

# Training Opportunities for Early Childhood Providers

## *Summer 2020 Calendar*





4990 East State Street  
Rockford, Illinois  
61108  
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Training Ext. 211  
[www.ywcanwil.org](http://www.ywcanwil.org)




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




Date	Training Title	Time & Address	Audience & Course Description	Registration CDA Area & Fee
July				
Tuesday, 7/7/20	<b>Environment Modifications</b>  <b>Introductory</b> <b>Presenter: Heather Gordon</b>	6:00 PM to 8:00 PM  <b>YWCA</b> 4990 E. State St. Rockford, IL 61108 Winnebago County	<b>Providers for Ages 0-3</b>  While adapting the daycare environment for children's learning needs, the primary focus for caregivers should be the children's strengths and abilities. Join this training for a guide to assist you with modifications and adjustments to your environment.	Use registration form or <a href="#">click here for online registration</a>  <b>CDA: 1, 2</b>  <b>FREE</b>
Wednesday, 7/8/20    *Meets CCAP Health & Safety Requirements	<b>ECE Credential Level 1: Module 1: Child Development Overview</b>  <b>Introductory</b> <b>Presenter: Heather Gordon</b>	6:00 PM to 9:00 PM  <b>YWCA</b> 4990 E. State St. Rockford, IL 61108 Winnebago County	<b>All Providers</b>  Participants will receive an overview in child development for children birth through early school-age. Emphasis will be on understanding basic milestones in development as well as on strategies used to promote health.	Use registration form or <a href="#">click here for online registration</a>  <b>CDA: 1, 3, &amp; 8</b>  <b>FREE</b>
Thursday, 7/9/20	<b>Supportive Relationships with Infants, Toddlers, and their Families</b>  <b>Introductory</b> <b>Presenter: Heather Gordon</b>	6:00 PM to 8:00 PM  <b>YWCA</b> 4990 E. State St. Rockford, IL 61108 Winnebago County	<b>Providers for Ages 0-3</b>  Relationships are the heart of development and learning for infants and toddlers. Come learn how to support relationships between children and their families to help nurture strong relationships with the children in your care.	Use registration form or <a href="#">click here for online registration</a>  <b>CDA: 1 &amp; 5</b>  <b>FREE</b>
Saturday, 7/11/20  	<b>Program for Infant Toddler Care (PITC) Module 1: Social-Emotional Growth</b>  <b>Intermediate</b> <b>Presenter: Heather Gordon</b>	<b>Hybrid Training</b>  <b>In-Person</b> 9:00 AM to 3:00 PM (7/11/20) at <b>YWCA</b> 4990 E. State St. Rockford, IL 61108 Winnebago County with <b>2 Hours of Online Follow-up</b> to be completed between 7/11/20-8/1/20	<b>Providers for Ages 0-3</b>  In this eight hour presentation (6 hours in-person with 2 hours of online follow-up), Module I begins with an overview of the basic concepts of early social-emotional growth and socialization and their application to the group care context. An emphasis is placed on the development of a nurturing relationship between the infant and teacher. Participants will learn children's social-emotional development is strengthened through secure relationships with their families and teachers.	Use registration form or <a href="#">click here for online registration</a>  <b>CDA: 3</b>  <b>FREE</b>

Date	Training Title	Time & Address	Audience & Course Description	Registration CDA Area & Fee
7/13/20 through 8/21/20	<b>Business Academy</b>  <b>Introductory</b> <b>Presenter: Mary Cline</b> <b>(online)</b>	Online, Self-Paced	<b>All Providers</b>  <b><i>*See information flyer at the end of the training calendar for complete information and requirements.</i></b>  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 or <a href="#">click here for online registration</a>  <b>CDA: 6</b>  <b>FREE for Illinois Gateways Registry members</b>  <b>\$10.00 for the public</b>  <b>15 Professional Development Hours</b>
Monday, 7/13/20  <i>*Meets CCAP Health &amp; Safety Requirements</i>	<b>IDCFS Mandated Reporter</b>  <b>Introductory</b> <b>Presenter: Heather Gordon</b>	6:00 PM to 7:00 PM  <b>YWCA</b> 4990 E. State St. Rockford, IL 61108 Winnebago County	<b>All Providers</b>  The purpose of this course is to help all Illinois Mandated Reporters understand their critical role in protecting children by recognizing and reporting child abuse. Everyone who suspects child abuse or neglect should call the Illinois Department of Children and Family Services Child Abuse Hotline to make a report. Mandated Reporters are required by law to do so.	Use registration form or <a href="#">click here for online registration</a>  <b>CDA: 5</b>  <b>FREE</b>
Tuesday, 7/14/20  <i>*Meets CCAP Health &amp; Safety Requirements</i>	<b>What is CCAP?</b>  <b>Introductory</b> <b>Presenters: Tina Haynes and Flora Sago</b>	6:00 PM to 8:00 PM  <b>YWCA</b> 4990 E. State St. Rockford, IL 61108 Winnebago County	<b>All Providers</b>  "What is CCAP?" reviews the Illinois Department of Human Services (IDHS) Child Care Assistance Program (CCAP). The Illinois Department of Human Services Child Care Assistance Program – helps pay for child care expenses for income-eligible families who work or participate in an approved school or training or TANF approved activity. This training reviews the application processes and key features child care providers should be familiar with regarding the CCAP program. This training is Gateways Registry approved and helps meet provider training requirements to receive Child Care Assistance Program payments.	Use registration form or <a href="#">click here for online registration</a>  <b>CDA: 5</b>  <b>FREE</b>

