

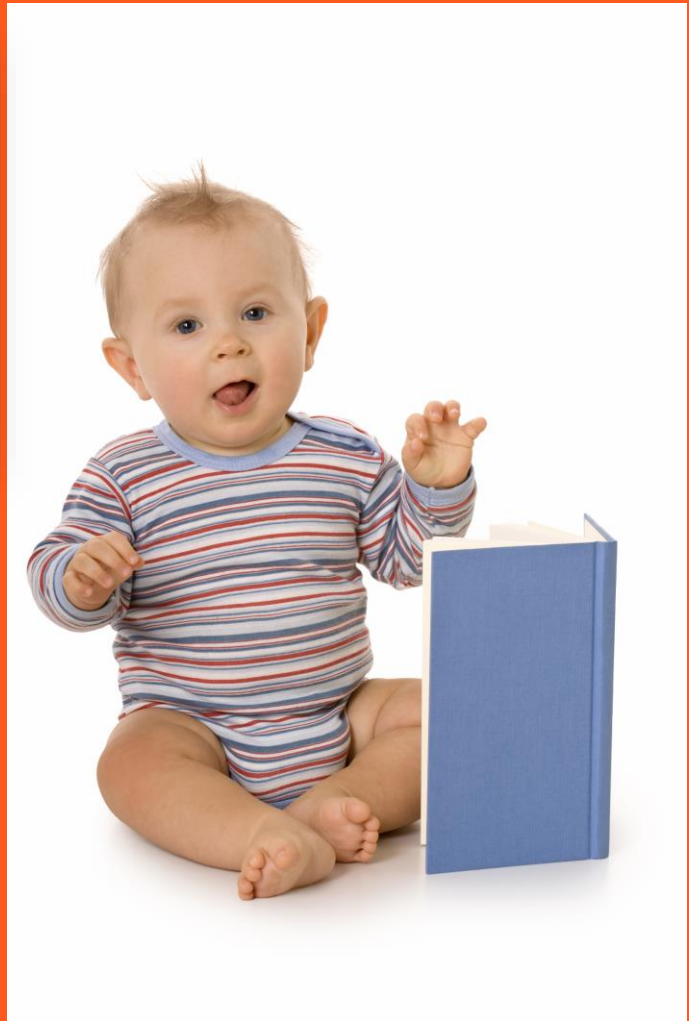
# Training Opportunities for Early Childhood Providers

## ***Summer Calendar 2019***







**4990 East State Street ·  
Rockford, Illinois 61108  
815.484.9442 ·  
800.872.9780 ·**

**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, 7/2/19	Safeway Food Handler Presentation and Certification  <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 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>\$20.00</b>
Saturday, 7/6/19 and 7/13/19  	Creative Curriculum for Infants, Toddlers, and Twos Series  <b>Intermediate</b> <b>Presenter: Cheryl Bulat</b>	8:30 AM to 3:00 PM  <b>YWCA</b> 4990 E. State St. Rockford, IL 61108 Winnebago County	<b>All Providers</b>  This hands-on session guides teachers and caregivers through every component of the expanded Creative Curriculum® for Infants, Toddlers & Twos, a research-based, comprehensive curriculum that focuses on building warm, nurturing relationships with the youngest learners and intentionally promoting their development and learning in all areas. Participants first explore the three curriculum volumes to plan and implement meaningful routines and intentional experiences for all the children in a language-rich environment. To strengthen assessment skills, teachers will use Volume 3: Objectives for Development & Learning, Birth Through Third Grade to practice documenting their observations of young children and to plan for and scaffold their learning.	Use registration form or <a href="#">click here for online registration</a>  <b>CDA: 1, 2, 3, 7, &amp; 8</b>  <b>\$20.00</b>
Tuesday, 7/9/19	Read to Me  <b>Introductory</b> <b>Presenter: Heather Gordon</b>	7:00 PM to 9:00 PM  <b>Aldersgate United Methodist Church</b> 4055 N. Rockton Ave. Rockford, IL 61103	<b>All Providers</b>  The benefits of reading to a child begin at birth and last a lifetime. Reading, not only builds relationships, but listening skills, memory, and vocabulary. Join this training to take home some tips for growing little readers.	Use registration form or <a href="#">click here for online registration</a>  <b>CDA: 1</b>  <b>FREE</b>
Wednesday, 7/10/19  	ECE Credential Level 1: Module 3: Observation and Guidance  <b>Introductory</b> <b>Presenter: Kristian Wanland</b>	6:00 PM to 9:00 PM  <b>YWCA</b> 4990 E. State St. Rockford, IL 61108 Winnebago County	<b>All Providers</b>  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.	Use registration form or <a href="#">click here for online registration</a>  <b>CDA: 3, 7</b>  <b>FREE</b>

