator Workshop A collaboration between the Rockford Public Library and YWCA Child Care Solutions, <i>Little Voices in My Head</i> , is a music workshop for educators who sing with young children. Singer, songwriter, and educator Susan Salidor will cover best practices for choosing and using effective, age-appropriate, material for children six and under. Susan will also share stories from her 20+ years as a music specialist along with her favorite songs and how she creates entire lessons around them. These mini-lessons will demonstrate Susan's belief that music and movement can reach ALL learners in the early childhood classroom.	Register at www.rockfordpubliclibrary.org (under Events Calendar) or call the Youth Services Department at (815) 965-7606 ext. 676 Space is limited. CDA: FREE
Saturday 04/08/2017	Make and Take Early Literacy Workshop Introductory Presenter: North Suburban Library & Melissa Fish	10:00 AM To 12:00 PM North Suburban Library District 6340 North Second St Loves Park, IL 61111	All Providers Join presenter Melissa Fish and create make and take home activities that will promote reading readiness skills for toddlers and preschoolers. This training is based on the concept of <i>Every Child Ready to Read @ your library</i> (ECRR) initiative.	Register in person at the library or call the NSLD Loves Park Children's Services at (815) 633-4247 ext. 21. CDA: 1 \$5.00
Tuesday 04/11/2017 	What is CCAP? Introductory Presenter: Brenda Rinehart & Tina Haynes	6:00 PM To 8:00 PM Freeport Public Library 100 E. Douglas St. Freeport, IL 61032 Stephenson	All Providers Join this informative session to become more familiar with the procedures, including the application process, provider qualifications, the payment process, and parent co-payments. The Child Care Assistance Program funded by the IL Department of Human Services.	Use registration form CDA: 5 FREE
Wednesday 04/12/2017	Safeway Food Handler Presentation and Certification Introductory Presenter: Kelly McNeal	6:00 PM To 8:30 PM YWCA 4990 East State St Rockford, IL 61108 Winnebago	All Providers This training will offer a Food Handler workshop that has been approved by ANSI and will meet the DCFS certification requirement. This workshop consists of a slide presentation followed by a 40 question test.	Use Registration Form CDA: 1 \$15





Date		Time & Address	Audience & Course Description	Registration CDA Area & Fee
<p>Wednesday 04/12/2017 Live Webinar (accessed via internet)</p> <p>Thursday 04/20/2017 Live Webinar (accessed via internet)</p> <p>Thursday 05/04/2017 Face-to-Face Workshop</p>	<p>Teaching Strategies GOLD Online: Introduction for Teacher Introductory Presenter: STARNET</p>	<p>Webinar Log-in 6:45PM, web 7:00-9:00PM</p> <p>Webinar Log-in 6:45PM, web 7:00-9:00PM</p> <p>Workshop (@YWCA) Reg. 8:00, workshop 8:30am-3:30PM</p>	<p>Providers of Preschool Children</p> <p>This two-part webinar and a one-day face-to-face workshop introduces teachers to Teaching Strategies GOLD, a Web-based, developmentally appropriate assessment system for children from birth through kindergarten. Through video clips, small-group work, and facilitator-led discussions, teachers will explore the structure, features, and functionality of the tool and practice using it to follow the four-step assessment cycle. Hands-on activities include observing children and writing objective observation notes, evaluating a child portfolio, and communicating assessment information with families. By the end of the session, teachers will have the basic skills they need to begin implementing Teaching Strategies GOLD online in their classrooms.</p> <p>Prerequisite: Participants must have already attended The Introduction and Implementation of the Creative Curriculum/The Foundations of The Creative Curriculum System for Preschool workshop or another research-based, developmentally-appropriate curriculum workshop.</p> <p>Requirement: The Teaching Strategies GOLD website will be used during the workshop, so you must bring a laptop or tablet and your GOLD sign-in information. This training will include two hours of homework.</p>	<p>Register at: http://www.starnet.org/home/ CDA: 1-8 FREE</p>
<p>Wednesday 04/12/2017, 04/26/2017, & 05/10/2017</p>	<p>Active Learning Series Introductory Presenter: Heather Gordon</p>	<p>6:00 PM To 8:00 PM</p> <p>YWCA 4990 East State Street Rockford, IL 61108 Winnebago</p>	<p>Providers of Children 0-3</p> <p>An important part of the daily routine with infants and toddlers is active learning. A carefully planned environment made up of a teacher's intentional choices of materials encourages them to explore the environment with determination and engage in discovery. Participants will learn activities to make the most out of learning that takes place in a classroom environment.</p>	<p>Use Registration Form CDA: 2 FREE</p>
<p>Thursday 04/13/2017</p>	<p>ExceleRate-Gateways: Make the Connection Introductory Presenter: Mark Obuchowski</p>	<p>6:00 PM To 8:00 PM</p> <p>YWCA 4990 East State Street Rockford, IL 61108 Winnebago</p>	<p>All Providers</p> <p>Quality care for children has always been your goal. ExceleRate Illinois and Gateways can help you get to the next level. Join us to hear a Program Specialists from INCCRRA highlight the connections between Credentials, Scholarships, Gateways Registry and ExceleRate Illinois.</p>	<p>Use Registration Form CDA: 6 FREE</p>