Date	Training Title	Time & Address	Audience & Course Description	Registration CDA Area & Fee
Saturday, 7/18/20	<b>Caring for Mixed Ages of Children</b>  <b>Introductory</b> <b>Presenter: Gloria Davis</b>	9:00 AM to 12:30 PM  <b>YWCA</b> 4990 E. State St. Rockford, IL 61108 Winnebago County	<b>All Providers</b>  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 or <a href="#">click here for online registration</a>  <b>CDA: 1 &amp; 5</b>  <b>\$10.00</b>
Tuesday, 7/21/20    *Meets CCAP Health & Safety Requirements	<b>Child Development, Health, and Safety Basics</b>  <b>Introductory</b> <b>Presenter: Heather Gordon</b>	5:30 PM to 9:30 PM  <b>YWCA</b> 4990 E. State St. Rockford, IL 61108 Winnebago County	<b>All Providers</b>  This training will provide participants an overview of child development, health, and safety issues for children birth through early school age. Emphasis will be on understanding patterns of development, developmental domains, and the role of nutrition in development. In addition, health and safety issues will address supporting the growth of healthy children - from the basics such as hand washing to more in-depth practices surrounding healthy procedures and disease prevention. Participants will learn more about emergency planning/preparedness and first aid as well as identify tips for maintaining safe indoor/outdoor environments.	Use registration form or <a href="#">click here for online registration</a>  <b>CDA: 1 &amp; 8</b>  <b>FREE</b>
Tuesday, 7/21/20	<b>Teaching with Respect</b>  <b>Introductory</b> <b>Presenter: Stephanie Koclanis</b>	6:00 PM to 8:00 PM  <b>YWCA</b> 4990 E. State St. Rockford, IL 61108 Winnebago County	<b>Providers for Ages 3+</b>  In this training, you will understand the importance of human interaction, especially with young children. You will develop concrete ways to express respect through the physical environment and through everyday engagement with the children in your care.	Use registration form or <a href="#">click here for online registration</a>  <b>CDA: 5 &amp; 6</b>  <b>FREE</b>
Tuesday, 7/21/20	<b>Connecting Children to Outdoor Play</b>  <b>Introductory</b> <b>Presenter: Gloria Davis</b>	6:00 PM to 8:00 PM  <b>Freeport Public Library</b> 100 E. Douglas St. Freeport, IL 61032 Stephenson County	<b>All Providers</b>  An outdoor play space for young children should provide a stimulating, safe, and exciting "place to be" which is reflective of and responsive to individual children's needs and interests. Exploring nature is a complete sensory experience. Early experiences with the natural world excite children's imaginations and foster their inborn sense of wonder and curiosity, which are important motivators for lifelong learning.	Use registration form or <a href="#">click here for online registration</a>  <b>CDA: 1</b>  <b>FREE</b>

Date	Training Title	Time & Address	Audience & Course Description	Registration CDA Area & Fee
Wednesday, 7/22/20	<b>Creating an Encouraging Environment</b>  <b>Introductory</b> <b>Presenter: Heather Gordon</b>	6:00 PM to 8:00 PM  <b>YWCA</b> 4990 E. State St. Rockford, IL 61108 Winnebago County	<b>Providers for Ages 0-3</b>  Quality learning environments are crucial for effective brain development in infants and toddlers. Come learn how to create an environment rich with language and exploration that supports the natural curiosity of infants and toddlers which will positively influence later learning.	Use registration form or <a href="#">click here for online registration</a>  <b>CDA: 1 &amp; 5</b>  <b>FREE</b>
Thursday, 7/23/20	<b>Importance of Interactions</b>  <b>Introductory</b> <b>Presenter: Heather Gordon</b>	6:00 PM to 8:00 PM  <b>YWCA</b> 4990 E. State St. Rockford, IL 61108 Winnebago County	<b>Providers for Ages 0-3</b>  When children have safe and loving relationships with their caregivers, their brains are more open in learning new concepts. This workshop will go over how to improve interactions in the childcare setting. You will be introduced to different ways of interacting with children and explore how relationships and healthy attachments are the keys to unlocking learning.	Use registration form or <a href="#">click here for online registration</a>  <b>CDA: 3</b>  <b>FREE</b>
Monday, 7/27/20	<b>Round Table Discussion</b>  <b>Introductory</b> <b>Presenter: Heather Gordon</b>	6:00 PM to 8:00 PM  <b>YWCA</b> 4990 E. State St. Rockford, IL 61108 Winnebago County	<b>Providers for Ages 0-3</b>  Child care providers are invited to an evening of discussion as it relates to the rewards and obstacles providers face on a daily basis. The desired outcome of these meetings is that participants leave a bit more informed and enthused about the next day.	Use registration form or <a href="#">click here for online registration</a>  <b>CDA: 6</b>  <b>FREE</b>
Tuesday, 7/28/20	<b>Road to Reading</b>  <b>Introductory</b> <b>Presenter: Gloria Davis</b>	6:00 PM to 8:00 PM  <b>Freeport Public Library</b> 100 E. Douglas St. Freeport, IL 61032 Stephenson County	<b>All Providers</b>  Participants of this training will learn ways to facilitate children's early literacy and language skills. The training will cover tips for read-aloud activities, wonderful ways to include reading and writing in daily curriculum, and how to set up dramatic play centers.	Use registration form or <a href="#">click here for online registration</a>  <b>CDA: 1 &amp; 4</b>  <b>FREE</b>
Wednesday, 7/29/20    *Meets CCAP Health & Safety Requirements	<b>ECE Level 1 Credential: Module 2a: Health Issues for Children in Group Care</b>  <b>Introductory</b> <b>Presenter: Heather Gordon</b>	6:00 PM to 9:00 PM  <b>YWCA</b> 4990 E. State St. Rockford, IL 61108 Winnebago County	<b>All Providers</b>  Ensuring a child's health and well-being requires more than basic first aid and emergency contacts. In this class, you will learn how to help the growth of healthy children-from the basics like hand washing to a more in-depth look at various practices surrounding healthcare.	Use registration form or <a href="#">click here for online registration</a>  <b>CDA: 1</b>  <b>FREE</b>