Date	Training Title	Time & Address	Audience & Course Description	Registration CDA Area & Fee
Wednesday, 7/10/19  	Off the Shelf and Into Practice: Using Your Curriculum Every Day  <b>Intermediate</b> <b>Presenter: Ashley Harms</b>	5:30 PM to 9:00 PM  <b>Stephenson County Farm Bureau</b> 210 W. Spring St. Freeport, IL 61032 Stephenson County	<b>All Providers</b>  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 or <a href="#">click here for online registration</a>  <b>CDA: 5</b>  <b>FREE</b>
Thursday, 7/11/19	Schedules & Routines  <b>Introductory</b> <b>Presenter: Heather Gordon</b>	6:00 PM to 8:00 PM  <b>Pecatonica Public Library</b> 410 W. 11 <sup>th</sup> St. Pecatonica, IL 61063 Winnebago County	<b>All Providers</b>  This workshop is designed to help the child care provider implement routines and schedules. Children need time to play, read, eat, and interact with the word around them. Participants will learn how to arrange space to be flexible and provide routines that best serve the developing child.	Use registration form or <a href="#">click here for online registration</a>  <b>CDA: 4</b>  <b>FREE</b>
Tuesday, 7/16/19	Let's Talk Conversations!  <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>  This training will offer you conversation starters that get children talking. A communication rich environment is necessary to foster language skills. Join this conversation on language for the child care environment.	Use registration form or <a href="#">click here for online registration</a>  <b>CDA: 2</b>  <b>FREE</b>
Wednesday, 7/17/19   <i>*Meets CCAP Health &amp; Safety Requirements</i>	Child Development, Health, and Safety Basics  <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, 8</b>  <b>FREE</b>



Date	Training Title	Time & Address	Audience & Course Description	Registration CDA Area & Fee
Saturday, 7/20/19	<p>Sudden Infant Death Syndrome (SIDS/SUID/AAP Safe Sleep)</p> <p><b>Introductory</b> <b>Presenter: Heather Gordon</b></p>	<p>9:00 AM to 10:30 AM</p> <p><b>YWCA</b> 4990 E. State St. Rockford, IL 61108 Winnebago County</p>	<p><b>All Providers</b></p> <p>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.</p>	<p>Use registration form or <a href="#">click here for online registration</a></p> <p><b>CDA: 1</b></p> <p><b>FREE</b></p>
Saturday, 7/20/19	<p>Shaken Baby Syndrome and Traumatic Brain Injury</p> <p><b>Introductory</b> <b>Presenter: Heather Gordon</b></p>	<p>10:30 AM to 12:00 PM</p> <p><b>YWCA</b> 4990 E. State St. Rockford, IL 61108 Winnebago County</p>	<p><b>All Providers</b></p> <p>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.</p>	<p>Use registration form or <a href="#">click here for online registration</a></p> <p><b>CDA: 3</b></p> <p><b>FREE</b></p>
7/22/19 through 8/30/19	<p>Child Care Business Academy</p> <p><b>Introductory</b> <b>Presenter: Mary Cline (online)</b></p>	<p>Online, Self-Paced</p>	<p><b>All Providers</b></p> <p><b><i>*See information flyer at the end of the training calendar for complete information and requirements.</i></b></p> <p>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.</p>	<p>Use registration form or <a href="#">click here for online registration</a></p> <p><b>CDA: 6</b></p> <p><b>FREE for Illinois Gateways Registry members</b></p> <p><b>\$10.00 for the public</b></p> <p>Register by 7/18/19</p>