Date		Time & Address	Audience & Course Description	Registration CDA Area & Fee
Saturday 04/22/2017	Program for Infant/Toddler Care (PITC) <i>Module 4: Culture, Family, & Providers</i> Intermediate Presenter: Rebecca Kroiss	8:00 AM To 5:00 PM YWCA 4990 East State St. Rockford, IL 61108 Winnebago	Infant/Toddler Center Directors and Staff PITC is designed to help child care directors and infant/toddler care teachers become sensitive to infants' cues, connect with their family and culture, and develop responsible, relationship-based care. This training takes an in-depth look at cognitive and social-emotional development, encouraging growth within daily routines and tips on setting up appropriate environments for experienced infant and toddler professionals.	Use Registration Form CDA: 3, 4, 5, 6 \$10.00
04/24/2017-06/02/2017	Child Care Business Academy Introductory Presenter: Mary Cline (online)		All Providers *See informational flyer at the end of the training calendar for complete course information and requirements. Building a Business Plan to Build Your Business is a dynamic, self-paced, online training series. The purpose of this series is to introduce individuals to a business plan. Topics include; Defining and creating a business plan for your program/business, understanding how a business plan can increase your BAS score, how to highlight your business strengths and build on your weaknesses, using research to market your business, and understanding your business's profits and losses.	Use registration form CDA: \$10 (Gateways Members) \$25 (Public)
Saturday 04/29/2017	Welcoming Each & Every Child Introductory Presenter: Andrea Angileri	8:30 AM To 4:00 PM YWCA 4990 East State St Rockford, IL 61108 Winnebago	All Providers This training provides information on caring for children with special needs in typical child care settings. The training helps increase the knowledge and comfort level of participant to enhance their ability to care for young children with disabilities in early childhood environments. Adaptations and modifications that will assist all children to participate in activities will be discussed. This meets the DCFS requirement for early childhood providers in special care inclusion training.	Use Registration Form CDA: 8 \$15.00