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Thursday, 7/30/20	<b>Closing the Gap in Childhood Development</b>  <b>Introductory</b> <b>Presenter: Heather Gordon</b>	6:00 PM to 8:00 PM  <b>YWCA</b> 4990 E. State St. Rockford, IL 61108 Winnebago County	<b>Providers for Ages 0-3</b>  This course will focus on the gaps in child development and help the child to the next step through environmental learning. This training will focus on learning how to help children through the gap of what they want to do and what they can do.	Use registration form or <a href="#">click here for online registration</a>  <b>CDA: 1</b>  <b>FREE</b>
<b>August</b>				
Saturday, 8/1/20 & 8/8/20  	<b>Redleaf Family Child Care Curriculum: Teaching through Quality Care</b>  <b>Intermediate</b> <b>Presenter: Jodi York</b>	8:00 AM to 5:00 PM  <b>Stephenson County Farm Bureau</b> 210 W. Spring St. Freeport, IL 61032 Stephenson County	<b>Family Child Care Providers</b>  Family child care providers will explore key elements of curriculum that support children's development through all domains during the early years, infancy through kindergarten age. Five domains of development will be explored: physical, cognitive, communication and language, social and emotional, and approaches to learning. Necessary elements to support high quality family child care programs will be explored, including establishing a safe and supportive family child care program, partnering with families, and establishing program policies and practices.	Use registration form or <a href="#">click here for online registration</a>  <b>CDA: 1, 2, 7, &amp; 8</b>  <b>\$20.00</b>
Saturday, 8/1/20  	<b>SAYD Credential Level 1: Module 1: Introduction to Child and Youth Development</b>  <b>Introductory</b> <b>Presenter: Ashley Harms</b>	9:00 AM to 12:00 PM  <b>YWCA</b> 4990 E. State St. Rockford, IL 61108 Winnebago County	<b>All Providers</b>  Participants will receive a brief introduction to child and youth development from ages 5 – 21. They will be introduced to the stages of development along with the physical, cognitive, language, and social/emotional characteristics of development that will be used throughout the entire training series.	Use registration form or <a href="#">click here for online registration</a>  <b>CDA: 6 &amp; 8</b>  <b>FREE</b>
Saturday, 8/1/20  	<b>SAYD Credential Level 1: Module 2a: School Age Development (Ages 5-12)</b>  <b>Introductory</b> <b>Presenter: Ashley Harms</b>	12:30 PM to 3:30 PM  <b>YWCA</b> 4990 E. State St. Rockford, IL 61108 Winnebago County	<b>All Providers</b>  This session will explore the general characteristics and what to look for when working with children ages 5 – 12. It will discuss what to do and how to address children or youth who may have special needs. Participants will also discuss protective factors and how to offer a safety net for children and youth who may be struggling. The session will introduce five goals that will help guide your approach when working with children and youth.	Use registration form or <a href="#">click here for online registration</a>  <b>CDA: 8</b>  <b>FREE</b>


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Monday, 8/3/20	<b>Let's Talk! Conversations!</b>  <b>Introductory</b> <b>Presenter: Heather Gordon</b>	6:00 PM to 8:00 PM  <b>YWCA</b> 4990 E. State St. Rockford, IL 61108 Winnebago County	<b>Providers for Ages 0-3</b>  This training will encourage children to start talking while building their language skills at the same time. Come join our workshop on different conversations for early child care environments.	Use registration form or <a href="#">click here for online registration</a>  <b>CDA: 2</b>  <b>FREE</b>
Tuesday, 8/4/20	<b>Spin, Jump, Hide, and Throw: Why do Children do this?</b>  <b>Introductory</b> <b>Presenter: Stephanie Koclanis</b>	6:00 PM to 8:00 PM  <b>YWCA</b> 4990 E. State St. Rockford, IL 61108 Winnebago County	<b>Providers for Ages 3+</b>  Participants will learn about Schema Theory and the reason behind the repetitive behaviors children do on a daily basis. As participants gain a better understanding of these behaviors and how they help children organize and interpret environmental information, they will also explore hands-on activities in transforming these "frustrating" behaviors into positive ones.	Use registration form or <a href="#">click here for online registration</a>  <b>CDA: 1</b>  <b>FREE</b>
Thursdays, 8/6/20; 8/13/20; 8/20/20; & 8/27/20	<b>Circle of Security</b>  <b>Introductory</b> <b>Presenter: Mary Kelley</b>	6:00 PM to 8:00 PM  <b>YWCA</b> 4990 E. State St. Rockford, IL 61108 Winnebago County	<b>Caregivers of Children – 3 months to 6 years</b>  Did you know all children come with an instruction manual? Based on more than 50 years of research, this training will make it clear that your child <u>is</u> the instruction manual. In this training, you will learn how to read the 'manual'. We'll show you various ways you can observe each child's cues and effectively read the instructions your child is offering you. Once you better understand what you are seeing, you will be able to talk about what you are doing and not yet doing to give your child the security needed to have a stronger relationship with you.  <i>*This is a training series and participants are required to attend all 4 dates to receive credit. Participants will receive 8 contact hours for this training, upon completion.</i>	Use registration form or <a href="#">click here for online registration</a>  <b>CDA: 3 &amp; 8</b>  <b>FREE</b>


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Thursday, 8/6/20	<b>Loose Parts Activities for Infants and Toddlers</b>  <b>Introductory</b> <b>Presenter: Heather Gordon</b>	6:00 PM to 8:00 PM  <b>YWCA</b> 4990 E. State St. Rockford, IL 61108 Winnebago County	<b>Providers for Ages 0-3</b>  Loose parts are an opportunity for children to use their imagination. Loose parts support using creative problem solving, fine motor skills, social interaction and cooperative play. It helps improve healthy child development. In this presentation, small group activities and large group conversations will provide participants with the knowledge to enhance loose parts play in their childcare environment.	Use registration form or <a href="#">click here for online registration</a>  <b>CDA: 1</b>  <b>FREE</b>
Saturday, 8/8/20	<b>Sudden Infant Death Syndrome (SIDS/SUID/AAP Safe Sleep)</b>  <b>Introductory</b> <b>Presenter: Heather Gordon</b>	8:00 AM to 9:30 AM  <b>YWCA</b> 4990 E. State St. Rockford, IL 61108 Winnebago County	<b>All Providers</b>  This training discusses Sudden Infant Death Syndrome (SIDS/SUID/AAP Safe Sleep), including behaviors that increase the risk of SIDS, safe sleep habits, licensing standards, and resources for further information. The successful completion of this course meets DCFS pre-service licensing requirements for home care providers. Licensed providers will also receive training hours for license renewal.	Use registration form or <a href="#">click here for online registration</a>  <b>CDA: 1</b>  <b>FREE</b>
Saturday, 8/8/20	<b>Shaken Baby Syndrome and Traumatic Brain Injury</b>  <b>Introductory</b> <b>Presenter: Heather Gordon</b>	9:30 AM to 11:00 AM  <b>YWCA</b> 4990 E. State St. Rockford, IL 61108 Winnebago County	<b>All Providers</b>  This training discusses the signs, symptoms, causes, triggers, prevention, and long-term effects of Shaken Baby Syndrome and Traumatic Brain Injury. The successful completion of this course meets DCFS pre-service licensing requirements for home care providers. Licensed providers will also receive training hours for license renewal.	Use registration form or <a href="#">click here for online registration</a>  <b>CDA: 3</b>  <b>FREE</b>