Date	Training Title	Time & Address	Audience & Course Description	Registration CDA Area & Fee
Monday, 7/22/19	Outdoor Science Labs  <b>Introductory</b> <b>Presenter: Gloria Davis</b>	6:00 PM to 8:00 PM  <b>YWCA</b> 4990 E. State St. Rockford, IL 61108 Winnebago County	<b>All Providers</b>  Nature should be integral in the design process of children's indoor and outdoor environments. Research shows that outdoor play is not only fun, but essential to a child's growth and development. A well-designed outdoor classroom environment is as important as the indoor classroom environment. This training will help participants design their outdoor space utilizing materials and equipment from indoors to outdoors while still adhering to safety and accessibility standards.	Use registration form or <a href="#">click here for online registration</a>  <b>CDA: 1</b>  <b>FREE</b>
Wednesday, 7/24/19    <i>*Meets CCAP Health &amp; Safety Requirements</i>	ECE Credential Level 1 Module 1: Child Development Overview  <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 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 the health.	Use registration form or <a href="#">click here for online registration</a>  <b>CDA: 1, 3, 8</b>  <b>FREE</b>
Wednesday, 7/24/19  	ECE Credential Level 1 Module 4: Learning Happens in Relationships  <b>Introductory</b> <b>Presenter: Kristian Wanland</b>	6:00 PM to 9:00 PM  <b>YWCA</b> 4990 E. State St. Rockford, IL 61108 Winnebago County	<b>All Providers</b>  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 or <a href="#">click here for online registration</a>  <b>CDA: 1, 3</b>  <b>FREE</b>
Thursday, 7/25/19	Free Play  <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 of Children 0-3</b>  Free and self-guided play offers many benefits to the development of children. Join us to discover the reasons free play builds creativity and strengthens a child's abilities.	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
Saturday, 7/27/19    <i>*Meets CCAP Health &amp; Safety Requirements</i>	Child Development, Health, and Safety Basics  <b>Introductory</b> <b>Presenter: Kristian Wanland</b>	8:00 AM to 12:00 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: 1,8</b>  <b>FREE</b>
Saturday, 7/27/19	Building a Business Plan  <b>Introductory</b> <b>Presenter: Mary Cline (Online)</b>	9:00 AM to 11:00 AM  <b>Online Webinar</b>	<b>All Providers</b>  This training will discuss what a Business Plan is and why you need one. This session will assist you in reviewing your business's strengths and how to build on its weaknesses. Additionally, this training will explore marketing strategies and how the IRS looks at business practices.	<b>Must register for the Women in Business Network to attend. <a href="#">Click here</a></b>  <b>CDA: 8</b>  <b>FREE</b>
Tuesday, 7/30/19	Building Relationships with Families for the Easy and Hard Conversations  <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 of Children 0-3</b>  Building relationships with a child's caregiver is critical. When you have an established relationship, crucial conversations are more likely to take place and resonate. Challenging encounters are bound to happen. Come learn how to get things back in order to provide the best care possible for the children you care deeply about.	Use registration form or <a href="#">click here for online registration</a>  <b>CDA: 1,5</b>  <b>FREE</b>
Tuesday, 7/30/19	Supporting Your Team  <b>Introductory</b> <b>Presenters: Kristian Wanland &amp; Stephanie Koclanis</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 will learn about different personality components and determine where their strengths lie. In addition, participants will discover the five dysfunctions of a team and how to overcome those obstacles to become more effective.	Use registration form or <a href="#">click here for online registration</a>  <b>CDA: 5, 6</b>  <b>FREE</b>


Date	Training Title	Time & Address	Audience & Course Description	Registration CDA Area & Fee
Wednesday, 7/31/19	Temperament  <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 of Children 0-3</b>  Children arrive in programs with varying strengths and learning styles. As a caregiver, it is important to understand how to meet the learning needs of each child in your care. This training will review 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: 8</b>  <b>FREE</b>
<b>August</b>				
Saturday, 8/3/19    	Introduction to the Environmental Rating Scales (ERS)  <b>Introductory</b> <b>Presenter: Kristian Wanland</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 Environmental Rating Scales. The Environmental 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</b>  <b>\$10.00</b>
Saturday, 8/3/19  	Caring for Mixed Ages of Children  <b>Introductory</b> <b>Presenter: Ashley Harms</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, 5</b>  <b>\$10.00</b>
Saturday, 8/3/19	Aquatic WILD  <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>All Providers</b>  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 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, 8/5/19	This is the House that Children Built  <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>  Whether children are squealing with delight at the size of their block towers or sighing in frustration as it topples over, the art of block building offers children a multitude of learning experiences. Block play enhances all areas of a child's development, including the physical, social, and intellectual domains. Join our presenter as she explores the benefits and endless possibilities block play can bring to your daycare environment.	Use registration form or <a href="#">click here for online registration</a>  <b>CDA: 2</b>  <b>FREE</b>
Tuesday, 8/6/19	Toxic Stress within the Classroom  <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 of Children 0-3</b>  Toxic stress has the ability to alter our brains. This training will help ensure you, as the caregiver, understand what toxic stress is, how it affects the brain, and how to use techniques to cope with stress in the classroom.	Use registration form or <a href="#">click here for online registration</a>  <b>CDA: 5</b>  <b>FREE</b>
Wednesday, 8/7/19    <i>*Meets CCAP Health &amp; Safety Requirements</i>	ECE Credential Level 1 Module 2a: Health Issues for Children in Group Care  <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>
Wednesday, 8/7/19  	ECE Credential Level 1 Module 5: Family and Community Relationships  <b>Introductory</b> <b>Presenter: Kristian Wanland</b>	6:00 PM to 9:00 PM  <b>YWCA</b> 4990 E. State St. Rockford, IL 61108 Winnebago County	<b>All Providers</b>  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.	Use registration form or <a href="#">click here for online registration</a>  <b>CDA: 4</b>  <b>FREE</b>
Thursday, 8/8/19	Props During Story Time  <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>  Using props to tell a story is a wonderful technique that can lead children to discover the joy of literature and learning. Props bring story to life, build on comprehension, vocabulary, sequencing, and critical thinking skills. Most of all, it makes learning fun for all!	Use registration form or <a href="#">click here for online registration</a>  <b>CDA: 2</b>  <b>FREE</b>