Date		Time & Address	Audience & Course Description	Registration CDA Area & Fee
Saturday 04/29/2017	Heartsaver® First Aid/CPR/AED Introductory Presenter: Debb Webb, Basic Healthcare Education LLC In association with the American Heart Association	8:30 AM To 3:00 PM YWCA 4990 East State St Rockford, IL 61108 Winnebago	All Providers This is a video-based, instructor-led course that teaches students critical skills needed to respond to and manage an emergency until emergency medical services arrive. Skills covered in this course include first aid; choking relief in adults, children and infants; and what to do for sudden cardiac arrest in adults, children, and infants. This training will meet IDCFS licensing requirements.	Use registration form CDA: 1 \$25.00 (providers listed on CCS database) \$50 (other)
Wednesday 05/03/2017 Thursday 05/04/2017 Wednesday 05/10/2017 Thursday 05/11/2017	We Choose Health (Series) Module 1: <i>Childhood Obesity</i> Module 2: <i>Healthy Eating</i> Module 3: <i>Physical Activity</i> Module 4: <i>Working with Families to Promote Healthy Behavior</i> Introductory Presenter: Kelly McNeal & Cydney Oakes	6:00 PM To 8:00 PM YWCA 4990 East State St Rockford, IL 61108 Winnebago	All Providers Session one teaches the possible consequences of being overweight as a child and describes the role of the child care environment and child care staff in helping to prevent being obesity in children. This session also lists some ways a child care facility can help children get more active and eat healthier. Session two will discuss why good nutrition is important, and explain in detail the components of a child care environment that promotes healthy eating. Session three teaches why active play is important to young children and explains the role the child care provider plays in helping children develop active lifestyles. The fourth session reviews the role of the child care provider in helping families address healthy behavior, personal barriers to eating healthy and physical activity, and possible solutions.	Use Registration Form CDA: 1, 2, 4 FREE
Saturday 05/06/2017	Growing Up WILD! Introductory Presenter: Kelly McNeal & Heather Gordon	9:00 AM To 12:00 PM YWCA 4990 East State Street Rockford, IL 61108 Winnebago	All Providers This workshop is an early childhood education program that builds on children's sense of wonder about nature and invites them to explore wildlife and the world around them. Be prepared to participate in some fun activities and take home projects.	Use Registration Form CDA: 2 \$10

Date		Time & Address	Audience & Course Description	Registration CDA Area & Fee
Tuesday 05/09/2017 	ExceleRate Illinois Orientation for Licensed Family Child Care Introductory Presenter: Kristian Boyle	6:00 PM To 8:00 PM YWCA 4990 East State Street Rockford, IL 61108 Winnebago	Licensed Family Child Care Providers ExceleRate™ Illinois is the quality rating and improvement system for licensed family child care, licensed child care centers, Head Start, and Preschool for All programs. This orientation provides family child care providers an overview of the goals, quality indicators, benefits of participation, application process, and the system supports available for success at reaching each Circle of Quality.	Use Registration Form CDA: 5 FREE
Tuesday 05/09/2017	When Children Bite Introductory Presenter: Heather Gordon	7:00 PM To 9:00 PM Aldersgate United Methodist Church 4055 N. Rockton Ave. Rockford Winnebago	Providers of 0-3 This workshop will discuss what biting is and why children bite. During this training, participants will explore why biting is considered a developmentally expected behavior and how caregivers can implement strategies to prevent and respond to biting.	Use Registration Form CDA: 3 FREE
Thursday 05/11/2017  	Introduction to Developmental Screening Tools Introductory Presenter: Maggie Mosca, MSW and Heather Gordon	6:00 PM To 9:00 PM YWCA 4990 East State St Rockford, IL 61108 Winnebago	All Providers The process of developmental screening in the early childhood setting is introduced to practitioners. A review of several commercial screening tools is discussed to provide child care practitioners options in monitoring a child's typical development.	Use Registration Form CDA: 7 \$10.00
Saturday 05/13/2017  	Caring for Mixed Ages of Children Introductory Presenter: Ashley Harms	9:00 AM To 12:30 PM YWCA 4990 East State St Rockford, IL 61108 Winnebago	All Providers In this training, participants will define developmentally appropriate practice (DAP) as well as recognize the importance of DAP when caring for mixed ages of children. Components of a safe and healthy family child care environment serving mixed ages of children will be discussed as well as identifying areas for program improvement.	Use Registration Form CDA: 1, 5 \$10.00
Saturday 05/20/2017	Heartsaver® First Aid/CPR/AED Introductory Presenter: Debb Webb, Basic Healthcare Education LLC In association with the American Heart Association	8:30 AM To 3:00 PM YWCA 4990 East State St Rockford, IL 61108 Winnebago	All Providers This is a video-based, instructor-led course that teaches students critical skills needed to respond to and manage an emergency until emergency medical services arrive. Skills covered in this course include first aid; choking relief in adults, children and infants; and what to do for sudden cardiac arrest in adults, children, and infants. This training will meet IDCFS licensing requirements.	Use registration form CDA: 1 \$25.00 (providers listed on CCS database) \$50 (other)