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Tuesday, 8/11/20  <i>*Meets CCAP Health &amp; Safety Requirements</i>	<b>What is CCAP?</b>  <b>Introductory</b> <b>Presenters: Tina Haynes and Flora Sago</b>	6:00 PM to 8:00 PM  <b>YWCA</b> 4990 E. State St. Rockford, IL 61108 Winnebago County	<b>All Providers</b>  "What is CCAP?" reviews the Illinois Department of Human Services (IDHS) Child Care Assistance Program (CCAP). The Illinois Department of Human Services Child Care Assistance Program – helps pay for child care expenses for income-eligible families who work or participate in an approved school or training or TANF approved activity. This training reviews the application processes and key features child care providers should be familiar with regarding the CCAP program. This training is Gateways Registry approved and helps meet provider training requirements to receive Child Care Assistance Program payments.	Use registration form or <a href="#">click here for online registration</a>  <b>CDA: 5</b>  <b>FREE</b>
Thursday, 8/13/20	<b>Creating an Encouraging Environment</b>  <b>Introductory</b> <b>Presenter: Heather Gordon</b>	6:00 PM to 8:00 PM  <b>Pecatonica Public Library</b> 400 W. 11 <sup>th</sup> St. Pecatonica, IL 61063 Winnebago County	<b>Providers for Ages 0-3</b>  Quality learning environments are crucial for effective brain development in infants and toddlers. Come learn how to create an environment rich with language and exploration that supports the natural curiosity of infants and toddlers which will positively influence later learning.	Use registration form or <a href="#">click here for online registration</a>  <b>CDA: 1 &amp; 5</b>  <b>FREE</b>
Saturday, 8/15/20  <i>*Meets CCAP Health &amp; Safety Requirements</i>	<b>IDCFS Mandated Reporter</b>  <b>Introductory</b> <b>Presenter: Heather Gordon</b>	9:00 AM to 10:00 AM  <b>YWCA</b> 4990 E. State St. Rockford, IL 61108 Winnebago County	<b>All Providers</b>  The purpose of this course is to help all Illinois Mandated Reporters understand their critical role in protecting children by recognizing and reporting child abuse. Everyone who suspects child abuse or neglect should call the Illinois Department of Children and Family Services Child Abuse Hotline to make a report. Mandated Reporters are required by law to do so.	Use registration form or <a href="#">click here for online registration</a>  <b>CDA: 5</b>  <b>FREE</b>

Date	Training Title	Time & Address	Audience & Course Description	Registration CDA Area & Fee
Saturday, 8/15/20    <i>*Meets CCAP Health &amp; Safety Requirements</i>	<b>Child Development, Health, and Safety Basics</b>  <b>Introductory</b> <b>Presenter: Heather Gordon</b>	10:00 AM to 2:00 PM  <b>YWCA</b> 4990 E. State St. Rockford, IL 61108 Winnebago County	<b>All Providers</b>  This training will provide participants an overview of child development, health, and safety issues for children birth through early school age. Emphasis will be on understanding patterns of development, developmental domains, and the role of nutrition in development. In addition, health and safety issues will address supporting the growth of healthy children - from the basics such as hand washing to more in-depth practices surrounding healthy procedures and disease prevention. Participants will learn more about emergency planning/preparedness and first aid as well as identify tips for maintaining safe indoor/outdoor environments.	Use registration form or <a href="#">click here for online registration</a>  <b>CDA: 1 &amp; 8</b>  <b>FREE</b>
Monday, 8/17/20	<b>Art as a Discovery</b>  <b>Introductory</b> <b>Presenter: Heather Gordon</b>	6:00 PM to 8:00 PM  <b>YWCA</b> 4990 E. State St. Rockford, IL 61108 Winnebago County	<b>Providers for Ages 0-3</b>  Infants and toddlers engage their creativity and curiosity in many different ways in an attempt to better understand the world around them and to find a way to express their own feelings. For children who may not yet have the ability to communicate verbally, creative experiences can be the most effective way for them to express what they are feeling. Opportunities for developing creativity are provided to infants and toddlers as sensory experiences or creative arts. In this course, we will explore creativity for young children, specifically including the areas of art, music, and movement for infants and toddlers. These activities not only enhance children's creativity, but they can also boost children's ability to analyze, problem solve, and practice fine motor skills.	Use registration form or <a href="#">click here for online registration</a>  <b>CDA: 1</b>  <b>FREE</b>
Wednesday, 8/19/20    <i>*Meets CCAP Health &amp; Safety Requirements</i>	<b>ECE Credential Level 1: Module 2b: Nutrition Issues for Children in Group Care</b>  <b>Introductory</b> <b>Presenter: Heather Gordon</b>	6:00 PM to 9:00 PM  <b>YWCA</b> 4990 E. State St. Rockford, IL 61108 Winnebago County	<b>All Providers</b>  Whether you are responsible for providing a quick snack or a well-balanced meal, understanding children's dietary needs creates healthier and happier kids. Learn the basics of good nutrition, food safety, and various practices surrounding nutrition through this class that offers hands-on activities and practical discussions that will make science and good nutrition easy to understand.	Use registration form or <a href="#">click here for online registration</a>  <b>CDA: 1</b>  <b>FREE</b>