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Saturday, 8/10/19 	Welcoming Each and Every Child  <b>Introductory</b> <b>Presenter: Jennie Johnson</b>	8:30 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. The 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. 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 or <a href="#">click here for online registration</a>  <b>CDA: 8</b>  <b>\$15.00</b>
Wednesday, 8/14/19   <i>*Meets CCAP Health &amp; Safety Requirements</i>	Child Development, Health, and Safety Basics  <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, 8</b>  <b>FREE</b>
Thursday, 8/15/19	What Can You Teach through Block Play?  <b>Introductory</b> <b>Presenter: Heather Gordon</b>	6:30 PM to 8:30 PM  <b>Belvidere Family YMCA</b> 220 W. Locust St. Belvidere, IL 61008 Boone County	<b>Providers of Children 0-3</b>  Do the children in your classroom love to play with blocks? Are you unsure how to interact and expand their knowledge in the block area? This workshop will explore the importance of block play as it relates to young children's development.	Use registration form or <a href="#">click here for online registration</a>  <b>CDA: 1, 3</b>  <b>FREE</b>

Date	Training Title	Time & Address	Audience & Course Description	Registration CDA Area & Fee
Saturday, 8/17/19 	Program for Infant Toddler Care (PITC) Module 1: Social- Emotional Growth  <b>Intermediate</b> <b>Presenter: Heather Gordon</b>	9:00 AM to 3:00 PM  <b>YWCA</b> 4990 E. State St. Rockford, IL 61108 Winnebago County & Online	<b>All Providers</b>  In this presentation, 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. This training will take place over six hours in person and two hours of online follow up.	Use registration form or <a href="#">click here for online registration</a>  <b>CDA: 3</b>  <b>FREE</b>
Saturday, 8/17/19	Entrepreneurship Education  <b>Introductory</b> <b>Presenter: Jen Reisinger</b>	9:30 AM to 11:30 AM  <b>YWCA</b> 4990 E. State St. Rockford, IL 61108 Winnebago County	<b>All Providers</b>  This training will provide you the chance to learn new ideas for putting banking, retirement, and insurance tools to work to build and protect your business.	<i><b>Must register for the Women in Business Network to attend. <a href="#">Click here</a></b></i>  <b>CDA: 8</b>  <b>FREE</b>
Monday, 8/19/19	Adding Cultural Diversity to Your Program  <b>Introductory</b> <b>Presenter: Abby Hoskins</b>	6:00 PM to 8:00 PM  <b>Circles of Learning</b> 5711 Wansford Way Rockford, IL 61109 Winnebago County	<b>All Providers</b>  This workshop will help providers cultivate a disposition of respect, acceptance, and inclusion of cultures and diversity in their program through fun and creative ways.	Use registration form or <a href="#">click here for online registration</a>  <b>CDA: 2</b>  <b>FREE</b>
Tuesday, 8/20/19	Who Are You? Helping Infants/Toddlers Establish a Sense of Self and Self-Regulation  <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 of Children 0-3</b>  Infants and toddlers need opportunities to practice self-regulation. Young children are not fully equipped to regulate emotions on their own. This training will help caregivers learn self-regulation techniques and strategies to foster a young child's sense of self.	Use registration form or <a href="#">click here for online registration</a>  <b>CDA: 1,5</b>  <b>FREE</b>

Date	Training Title	Time & Address	Audience & Course Description	Registration CDA Area & Fee
Wednesday, 8/21/19  <i>*Meets CCAP Health &amp; Safety Requirements</i>	ECE Credential Level 1 Module 2b: Nutrition Issues for Children in Group Care  <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>
Wednesday, 8/21/19 	ECE Credential Level 1 Module 6: Personal and Professional Development  <b>Introductory</b> <b>Presenter: Kristian Wanland</b>	6:00 PM to 9:00 PM  <b>YWCA</b> 4990 E. State St. Rockford, IL 61108 Winnebago County	<b>All Providers</b>  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 or <a href="#">click here for online registration</a>  <b>CDA: 6</b>  <b>FREE</b>
Thursday, 8/22/19	Bullying in Early Childhood Education (ECE)  <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 of Children 0-3</b>  Bullying behaviors emerge in early childhood. Early childhood educators have the ability to intervene when adverse behaviors take place in the classroom. This training will identify those behaviors and offer you strategies to combat bullying in the child care environment.	Use registration form or <a href="#">click here for online registration</a>  <b>CDA: 1,5</b>  <b>FREE</b>
Saturday, 8/24/19  <i>*Meets CCAP Health &amp; Safety Requirements</i>	Child Development, Health, and Safety Basics  <b>Introductory</b> <b>Presenter: Andrea Angileri</b>	8:00 AM to 12:00 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, 8</b>  <b>FREE</b>