Date		Time & Address	Audience & Course Description	Registration CDA Area & Fee
Monday 5/22/2017	Infants Learn Through Their Senses Introductory Presenter: Heather Gordon	6:00 PM To 8:00 PM Freeport Public Library 100 E. Douglas St. Freeport, IL 61032 Stephenson	Providers of Children 0-3 Infants learn a lot in their first year of life by using their natural senses to experience their environment. Participants will learn different activities to help infants learn through their natural senses.	Use Registration Form CDA: 2 & 3 FREE
Tuesday 05/30/2017	Infant/Toddler Interactions Introductory Presenter: Heather Gordon	6:00 PM To 8:00 PM YWCA 4990 East State Street Rockford, IL 61108 Winnebago	Providers of Children 0-3 When children have safe and loving relationships with their caregivers their brains are more open to learn new concepts. This workshop will introduce different ways to interact with infants and toddlers and explore how relationships and healthy attachments are the keys to unlocking learning.	Use Registration Form CDA: 3 FREE
Saturday 06/03/2017  	ECE Credential Level 1 Module 3: <i>Observation & Guidance</i> Module 4: <i>Learning Happens in Relationships</i> Introductory Presenter: Jennie Johnson Sic	9:00 AM To 3:30 PM YWCA 4990 East State St Rockford, IL 61108 Winnebago	All Providers (License Exempt Providers Tier 2) To know how to best help children in your care, it is important to observe them and identify their specific needs. This session will define the different kinds of observations you can use when caring for children and how to offer more effective guidance and discipline. Our kids are constantly responding to family members, teachers, and social relationships that help to share their understanding of the world around them. This class explores how relationships between families, children, and teachers can help learning, and how crafting the environment around them can help children learn.	Use Registration Form CDA: 1, 3, 7 FREE
Saturday 06/03/2017  	Off the Shelf and Into Practice: Using Your Curriculum Every Day Introductory Presenter: Rachel Feigel	9:00 AM To 12:30 PM YWCA 4990 East State Street Rockford, IL 61108 Winnebago	All Providers This training gives participants an overview of important factors for implementing a curriculum as well as reviewing indicators of a high quality curriculum. Participants will identify strategies for using curriculum in their program every day and produce an action plan for implementing curriculum with fidelity into their program.	Use Registration Form CDA: 2 FREE





Date		Time & Address	Audience & Course Description	Registration CDA Area & Fee
Saturday 06/03/2017  	Understanding and Planning for Continuous Quality Improvement Introductory Presenter: Rachel Feigel	1:00 PM To 4:00 PM YWCA 4990 East State Street Rockford, IL 61108 Winnebago	All Providers One of the distinguishing characteristics of high-quality early childhood programs is their ability to adapt to change. This training will explore the concept of Continuous Quality Improvement (CQI) as an essential component of first-rate programs. Through discussion and group activities, participants will learn the key features of this leadership philosophy, the steps in the CQI process, and how to create a Continuous Quality Improvement Plan (CQIP) to guide change.	Use Registration Form CDA: 5 \$10
Monday 06/05/2017 & 06/12/2017  	Introduction to Environmental Rating Scales (ERS) Introductory Presenter: Kristian Boyle	6:00 PM To 8:00 PM Ida Public Library 320 North State St Belvidere, IL 61008 Boone	All Providers This training is for center-based programs and family child care providers and offers an overview of the Environment Rating Scales. The Environment Rating Scales are user-friendly assessment tools that measure the quality of the learning environment for infants through school-age children. After completing this training, participants will be able to use the tool(s) for program self-assessment and improvement planning.	Use Registration Form CDA: 5 \$10
Tuesday 06/06/2017	Homemade Toys Introductory Presenter: Heather Gordon	6:00 PM To 8:00 PM Freeport Public Library 100 E. Douglas St. Freeport, IL 61032 Stephenson	All Providers Participants will explore effective ways to create homemade toys that children can play with in a learning environment. This workshop will provide a variety of ideas in creating homemade toys to use with the children.	Use Registration Form CDA: 2 FREE
Wednesday 06/07/2017	Safeway Food Handler Presentation and Certification Introductory Presenter: Kelly McNeal	6:00 PM To 8:30 PM YWCA 4990 East State St Rockford, IL 61108 Winnebago	All Providers This training will offer a Food Handler workshop that has been approved by ANSI and will meet the DCFS certification requirement. This workshop consists of a slide presentation followed by a 40 question test.	Use Registration Form CDA: 1 \$15