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Thursday, 8/20/20	<b>Soothe Stress: Building Connections with Song and Movement</b>  <b>Introductory</b> <b>Presenter: Heather Gordon</b>	6:00 PM to 8:00 PM  <b>YWCA</b> 4990 E. State St. Rockford, IL 61108 Winnebago County	<b>Providers for Ages 0-3</b>  Children's experiences with music throughout the day can have many positive benefits to their development. Music can help children learn concepts and express creativity, but it also can be an aid during transitions, waiting times, and group times. Exploring songs, rhythm, instruments, and movements will have you singing and dancing all day long.	Use registration form or <a href="#">click here for online registration</a>  <b>CDA: 1</b>  <b>FREE</b>
Saturday, 8/22/20  	<b>Welcoming Each and Every Child</b>  <b>Introductory</b> <b>Presenter: Andrea Angileri</b>	8:00 AM to 4:00 PM  <b>YWCA</b> 4990 E. State St. Rockford, IL 61108 Winnebago County	<b>All Providers</b>  This training provides information on caring for children with special needs in typical child care settings. This training helps increase the knowledge and comfort level of participants to enhance their ability to care for young children with disabilities in early childhood environments. Discussions will include adaptations and modifications that will assist all children to participate in activities. This meets the DCFS requirement for early childhood providers in special care inclusion training.	Use registration form or <a href="#">click here for online registration</a>  <b>CDA: 8</b>  <b>\$15.00</b>
Monday, 8/24/20	<b>Caring for Mixed Ages of Children in the Same Environment</b>  <b>Introductory</b> <b>Presenter: Heather Gordon</b>	6:00 PM to 8:00 PM  <b>YWCA</b> 4990 E. State St. Rockford, IL 61108 Winnebago County	<b>All Providers</b>  In this session, participants will explore the lesson planning process as it applies to mixed-age groups in their learning environment. Topics to be explored include the importance of lesson planning, the different phases of lesson planning, and things to keep in mind as you plan learning experiences for individual children and small groups.	Use registration form or <a href="#">click here for online registration</a>  <b>CDA: 1 &amp; 5</b>  <b>FREE</b>
Wednesday, 8/26/20	<b>When Children Bite</b>  <b>Introductory</b> <b>Presenter: Heather Gordon</b>	6:00 PM to 8:00 PM  <b>YWCA</b> 4990 E. State St. Rockford, IL 61108 Winnebago County	<b>Providers for Ages 0-3</b>  This training will encompass the developmental stages of biting; reasons for biting; strategies to deal with children who bite; how to talk with staff and parents about biting; and how to go about setting policies for biting in your program.	Use registration form or <a href="#">click here for online registration</a>  <b>CDA: 3</b>  <b>FREE</b>

Date	Training Title	Time & Address	Audience & Course Description	Registration CDA Area & Fee
Thursday, 8/27/20	<b>Play-Based Learning</b>  <b>Introductory</b> <b>Presenter: Jodi York</b>	6:00 PM to 8:00 PM  <b>YWCA</b> 4990 E. State St. Rockford, IL 61108 Winnebago County	<b>All Providers</b>  Research shows that setting our kids up for success in school and beyond with play-based learning is the best approach for our early learning environments. Teaching children relevant skills through play keeps them motivated to learn. Through this training, you will explore how to design your setting to fit the needs of any age group that focuses on child-initiated learning. Also, we will look at curriculum development to ensure age-appropriate materials are available for children. Finding a healthy balance of both free play and guided play will ensure the child is receiving a solid foundation in the learning process.	Use registration form or <a href="#">click here for online registration</a>  <b>CDA: 5</b>  <b>FREE</b>
Thursday, 8/27/20	<b>Safeway Food Handler Presentation and Certification</b>  <b>Introductory</b> <b>Presenter: Kelly McNeal</b>	6:00 PM to 8:30 PM  <b>YWCA</b> 4990 E. State St. Rockford, IL 61108 Winnebago County	<b>All Providers</b>  This training will offer a face to face 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 or <a href="#">click here for online registration</a>  <b>CDA: 1</b>  <b>FREE</b>
Saturday, 8/29/20  	<b>Early Childhood Developmental Screening</b>  <b>Introductory</b> <b>Presenter: Heather Gordon</b>	8:00 AM to 4:30 PM  <b>YWCA</b> 4990 E. State St. Rockford, IL 61108 Winnebago County	<b>All Providers</b>  This training reviews child growth and development in early childhood environments. A review of several commercial screening tools is discussed to allow child care practitioners more options on monitoring a child's typical development. Case studies provide hands-on learning for the participant on the use of a developmental screening tool, and guidelines for referral to an early intervention program.	Use registration form or <a href="#">click here for online registration</a>  <b>CDA: 7</b>  <b>FREE</b>
Monday, 8/31/20	<b>Anxiety in Childhood: Identifying, Understanding, and Responding</b>  <b>Introductory</b> <b>Presenter: Heather Gordon</b>	6:00 PM to 8:00 PM  <b>YWCA</b> 4990 E. State St. Rockford, IL 61108 Winnebago County	<b>Providers for Ages 0-3</b>  This course is intended to help recognize and understand the anxiety disorders that frequently occur in children and learn a wide variety of communication and behavioral strategies for helping these children manage their anxiety. Included are sections on types and causes of anxiety disorders, strategies for prevention, techniques for helping children manage worry, relaxation techniques to use with children, and detailed discussions on environment anxiety and social anxiety.	Use registration form or <a href="#">click here for online registration</a>  <b>CDA: 1</b>  <b>FREE</b>




Date	Training Title	Time & Address	Audience & Course Description	Registration CDA Area & Fee
September				
Wednesday, 9/2/20	<b>ExceleRate™ Illinois Orientation for Licensed Family Child Care</b>  <b>Introductory</b> <b>Presenter: Heather Gordon</b>	6:00 PM to 8:00 PM  <b>YWCA</b> 4990 E. State St. Rockford, IL 61108 Winnebago County	<b>All Providers</b>  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 or <a href="#">click here for online registration</a>  <b>CDA: 5</b>  <b>FREE</b>
Thursday, 9/3/20	<b>Big Ideas on Early Brain Development: What Caregivers Should Know</b>  <b>Introductory</b> <b>Presenter: Heather Gordon</b>	6:00 PM to 8:00 PM  <b>YWCA</b> 4990 E. State St. Rockford, IL 61108 Winnebago County	<b>Providers for Ages 0-3</b>  Discover the connection between early brain development and children's learning. This training will focus on classroom activities to promote developmental growth. Through lecture, group discussions, and small group activities, participants will study how the brain develops, how to organize stimuli, and the impact of stress. Discussion will encompass caregiving strategies used in everyday encounters to support healthy brain development.	Use registration form or <a href="#">click here for online registration</a>  <b>CDA: 1 &amp; 5</b>  <b>FREE</b>
Thursday, 9/10/20	<b>Infant Toddler Sensory Awareness</b>  <b>Introductory</b> <b>Presenter: Heather Gordon</b>	6:00 PM to 8:00 PM  <b>YWCA</b> 4990 E. State St. Rockford, IL 61108 Winnebago County	<b>Providers for Ages 0-3</b>  Have you experienced children who are easily over-stimulated or have difficulties remaining in group situations? Have you witnessed children crashing into things or always wanting to touch others? These children may be experiencing challenges with their sensory system and the ways in which their bodies process sensory information from their environment. Participants will get a chance to discuss the benefits and importance of sensory experiences. This training helps participants understand the sensory needs of children while providing fun and easy sensory ideas to try out in the childcare environment. Join us and learn more about sensory processing challenges and how you can help these children be more successful in the childcare setting.	Use registration form or <a href="#">click here for online registration</a>  <b>CDA: 3</b>  <b>FREE</b>