Date	Training Title	Time & Address	Audience & Course Description	Registration CDA Area & Fee
Saturday, 8/24/19 	Basics of Culturally and Linguistically Appropriate Practice  <b>Introductory</b> <b>Presenter: Jennie Johnson</b>	9:00 AM to 12:00 PM  <b>YWCA</b> 4990 E. State St. Rockford, IL 61108 Winnebago County	<b>All Providers</b>  In this training, participants will learn about the complexities of culture and how culture impacts interactions with families and other professionals. Through discussion and group activities, participants will explore their own cultural competence and awareness.	Use registration form or <a href="#">click here for online registration</a>  <b>CDA: 4, 6</b>  <b>FREE</b>
Monday, 8/26/19	Art as a Discovery  <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 of Children 0-3</b>  Infants and toddlers curiously and creatively engage with the environment in an attempt to understand their world and express their feelings. Join us for a creative art experience!	Use registration form or <a href="#">click here for online registration</a>  <b>CDA: 1</b>  <b>FREE</b>
Wednesday, 8/28/19	Car Seat Safety Training  <b>Introductory</b> <b>Presenter: Melanie Wingo</b>	6:00 PM to 8:00 PM  <b>YWCA</b> 4990 E. State St. Rockford, IL 61108 Winnebago County	<b>All Providers</b>  Road injuries are the leading cause of preventable deaths and injuries to children in the United States. Three out of four car seats are not used or installed correctly. However, taking the time to make sure your child's seat is being used correctly can reduce the risk of death by as much as 71%. Join us to receive safety tips and a demonstration on how to travel safely with children in your car.	Use registration form or <a href="#">click here for online registration</a>  <b>CDA: 1</b>  <b>FREE</b>
Wednesday, 8/28/19	Build a Brain: Life Experiences Matter!  <b>Introductory</b> <b>Presenters: Kristian Wanland &amp; Stephanie Koclanis</b>	6:00 PM to 8:00 PM  <b>YWCA</b> 4990 E. State St. Rockford, IL 61108 Winnebago County	<b>All Providers</b>  Participate in a fun, hands-on workshop showing the powerful role of experience on early brain development. During this workshop, you will better understand and appreciate what promotes brain development, what derails it, how it impacts experiences throughout life, and strategies to help build resiliency.	Use registration form or <a href="#">click here for online registration</a>  <b>CDA: 1, 2., 5</b>  <b>FREE</b>
Thursday, 8/29/19	Challenging Behaviors  <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>  From an early age, children develop self-control techniques to calm and regulate their emotions. However, this process can lead to challenging behaviors and occur for variety of reasons. All behaviors are trying to tell us something. Join our Infant Toddler Child Care Specialist as she breaks down some of these challenging behaviors and offers helpful tips to guide children through their emotions.	Use registration form or <a href="#">click here for online registration</a>  <b>CDA: 7</b>  <b>FREE</b>



Date	Training Title	Time & Address	Audience & Course Description	Registration CDA Area & Fee
Thursday, 8/29/19	Contracts and Policies  <b>Introductory</b> <b>Presenter: Kelly McNeal</b>	6:00 PM to 8:00 PM  <b>YWCA</b> 4990 E. State St. Rockford, IL 61108 Winnebago County	<b>All Providers</b>  Attendees to this training will review key strategies on how to establish good business relationships with parents, explain what to look for before signing contracts, how to prevent conflicts with parents, and what they need to know about ending a contract. In addition, attendees will learn what to include in their contracts and policies as well as expanding on ways to enforce these policies.	Use registration form or <a href="#">click here for online registration</a>  <b>CDA: 8</b>  <b>FREE</b>
Saturday, 8/31/19	Small Business Banking Services  <b>Introductory</b> <b>Presenter: Stephanie Lawton of First National Bank and Trust</b>	9:00 AM to 11:00 AM  <b>YWCA</b> 4990 E. State St. Rockford, IL 61108 Winnebago County	<b>All Providers</b>  This training will review business financial statements, including: balancing sheets, profit and loss statements, cash flow, equity, assets, liabilities, working capital, cost of sales, gross and net profits, and operating costs. Additionally, this training will highlight how to maintain effective statements as a small business, the importance of separating business from personal finances, and how these practices relate back to audits.	<i>*Women who are a part of the Women in Small Business Network will be invited to register for this event. To join the Network, <a href="#">click here</a></i>  <b>CDA: 8</b>  <b>FREE</b>
<b>September</b>				
Tuesday, 9/3/19	Teacher Burnout  <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 of Children 0-3</b>  When you help individuals understand the importance of their role and position, they are more likely to achieve greater results. This training reinforces taking responsibility for your growth and identifying effective ways to nurture your talent as you attempt to provide a quality experience for the children in your care.	Use registration form or <a href="#">click here for online registration</a>  <b>CDA: 8</b>  <b>FREE</b>
Wednesday, 9/4/19  	ECE Credential Level 1 Module 7a: Child Development (Birth to 8 months)  <b>Introductory</b> <b>Presenter: Kristian Wanland</b>	6:00 PM to 9:00 PM  <b>YWCA</b> 4990 E. State St. Rockford, IL 61108 Winnebago County	<b>All Providers</b>  Newborns and young babies are developing at an incredible rate, causing them to have special needs unlike older children. In this fourth class, you will understand how children from birth to 8 months learn and grow, and how to individualize their care accordingly.	Use registration form or <a href="#">click here for online registration</a>  <b>CDA: 3, 8</b>  <b>FREE</b>