Gateways to Opportunity Registry Trainings



Throughout this training calendar, you will see this logo. This symbol indicates that this training has been approved to be entered into the Gateways to Opportunity Registry. The Gateways to Opportunity Registry is a resource and tool to drive quality and accountability for early care and education, school-age, and youth development practitioners and programs. Registry Membership provides a system to track professional attainment and completion of training requirements by individual practitioners, from college coursework to community-based training. For Registry Members, the system will maintain a permanent record of these achievements on a Professional Development Record (PDR).

To download an application to become a member of the registry, visit www.ilgateways.com.

Date		Time & Address	Audience & Course Description	Registration CDA Area & Fee
Saturday 06/10/2017  	Introduction to the Family Child Care Environment Rating Scale (FCCERS-R) – Revised Introductory Presenter: Kristian Boyle	9:00 AM To 1:00 PM YWCA 4990 East State Street Rockford, IL 61108 Winnebago	Family Child Care Providers This training is for Family Child Care practitioners and provides an overview of the Family Child Care Environment Rating Scales Revised (FCCERS-R). FCCERS-R is a user-friendly assessment tool used to measure the quality of the learning environment. After completing this training, participants will be able to use the tool for program self-assessment and improvement planning. In addition, practitioners will be aware of FCCERS-R linkage to national accreditation, Illinois Early Learning and Development Standards (IELDS) and ExceleRate™ Illinois, Illinois' quality rating and improvement system.	Use Registration Form CDA: 5 \$10
Saturday 06/10/2017	Is 2% to Few? Is 5% too Many? – Getting Men Into ECE Introductory Presenter: Mark Obuchowski	9:00 AM To 11:00 AM YWCA 4990 East State St Rockford, IL 61108 Winnebago	All Providers Is there room for me here? Recruiting, retaining and valuing men in ECE programs has proven to be one of the greatest challenges to our field's quest for anti-bias, anti-discrimination, multi-cultural based system of Early Childhood Education. Join Mark Obuchowski as we explore this critical issue. We will discuss our current status and what we can all do together to move forward!	Use Registration Form CDA: 3, 5 FREE
Saturday 06/17/2017  	ECE Credential Level 1 Module 5: <i>Family and Community Relationships</i> Module 6: <i>Personal and Professional Development</i> Introductory Presenter: Jennie Johnson Sic	9:00 AM To 3:00 PM YWCA 4990 East State St Rockford, IL 61108 Winnebago	All Providers (License Exempt Providers – Tier 2) As our partner in child development, families—especially families—directly affect a child's learning. You also will explore the social world of a family to be sure that the learning that takes place in your care is consistent with learning done at home. What does it mean to be a child care professional? How can you be sure you are getting the support and supplies you need? How can you set effective limits with parents and children alike? In this final class, you will learn about your own professional development and how to take care of yourself so you can continue to care for others.	Use Registration Form CDA: 4, 6 FREE

Date		Time & Address	Audience & Course Description	Registration CDA Area & Fee
Saturday 06/24/2017	Music & Movement Introductory Presenter: Heather Gordon	9:00 AM To 11:00 AM YWCA 4990 East State Street Rockford, IL 61108 Winnebago	Providers of Children 0-3 Children learn by moving through their environment. Toddlers form emotional relationships with the world around them when singing and dancing. Participants will learn a variety of exciting activities that promote learning and development through music and movement.	Use Registration Form CDA: 2 FREE
Monday 06/26/2017	Sensory Play Introductory Presenter: Heather Gordon	6:00 PM To 8:00PM YWCA 4990 East State Street Rockford, IL 61108 Winnebago	All Providers This workshop will introduce sensory concepts and will incorporate developmentally appropriate activities. Participants will have the opportunity to explore and create different types of sensory materials.	Use Registration Form CDA: 2 FREE



Ready for a Jumpstart?