Date	Training Title	Time & Address	Audience & Course Description	Registration CDA Area & Fee
Saturday, 9/12/20  	<b>SAYD Credential Level 1: Module 2b: Early Adolescent Development (Ages 11-16)</b>  <b>Introductory</b> <b>Presenter: Ashley Harms</b>	9:00 AM to 12:00 PM  <b>YWCA</b> 4990 E. State St. Rockford, IL 61108 Winnebago County	<b>All Providers</b>  This session will discuss developmental characteristics of early adolescents and recognize that those in this stage may appear more as a school-age child in some areas and an adolescent in others. Other topics will include risk taking, looking into the teenage brain, moral development, and "productive engagement."	Use registration form or <a href="#">click here for online registration</a>  <b>CDA: 8</b>  <b>FREE</b>
Saturday, 9/12/20  	<b>SAYD Credential Level 1: Module 2c: Late Adolescent/Young Adult Development (Ages 15-21)</b>  <b>Introductory</b> <b>Presenter: Ashley Harms</b>	12:30 PM to 3:30 PM  <b>YWCA</b> 4990 E. State St. Rockford, IL 61108 Winnebago County	<b>All Providers</b>  This session will focus on supporting the needs of the late adolescents as they transition into adulthood. Topics will include peer leadership, life skill development, supporting their growing independence, and developmentally appropriate practices for young adults ages 15 – 21.	Use registration form or <a href="#">click here for online registration</a>  <b>CDA: 8</b>  <b>FREE</b>
Saturday, 9/12/20  	<b>An Introduction to the Environment Rating Scales (ERS)</b>  <b>Introductory</b> <b>Presenter: Heather Gordon</b>	9:00 AM to 1:00 PM  <b>YWCA</b> 4990 E. State St. Rockford, IL 61108 Winnebago County	<b>All Providers</b>  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 or <a href="#">click here for online registration</a>  <b>CDA: 5 &amp; 7</b>  <b>\$10.00</b>
Monday, 9/14/20	<b>Working with Families and Children Living in Poverty</b>  <b>Introductory</b> <b>Presenter: Sara Schumacher</b>	6:00 PM to 8:00 PM  <b>YWCA</b> 4990 E. State St. Rockford, IL 61108 Winnebago County	<b>All Providers</b>  This training is designed to inform, inspire, and motivate participants to make a difference for children and families living in the warzone of poverty. It will provide tools and activities for educating, communicating, and working effectively with people who are living in poverty. Participants will gain a deeper understanding of poverty, self-reflection, how poverty impacts learning, and what strategies are effective to break poverty barriers.	Use registration form or <a href="#">click here for online registration</a>  <b>CDA: 5</b>  <b>FREE</b>



Date	Training Title	Time & Address	Audience & Course Description	Registration CDA Area & Fee
Tuesday, 9/15/20  <i>*Meets CCAP Health &amp; Safety Requirements</i>	<b>What is CCAP?</b>  <b>Introductory</b> <b>Presenters: Tina Haynes and Flora Sago</b>	6:00 PM to 8:00 PM  <b>YWCA</b> 4990 E. State St. Rockford, IL 61108 Winnebago County	<b>All Providers</b>  "What is CCAP?" reviews the Illinois Department of Human Services (IDHS) Child Care Assistance Program (CCAP). The Illinois Department of Human Services Child Care Assistance Program – helps pay for child care expenses for income-eligible families who work or participate in an approved school or training or TANF approved activity. This training reviews the application processes and key features child care providers should be familiar with regarding the CCAP program. This training is Gateways Registry approved and helps meet provider training requirements to receive Child Care Assistance Program payments.	Use registration form or <a href="#">click here for online registration</a>  <b>CDA: 5</b>  <b>FREE</b>
Wednesday, 9/16/20    <i>*Meets CCAP Health &amp; Safety Requirements</i>	<b>ECE Level 1 Credential: Module 2c: Safety Issues for Children in Group Care</b>  <b>Introductory</b> <b>Presenter: Heather Gordon</b>	6:00 PM to 9:00 PM  <b>YWCA</b> 4990 E. State St. Rockford, IL 61108 Winnebago County	<b>All Providers</b>  A child's safety is the number one concern for parents and child care providers alike. In this class, you will identify tips for creating a safer group care environment, confront the issues of abuse and neglect, and learn more about emergency preparedness and first aid.	Use registration form or <a href="#">click here for online registration</a>  <b>CDA: 1</b>  <b>FREE</b>
Saturday, 9/19/20  	<b>Illinois Early Learning and Development Standards</b>  <b>Intermediate</b> <b>Presenter: Gloria Davis</b>	9:00 AM to 3:00 PM  <b>YWCA</b> 4990 E. State St. Rockford, IL 61108 Winnebago County	<b>Providers for Ages 3-5</b>  This training gives early childhood practitioners an overview of the revised learning and development standards for preschool children ages three to five. Through discussion and small group activities, training participants will learn how to connect the standards with daily practice in their programs.	Use registration form or <a href="#">click here for online registration</a>  <b>CDA: 5 &amp; 7</b>  <b>FREE</b>
Saturday, 9/19/20	<b>Nature Activities for Families</b>  <b>Introductory</b> <b>Presenter: Heather Gordon</b>	9:00 AM to 11:00 AM  <b>YWCA</b> 4990 E. State St. Rockford, IL 61108 Winnebago County	<b>Providers for Ages 0-3</b>  Nature is a great teacher! This training will share nature activities for kids and the whole family to enjoy. From hunting bugs to making seashell magnets, these awesome hands-on activities are a great way for children and to get a little closer to nature. Join this training for Nature Activities for Families for great learning, exploration, and fun!	Use registration form or <a href="#">click here for online registration</a>  <b>CDA: 1</b>  <b>FREE</b>