Date	Training Title	Time & Address	Audience & Course Description	Registration CDA Area & Fee
Wednesday, 9/4/19  <i>*Meets CCAP Health &amp; Safety Requirements</i>	ECE Credential Level 1 Module 2c: Safety Issues for Children in Group Care  <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 issue 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>
Thursday, 9/5/19	Looking in the Mirror: Reflective Practice  <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 of Children 0-3</b>  Reflections help us develop our sense of self. We have to know ourselves before we can take care of children. Join us as we reflect on what makes you, you!	Use registration form or <a href="#">click here for online registration</a>  <b>CDA: 8</b>  <b>FREE</b>
Tuesday, 9/10/19	File Folder Games  <b>Introductory</b> <b>Presenter: Heather Gordon</b>	7:00 PM to 9:00 PM  <b>Aldersgate United Methodist Church</b> 4055 N. Rockton Ave. Rockford, IL 61103	<b>All Providers</b>  This workshop will offer a bounty of file folder games and activities designed to keep children busy and engaged. Age-appropriate activities and non-competitive versus competitive games will be shared. There will also be a "make/take" component within the workshop.	Use registration form or <a href="#">click here for online registration</a>  <b>CDA: 2</b>  <b>FREE</b>
Tuesday, 9/10/19	Quality Counts QRS Orientation for License-Exempt Family Child Care Providers  <b>Introductory</b> <b>Presenter: Kristian Wanland</b>	6:00 PM to 7:00 PM  <b>YWCA</b> 4990 E. State St. Rockford, IL 61108 Winnebago County	<b>License-Exempt Family Child Care Providers</b>  Quality matters in child care. Learn about the statewide Quality Counts Quality Rating System (QRS) for license-exempt family child care providers, a program to help improve quality of care. The orientation covers QRS eligibility and training requirements, application process, and supports and resources available. Providers serving children on the State Child Care Assistance Program (CCAP) may also receive a bonus to the standard payment rate. A provider must attend this session prior to applying to Quality Counts QRS.	Use registration form or <a href="#">click here for online registration</a>  <b>CDA: 6</b>  <b>FREE</b>



Date	Training Title	Time & Address	Audience & Course Description	Registration CDA Area & Fee
Thursday, 9/12/19	Music, Movement, and Yoga, Oh My!  <b>Introductory</b> <b>Presenters: Heather Gordon and Mary Kelley</b>	6:00 PM to 8:00 PM  <b>YWCA</b> 4990 E. State St. Rockford, IL 61108 Winnebago County	<b>All Providers</b>  Play is a child's work and it offers a natural and effective way to run a classroom. Movement is a doorway to learning. Acquiring self-regulation is crucial to developing the self-control and social-emotional intelligence needed for lifelong success. Children do this through movement and building relationships. Secure relationships are essential for children to thrive physically, emotionally, and cognitively.	Use registration form or <a href="#">click here for online registration</a>  <b>CDA: 2</b>  <b>FREE</b>
Thursday, 9/12/19	Teaching with Respect  <b>Introductory</b> <b>Presenters: Kristian Wanland &amp; Stephanie Koclanis</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 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 classroom.	Use registration form or <a href="#">click here for online registration</a>  <b>CDA: 5, 6</b>  <b>FREE</b>
Saturday, 9/14/19	Contracts and Policies, Marketing, and Reducing Your Risks  <b>Introductory</b> <b>Presenter: Tom Copeland</b>	9:00 AM to 1:00 PM  <b>Location TBA</b> Winnebago County	<b>All Providers</b>  In this <u>free</u> face-to-face training with Tom Copeland, you will learn how to establish and enforce contracts and policies with parents, review key marketing strategies to promote your business, and how to protect the children in your care, your property, and yourself. More information on Tom Copeland can be found <a href="#">here</a> .  *Breakfast, lunch, giveaways and networking time will be included*	<i>Must register for the Women in Business Network to attend. <a href="#">Click here</a></i>  <b>CDA: 8, 9</b>  <b>FREE</b>
Tuesday, 9/17/19	Music, Movement, and Yoga, Oh My!  <b>Introductory</b> <b>Presenters: Heather Gordon and Mary Kelley</b>	6:30 PM to 8:30 PM  <b>Belvidere Family YMCA</b> 220 W. Locust St. Belvidere, IL 61008 Boone County	<b>All Providers</b>  Play is a child's work and it offers a natural and effective way to run a classroom. Movement is a doorway to learning. Acquiring self-regulation is crucial to developing the self-control and social-emotional intelligence needed for lifelong success. Children do this through movement and building relationships.	Use registration form or <a href="#">click here for online registration</a>  <b>CDA: 2</b>  <b>FREE</b>