We have Busy Boxes!

Heather Gordon, Infant/Toddler Specialist, has created sets of materials and activities to improve interaction with infants and toddlers.

Contact Heather to arrange a drop off visit to your site/home. Heather will demonstrate different ways the materials in the box can be used with the 0-3 audience. She will then leave the box with you for two weeks, and pick it up at the end of the two week period.

Contact Heather today at 815-484-9442 ext. 228, or
HeatherG@ywcanwil.org



YWCA Northwestern Illinois Child Care Solutions: Business Academy



YOU ARE INVITED!

You are invited to participate in the YWCA Child Care Solutions' ***Building a Business Plan to Build Your Business*** online training series! This is a self-paced, **online** business series. The purpose of this series is to introduce you to a business plan so you can begin to build a plan for your own business. Topics will include:

- What is a business plan and why every business needs one
- Understanding how a business plan can increase your BAS score
- How to highlight your business strengths and build on your weaknesses
- The IRS and your business
- Using research to market your business
- Understanding your business's profits and losses

Building a Business Plan to Build Your Business was created by Mary Cline. Mary is a collegiate Accounting Instructor. This **online** series is easily accessed from a computer and can be completed on **your own time**, at **your own pace** within the allotted time period. Participants must have computer and internet access and be comfortable navigating the internet, email, and computer programs such as Word. The series will be held from April 24th, 2017 through June 2nd, 2017 and is worth a total of 15 training hours. Registration closes April 21st, 2017 or when the 15 available spots are filled. The cost is \$10 for Gateway registry members and \$20 for the public.

Procedure:

This is a multipart learning series; you will complete one chapter at a time, at your own pace. After you feel you have mastered a chapter, you will contact the Training Coordinator and she will email you a short test to gage your learning. Once a score of 75% or greater is achieved on the test, the Training Coordinator will contact you to relay your score. After a passing score is achieved, you may begin the next chapter. This process will continue until the series is complete. Upon completion, the appropriate training certificate will be issued.

We look forward to helping you build your business!



Caring for Infant/Toddlers?

*Heather Gordon, Infant Toddler Specialist, is here to help with **FREE** educational sessions brought to your site/home.*

Session Option 1: Boosting Your Communication with Infants Toddlers

- Learn effective ways to communicate with infant and toddlers.
- Help infants communicate before they have the ability to speak.
- Understand infants when there are no words.

Session Option 2: Benefits of Infant/Toddler Open-ended Art

- Heather will bring an art activity to do with the children in your care.
- Learn various ways to encourage creativity in the children you provide care for.
- Learn how to support open-ended art activities.

All educational sessions are one hour in length, and participants will receive a certificate of participation which will meet DCFS training requirements.

To schedule an Educational Session, please contact Heather at 815-484-9442 ext.228, or HeatherG@ywcanwil.org



ExceleRate Illinois recognizes early learning providers who make quality a priority. ExceleRate Illinois is a statewide Quality Recognition and Improvement System designed to make continuous quality improvement an everyday priority among early learning providers. The program establishes standards for helping infants, toddlers and preschool age children develop intellectually, physically, socially and emotionally. It provides a framework for early learning professionals to identify opportunities for improvement, increase their skills and take steps to make positive changes.

ExceleRate Illinois also recognizes early learning providers for their ongoing efforts to improve the quality of their care by awarding Circle of Quality designations.

The **Licensed** Circle of Quality tells you that the program meets state licensing standards for quality.