Date	Training Title	Time & Address	Audience & Course Description	Registration CDA Area & Fee
Monday, 9/21/20	<b>Losing Our Grip: How to Promote Fine Motor Development in Infants and Toddlers</b>  <b>Introductory</b> <b>Presenter: Heather Gordon</b>	6:00 PM to 8:00 PM  <b>YWCA</b> 4990 E. State St. Rockford, IL 61108 Winnebago County	<b>Providers for Ages 0-3</b>  This course covers how the brain develops fine motor skills. Discussion will cover the importance of practice and repetition of skills and its effects on development. It will go over the structure of the hand and how to strengthen the muscles to create precision and control. This training will also cover not developing hand dominance and the connection between the brain, the hand, and handwriting.	Use registration form or <a href="#">click here for online registration</a>  <b>CDA: 2 &amp; 8</b>  <b>FREE</b>
Wednesday, 9/23/20	<b>ExceleRate™ Illinois Orientation for Licensed Centers</b>  <b>Introductory</b> <b>Presenter: Stephanie Koclanis</b>	6:00 PM to 8:00 PM  <b>YWCA</b> 4990 E. State St. Rockford, IL 61108 Winnebago County	<b>Licensed Center Providers</b>  ExceleRate™ Illinois is the new quality rating and improvement system for licensed child care centers, Head Start, and Preschool for All programs. This orientation provides child care centers 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 or <a href="#">click here for online registration</a>  <b>CDA: 8</b>  <b>FREE</b>
Wednesday, 9/23/20	<b>IDCFS Mandated Reporter</b>  <b>Introductory</b> <b>Presenter: Heather Gordon</b>	6:00 PM to 7:00 PM  <b>YWCA</b> 4990 E. State St. Rockford, IL 61108 Winnebago County	<b>All Providers</b>  The purpose of this course is to help all Illinois Mandated Reporters understand their critical role in protecting children by recognizing and reporting child abuse. Everyone who suspects child abuse or neglect should call the Illinois Department of Children and Family Services Child Abuse Hotline to make a report. Mandated Reporters are required by law to do so.	Use registration form or <a href="#">click here for online registration</a>  <b>CDA: 5</b>  <b>FREE</b>
Thursday, 9/24/20	<b>Play-Based Learning</b>  <b>Introductory</b> <b>Presenter: Jodi York</b>	6:00 PM to 8:00 PM  <b>Freeport Public Library</b> 100 E. Douglas St. Freeport, IL 61032 Stephenson County	<b>All Providers</b>  Research shows that setting our kids up for success in school and beyond with play-based learning is the best approach for our early learning environments. Teaching children relevant skills through play keeps them motivated to learn. Through this training, you will explore how to design your setting to fit the needs of any age group that focuses on child-initiated learning. Also, we will look at curriculum development to ensure age-appropriate materials are available for children. Finding a healthy balance of both free play and guided play will ensure the child is receiving a solid foundation in the learning process.	Use registration form or <a href="#">click here for online registration</a>  <b>CDA: 5</b>  <b>FREE</b>

Date	Training Title	Time & Address	Audience & Course Description	Registration CDA Area & Fee
Saturday, 9/26/20  	<b>SAYD Credential Level 1: Module 3a: Infant/Toddler Development (Birth-36 Months)</b>  <b>Introductory</b> <b>Presenter: Ashley Harms</b>	9:00 AM to 12:00 PM  <b>YWCA</b> 4990 E. State St. Rockford, IL 61108 Winnebago County	<b>All Providers</b>  The goal of this session is to raise awareness and discuss this important stage of development, offer information, and point to resources for participants to use. One area that will be highlighted is discipline, as the concepts and approach can prove useful with all ages.	Use registration form or <a href="#">click here for online registration</a>  <b>CDA: 8</b>  <b>FREE</b>
Saturday, 9/26/20  	<b>SAYD Credential Level 1: Module 3b: Preschool Development (Ages 3-5)</b>  <b>Introductory</b> <b>Presenter: Ashley Harms</b>	12:30 PM to 3:30 PM  <b>YWCA</b> 4990 E. State St. Rockford, IL 61108 Winnebago County	<b>All Providers</b>  Preschool children are developing quickly in all areas. This session will discuss how providers can support their development by helping them interact within the world on many levels: through their senses, through play, and through movement. Their experiences create a framework for learning that will carry them through later stages of development and into adulthood.	Use registration form or <a href="#">click here for online registration</a>  <b>CDA: 8</b>  <b>FREE</b>
Monday, 9/28/20	<b>Temperament</b>  <b>Introductory</b> <b>Presenter: Heather Gordon</b>	6:00 PM to 8:00 PM  <b>YWCA</b> 4990 E. State St. Rockford, IL 61108 Winnebago County	<b>Providers for Ages 0-3</b>  Children come into our programs with many strengths and different styles of learning. As a caregiver, it is important to understand how to meet the learning needs of our students so they all can succeed. In this training, we will learn about temperament research in order to best meet the needs of all children in our care.	Use registration form or <a href="#">click here for online registration</a>  <b>CDA:</b>  <b>FREE</b>
Wednesday, 9/30/20    <i>*Meets CCAP Health &amp; Safety Requirements</i>	<b>Child Development, Health, and Safety Basics</b>  <b>Introductory</b> <b>Presenter: Heather Gordon</b>	5:30 PM to 9:30 PM  <b>YWCA</b> 4990 E. State St. Rockford, IL 61108 Winnebago County	<b>All Providers</b>  This training will provide participants an overview of child development, health, and safety issues for children birth through early school age. Emphasis will be on understanding patterns of development, developmental domains, and the role of nutrition in development. In addition, health and safety issues will address supporting the growth of healthy children - from the basics such as hand washing to more in-depth practices surrounding healthy procedures and disease prevention. Participants will learn more about emergency planning/preparedness and first aid as well as identify tips for maintaining safe indoor/outdoor environments.	Use registration form or <a href="#">click here for online registration</a>  <b>CDA: 1 &amp; 8</b>  <b>FREE</b>