Date	Training Title	Time & Address	Audience & Course Description	Registration CDA Area & Fee
Wednesday, 9/18/19  <i>*Meets CCAP Health &amp; Safety Requirements</i>	Child Development, Health, and Safety Basics  <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, 8</b>  <b>FREE</b>
Wednesday, 9/18/19 	ECE Credential Level 1 Module 7b: Child Development (8 to 18 months)  <b>Introductory</b> <b>Presenter: Kristian Wanland</b>	6:00 PM to 9:00 PM  <b>YWCA</b> 4990 E. State St. Rockford, IL 61108 Winnebago County	<b>All Providers</b>  In this continuation of the first child development class, you will explore development among children 8 to 18 months old. You will identify how this age group differs in growth and this approach to learning, and you will discover toys, games, and songs that are helpful and just right for their development.	Use registration form or <a href="#">click here for online registration</a>  <b>CDA: 3, 8</b>  <b>FREE</b>
Thursday, 9/19/19	Emotions  <b>Introductory</b> <b>Presenter: Heather Gordon</b>	6:00 PM to 8:00 PM  <b>Pecatonica Public Library</b> 410 W. 11 <sup>th</sup> St. Pecatonica, IL 61063 Winnebago County	<b>Provider of Children 0-3</b>  Emotions are a tricky thing for young children. They are overwhelming and hard to understand. It takes patience and thoughtful guidance to help children express their emotions. This training will help learn techniques to do just that!	Use registration form or <a href="#">click here for online registration</a>  <b>CDA: 1</b>  <b>FREE</b>
Saturday, 9/21/19 and 9/28/19 	Redleaf Family Child Care Curriculum: Teaching Through Quality Care  <b>Intermediate</b> <b>Presenter: Gloria Davis</b>	8:00 AM to 5:00 PM  <b>YWCA</b> 4990 E. State St. Rockford, IL 61108 Winnebago 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, 8</b>  <b>\$20.00</b>

Date	Training Title	Time & Address	Audience & Course Description	Registration CDA Area & Fee
Saturday, 9/21/19	ESL Methods  <b>Introductory</b> <b>Presenter: Jennie Johnson</b>	9:00 AM to 11:00 AM  <b>YWCA</b> 4990 E. State St. Rockford, IL 61108 Winnebago County	<b>All Providers</b>  Come and learn methods for teaching English Language Learners as well as creating your own simple English Second Language lessons for young children that are fun and easy for the teacher too!	Use registration form or <a href="#">click here for online registration</a>  <b>CDA: 2</b>  <b>FREE</b>
Wednesday, 9/25/19    *Meets CCAP Health & Safety Requirements	What is CCAP?  <b>Introductory</b> <b>Presenter: Kathryn Menue</b>	6:00 PM to 8:00 PM  <b>YWCA</b> 4990 E. State St. Rockford, IL 61108 Winnebago County	<b>All Providers</b>  Join this informative session to become more familiar with Child Care Assistance Program procedures, including the application and payment process, provider qualifications, and parent co-payments. The Child Care Assistance Program is funded by the Illinois Department of Human Services.	Use registration form or <a href="#">click here for online registration</a>  <b>CDA: 5</b>  <b>FREE</b>
Wednesday, 9/25/19    *Meets CCAP Health & Safety Requirements	IDCFS Mandated Reporter  <b>Introductory</b> <b>Presenter: Kathryn Menue</b>	8:00 PM to 9:00 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, but 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, 9/26/19	STARNET Administrator Bootcamp  <b>Introductory</b> <b>Presenters: Kristy Doan, Ann Kremer, and Kimberly Nelson</b>	8:00 AM to 3:30 PM  <b>YWCA</b> 4990 E. State St. Rockford, IL 61108 Winnebago County	This introductory training is geared towards new administrators working in Illinois State Board of Education funded programs, including Early Childhood Special Education, Blended, and Preschool for All and Preschool for All Expansion programs. Administrators will be provided with the need to know information on high quality early childhood programs from an ISBE principal consultant and hear from a veteran administrator on how to be successful in implementing a high-quality early childhood program. If you are a new administrator or simply want to become more familiar with ISBE program requirements, this boot camp is for you!	Registration is through Starnet.org. <a href="#">Click here for online registration</a>  <b>CDA: 5, 9</b>  <b>FREE</b>

Date	Training Title	Time & Address	Audience & Course Description	Registration CDA Area & Fee
Saturday, 9/28/19    <i>*Meets CCAP Health &amp; Safety Requirements</i>	Child Development, Health, and Safety Basics  <b>Introductory</b> <b>Presenter: Kristian Wanland</b>	8:00 AM to 12:00 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, 8</b>  <b>FREE</b>