The **Bronze** Circle of Quality recognizes the qualifications of program staff.

The **Silver** Circle of Quality recognizes that the program has met quality goals.

The **Gold** Circle of Quality recognizes programs that meet or go beyond the highest quality goals.

Training Policies and Procedures

The following training policies and procedures apply to all YWCA Northwestern Illinois Child Care Solutions sponsored workshops and conferences.

Registration

The training calendar indicates how to register for a workshop/series. Please note, not all trainings offered have registrations through YWCA Northwestern Illinois Child Care Solutions.

Preregistration is required for all trainings.

Participants are registered on a first come, first served basis.

Registration forms for YWCA Northwestern Illinois Child Care Solutions sponsored trainings can be found in the quarterly training calendar and/or online at www.ywcanwil.org/ccs. Registration forms for all YWCA Northwestern Illinois Child Care Solutions sponsored trainings are accepted via mail or office walk-in only. Faxed registrations are accepted for non-fee trainings only.

Payment must accompany the registration form for any training that has a fee. The registration request will not be processed if the fee is not included with the registration form.

Typically, class size is limited. When class maximum has been met, registration will be closed.

Typically, there is no limit on the number of participants from one facility. However, if the need arises to limit the number of participants from one program, YWCA Northwestern Illinois Child Care Solutions reserves the right to do so. Limit information will be included within the training calendar under the column heading *Registration/CDA Area/NAFCC Area/Fee*. The limit guidelines are as follows:

Family Child Care Homes- A maximum of two participants per program.

Child Care Centers- A maximum of four participants per program.

Upon receipt of a completed registration form and payment (if applicable), a copy will be sent to the provider confirming status of registration.

A minimum of ten registrants is expected to hold a workshop/series. Each workshop is looked at individually, and may be held with less attendees depending on needs and circumstances. Registration is expected at least one week prior to workshop/series.

In order to prepare training materials and due to space limitations, we will not accommodate walk-ins. The training facilitator will adhere to the class roster. Any participant that is not on the class roster will not be allowed admittance into the training. If you were not registered and you attend a class, you will not receive a training certificate.

Training Participation

Late arrivals—a fifteen (15) minute Grace Period will be given at all training sessions. This grace period begins at the advertised start time.

Participants will not be allowed in the training after the 15-minute grace period.

Early departures—to receive a training certificate, participants must stay until the trainer is finished.

At the discretion of the trainer—if an attendee is considered to be disruptive in behavior, he/she may be asked to leave the training and will not receive a certificate or refund (if there was a fee).

Adult learners' only—Children are not to be in attendance at training sessions.

Cancellation

If YWCA Child Care Solutions cancels a workshop/series due to low enrollment all participants that registered will be contacted by phone no later than two days prior to the session and a refund will be processed. At the time of the phone call, he/ she will be notified if a rescheduling of the session is planned and the opportunity to register or decline will be given.

If unforeseen circumstances occur, including but not limited to inclement weather, presenter cancellation/illness, or power outage, registrants will be notified as soon as possible. Every effort will be made to contact each provider via phone call.

Participant Cancellation

A participant may cancel a class for which they are registered up to 7 business days prior to the scheduled date to receive a refund.

If it is 6 business days or less before the class is to be held, no refunds will be given nor will substitutions be made.

Certificates

A certificate of attendance will be distributed at the end of each workshop/ or conclusion of a series.

To receive a training certificate, participants must stay until the trainer is finished.

Replacement certificates must be issued at the request of an individual participant. A processing fee of \$5.00 will be charged and the certificate will be held until payment is made.

Certificates are only to be released to the individual who participated at the training.

DTP Training Transcripts

DTP transcripts may be issued at the request of an individual participant. To ensure confidentiality, transcripts are to be released to the individual. No fee is attached to this service. This is not to be considered an official transcript.

No Show Registrants

Pre registration fees are non-refundable for no-show registrants.

Registrants are not to be charged or billed fees for non-attendance after training has occurred.

No show registrants are not to be denied access to future training as long as they follow other training policies and procedures.