## **CPR / First Aid Trainings**

**You must call the YWCA to register for all CPR Classes at (815) 484-9442.  
Walk-ins will not be admitted into classes.**

<b>DATE</b>	<b>LOCATION</b>	<b>TIME</b>
Saturday, 7/11	<b>YWCA</b> – Rockford, IL	8:45 AM – 2:00 PM
Saturday, 7/18	<b>YWCA</b> – Rockford, IL	<b>9:45 AM – 3:00 PM</b>
Saturday, 7/25	<b>YWCA</b> – Rockford, IL	8:45 AM – 2:00 PM
Saturday, 8/1	<b>YWCA</b> – Rockford, IL	<b>9:45 AM – 3:00 PM</b>
Saturday, 8/8	<b>YWCA</b> – Rockford, IL	8:45 AM – 2:00 PM
Saturday, 8/15	<b>YWCA</b> – Rockford, IL	<b>9:45 AM – 3:00 PM</b>
Saturday, 8/22	<b>YWCA</b> – Rockford, IL	8:45 AM – 2:00 PM
Saturday, 8/29	<b>YWCA</b> – Rockford, IL	<b>9:45 AM – 3:00 PM</b>
Saturday, 9/12	<b>YWCA</b> – Rockford, IL	8:45 AM – 2:00 PM
Saturday, 9/19	<b>YWCA</b> – Rockford, IL	<b>9:45 AM – 3:00 PM</b>
Saturday, 9/26	<b>YWCA</b> – Rockford, IL	8:45 AM – 2:00 PM

## **Staff Assisted Online Training at the YWCA**

The dates listed below are scheduled times when YWCA staff will be available to assist anyone who would like to complete the CCAP Health & Safety Trainings using our onsite computer lab.

### **Trainings that can be completed online:**

- Child Development, Health, and Safety Basics
- What is CCAP?
- IDCFS Mandated Reporter Training
- ECE Credential Level 1 – All modules
- SAYD Credential Level 1 – Modules 4a & 4b

DATE	TIME
<u>Wednesday, 7/15</u>	9:00 AM-11:00 AM
<u>Wednesday, 8/19</u>	9:00 AM-11:00 AM
<u>Wednesday, 9/16</u>	9:00 AM-11:00 AM

## **Open Computer Lab Hours at the YWCA**

The hours listed below are for providers to complete trainings online at your convenience.

Please sign in at the front desk when you arrive. Registration is not required.

**Monday: 8:30 AM – 4:30 PM**

**Tuesday: 8:30 AM – 4:30 PM**

**Wednesday: 8:30 AM – 8:00 PM**

**Thursday: 8:30 AM – 4:30 PM**

**Friday: 8:30 AM-4:30 PM**

**Fridays in July and August: 8:30 AM – 11:30 AM**



## YWCA Northwestern Illinois Child Care Solutions: Business Academy



### ***YOU ARE INVITED!***

You are invited to participate in the YWCA Child Care Solutions' **Business Academy** 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

**Business Academy** was created by Mary Cline. This **online** series is easily accessed from a computer and can be completed on **your own time**, at **your own pace** within the allotted 6-week timeframe. Participants must have a computer, internet access, and be comfortable navigating the internet, email, and computer programs such as Word. This series will be held from July 13, 2020-August 21, 2020 and is worth a total of 15 training hours. Registration closes July 6, 2020 or when the 15 available spots are filled. **There is no cost for Gateway Registry members, but there is a cost of \$10.00 for the public.** To register, click the link accompanied with the training in the above grid or submit a registration form and payment to the YWCA at 4990 East State Street, Rockford, IL 61108. If you have questions, please contact the Training Coordinator at (815) 484-9448, ext. 211.

#### 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!***



# YWCA Northwestern Illinois Child Care Solutions Provider Services

## How can we help YOU?

### **Amy Ritter** – *Front Desk Receptionist*

- Assists with annual child care program updates
- Provides customized child care referral lists, upon request

Extension: 200

[Email Amy](#)

### **Heather Gordon** – *Infant Toddler Specialist*

- Coordinates on-site consultations, observations, and assessments of children ages 0-3
- Provides trainings on Infant/Toddler topics
- Assists with implementing child care improvement plans

Extension: 228

[Email Heather](#)

### **Jennifer Betts** – *Data Specialist*

- Registers participants for training opportunities
- Assists providers with completing and reporting the IDHS CCAP training requirements
- Offers assistance with referral and retention as well as technical assistance and various training topics
- Coordinates annual child care program updates

Extension: 218

[Email Jennifer](#)

### **Kelly McNeal** – *Community Systems Development & Referral Specialist*

- Works and connects with programs and services across health, early care and education, family support, and social services
- Coordinates community outreach and collaborations
- Provides customized child care referral lists upon request

Extension: 204

[Email Kelly](#)

### **Stephanie Koclanis** – *Quality Improvement Funds Specialist*

- Responsible for the promotion, technical assistance, receiving, processing, and awarding of funds for Quality Improvement Cohort, License Exempt Cohort, Training Stipends, and Accreditation Assistance applications

Extension: 224

[Email Stephanie](#)

## **Training Policies and Procedures**

*The following training policies and procedures apply to all YWCA NWIL 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.
- Pre-registration is required for all trainings.
- Typically, class size is limited. When class maximum has been met, registration will be closed.
- Participants are registered on a first come, first serve 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](http://www.ywcanwil.org).
- 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.
- Registration closes 7 days prior to the scheduled training date.
- 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.
- Upon receipt of a completed registration form and payment (if applicable), a copy will be sent to the provider confirming status of registration.
- Walk-ins are discouraged and may not be allowed admittance.

### **Training Participation**

- Late arrivals—a 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 will not 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.

### **Fees, Refunds, & Cancellations**

- If YWCA Child Care Solutions cancels a workshop/series due to low enrollment all participants that registered will be contacted by phone or email no later than two days prior to the session and a refund will be processed, as applicable.
- 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 or email.
- A participant may cancel a class for which they are registered up to 5 business days prior to the scheduled date to receive a refund. If it is 4 business days or less before the class is to be held, no refunds will be given nor will substitutions be made.
- Pre-registration fees are non-refundable for no-show registrants.

### **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.