### **CPR / First Aid Trainings**

**You must call the YWCA to register for all CPR Classes at (815) 484-9442.**

DATE	LOCATION	TIME
Saturday, 7/6	<b>YWCA</b> – Rockford, IL	<b>9:45 AM – 3:00 PM</b>
Saturday, 7/13	<b>YWCA</b> – Rockford, IL	8:45 AM – 2:00 PM
Tuesday, 7/23	<b>YWCA</b> – Rockford, IL	8:45 AM – 2:00 PM
Saturday, 8/10	<b>YWCA</b> – Rockford, IL	<b>9:45 AM – 3:00 PM</b>
Tuesday, 8/13	<b>YWCA</b> – Rockford, IL	8:45 AM – 2:00 PM
Saturday, 8/24	<b>YWCA</b> – Rockford, IL	8:45 AM – 2:00 PM
Saturday, 9/7	<b>YWCA</b> – Rockford, IL	<b>9:45 AM – 3:00 PM</b>
Tuesday, 9/17	<b>YWCA</b> – Rockford, IL	8:45 AM – 2:00 PM
Saturday, 9/28	<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
<b><u>Thursday, 7/18</u></b>	9:00 AM-11:00 AM
<b><u>Monday, 8/12</u></b>	2:00 PM-4:00 PM
<b><u>Wednesday, 9/11</u></b>	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 (July-August): 8:30 AM – 12:00 PM**

**Friday (September): 8:30 AM – 4:30 PM**



## 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 July 22, 2019 to August 30, 2019 and is worth a total of 15 training hours. Registration closes July 18, 2019 or when the 15 available spots are filled. **There is no cost is 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, Kathryn Menue, 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?

<p><b>Heather Gordon – Infant Toddler Child Care Specialist</b></p> <ul style="list-style-type: none"> <li>• On-site consultations, observations, and assessments of children ages 0-3</li> <li>• Conducts trainings on Infant Toddler topics</li> <li>• Assistance with implementing child care improvement plans</li> <li>• Available to provide free on-site educational sessions</li> </ul>	<p><b>Extension: 228</b></p> <p><a href="#">Email Heather</a></p>
<p><b>Stephanie Koclanis – Quality Specialist</b></p> <ul style="list-style-type: none"> <li>• Available to provide free on-site educational sessions</li> <li>• Provides support, training, and consultation in understanding ExceleRate</li> <li>• On-site consultations, observations, and assessments of children ages 4-12</li> <li>• Helps with the development of program improvement plans</li> </ul>	<p><b>Extension: 224</b></p> <p><a href="#">Email Stephanie</a></p>
<p><b>Kelly McNeal – Recruitment, Retention, &amp; Referral Specialist</b></p> <ul style="list-style-type: none"> <li>• Meets with area schools and organizations to explain career paths with early childhood education</li> <li>• Provides customized child care referral lists, upon request</li> <li>• Provides in-depth information on starting a child care business, including on-site visits</li> <li>• Maintains provider referral database and updates vacancies</li> <li>• Assists with annual child care program updates</li> </ul>	<p><b>Extension: 205</b></p> <p><a href="#">Email Kelly</a></p>
<p><b>Jennifer Betts –Data Specialist &amp; Administrative Assistant</b></p> <ul style="list-style-type: none"> <li>• Registers participants for training opportunities</li> <li>• Assists providers with completing and reporting the IDHS CCAP training requirements</li> <li>• Offers assistance with referral and retention as well as technical assistance and various training topics</li> <li>• Coordinates annual child care program updates</li> </ul>	<p><b>Extension: 218</b></p> <p><a href="#">Email Jennifer</a></p>
<p><b>Kathryn Menue – Training &amp; Technical Assistance Coordinator</b></p> <ul style="list-style-type: none"> <li>• Creates and manages the quarterly training calendar for ongoing professional development</li> <li>• Manages and processes applications for CPR/First Aid Reimbursement</li> <li>• Offers technical assistance regarding Gateways Registry membership, online trainings, credentials and accreditations, and various training related information</li> </ul>	<p><b>Extension: 211</b></p> <p><a href="#">Email Kathryn</a></p>
<p><b>Emily Hayes – Community Systems Development &amp; Referral Specialist</b></p> <ul style="list-style-type: none"> <li>• Works with and connects with programs and services across health, early care and education, family support, and social services</li> <li>• Coordinates community outreach and collaborations</li> <li>• Provides customized child care referral lists, upon request</li> </ul>	<p><b>Extension: 204</b></p> <p><a href="#">Email Emily</a></p>
<p><b>Amy Ritter– Front Desk Receptionist</b></p> <ul style="list-style-type: none"> <li>• Assists with annual child care program updates</li> <li>• Provides customized child care referral lists, upon request</li> </ul>	<p><b>Extension: 200</b></p> <p><a href="#">Email Amy</a></p>
<p><b>Kristian Wanland. – Quality Improvement Funds Coordinator</b></p> <ul style="list-style-type: none"> <li>• Manages and processes applications for Professional Development Funds (PDF), Training Stipends, and Accreditation Assistance.</li> <li>• Coordinates and manages Quality Improvement Funds for programs working toward/maintaining ExceleRate Illinois Circle of Quality</li> <li>• Oversees License Exempt Child Care Health and Safety Improvement Funds</li> </ul>	<p><b>Extension: 208</b></p> <p><a href="#">Email Kristian</a></p>

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

### **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.