















Date		Time & Address	Audience & Course Description	Registration CDA Area & Fee
Saturday 01/07/2017 	School Age Credential Level 1 Modules 7b and 8a Introductory Presenter: Ashley Harms	9:00am To 3:30pm YWCA 4990 East State Street Rockford, IL 61108 Winnebago	Providers of School-Age Children (7b) This session includes looking at how to help children and youth develop friendships and friendship skills. Discussion will include how to manage conflict as it plays a pivotal role in the development of relationship skills. Topics will also include bullying and harassment. National Afterschool Association (NAA) Standards on human relationships will be addressed. (8a) Using the National Afterschool Association (NAA) Standards, this module will look at the differences between “community” and a “sense” of community, including ideas for creating and strengthening a sense of community. Participants will explore the ideas of the surrounding community as a resource and how to support children and youth engagement within it.	Use Registration Form CDA: 3&5 FREE
Tuesday 01/10/2017	ExceleRate Online Computer Support Introductory Presenter: Rachel Feigel & Kristian Boyle	5:30pm To 8:30pm YWCA Computer Lab 4990 East State Street Rockford Winnebago	ExceleRate Bound Providers Seeking a circle of quality, but needing a bit of assistance for ExceleRate trainings that are available online? We can help! Contact Rachel or Kristian at 815-484-9442 ext. 224 or 208 for more information.	Use registration form FREE
Wednesday 01/11/2017	Infant/Toddler Resource Night Introductory Presenter: Heather Gordon	6:00pm to 8:00pm YWCA 4990 East State Street Rockford, IL 61108 Winnebago	Providers of Children 0-3 Creativity not your strong suit? We have just the solution to up your creative quotient! Join Heather, Infant/Toddler Specialist, and “create” songs and flannel activities. The “cost” to participate will be providing two activities that you use in your own program. Please be ready to share directions and a demonstration.	Use Registration Form CDA: 2 FREE
Thursday 01/12/2017 & 01/19/2017  	An Introduction to the Environmental Rating Scale (ERS) Intermediate Presenter: Rachel Feigel Kristian Boyle Heather Gordon	6:00pm To 8:00pm YWCA 4990 East State Street Rockford Winnebago	All Providers This training is for center-based programs and family child care providers and offers an overview of the Environment Rating Scales. The Environment Rating Scales are user-friendly assessment tools that measure the quality of the learning environment for infants through school-age children. After completing this training, participants will be able to use the tool(s) for program self-assessment and improvement planning.	Use Registration Form CDA: 5 \$10




Date		Time & Address	Audience & Course Description	Registration CDA Area & Fee
Saturday 01/14/2017 	ECE Credential Level 1 Modules 8b and 8c Introductory Presenter: Andrea Angileri	9:00am to 3:30pm YWCA 4990 East State Street Rockford, IL 61108 Winnebago	All Providers (License Exempt Providers Tier 3) (8b) As toddlers mature, their minds are not the only things growing at an incredible rate. You will understand the special areas of physical development in preschool-aged children. You also will learn about fine motor activities that will help preschoolers grow into their bodies while developing proper coordination and movement. (8c) Appropriate speech patterns and language skills are crucial to nurturing effective communications by preschoolers. In this third class on preschool development, you will explore how to use a picture and storybooks to lay the foundation for good reading and proper language use. This class comes complete with discussion on how to help children with special needs.	Use Registration Form CDA: 2 FREE
Tuesday 01/17/2017 	ExceleRate Orientation for Licensed Family Child Care Introductory Presenter: Kristian Boyle & Rachel Feigel	6:00pm To 8:00pm YWCA 4990 East State Street Rockford Winnebago	Licensed Family Child Care Providers ExceleRate™ Illinois is the quality rating and improvement system for licensed family child care, licensed child care centers, Head Start, and Preschool for All programs. This orientation provides family child care providers an overview of the goals, quality indicators, benefits of participation, application process, and the system supports available for success at reaching each Circle of Quality.	Use Registration Form CDA: 5 FREE
Saturday 01/21/2017	Heartsaver® First Aid/CPR/AED INTRODUCTORY Presenter: Debb Webb Basic Healthcare Education LLC	8:30am To 5:00pm YWCA 4990 East State Street Rockford, IL 61108 Winnebago	All Providers This is a video-based, instructor-led course that teaches students critical skills needed to respond to and manage an emergency until emergency medical services arrive. Skills covered in this course include first aid; choking relief in adults, children and infants; and what to do for sudden cardiac arrest in adults, children, and infants. This training will meet IDCFS licensing requirements.	Use registration form CDA: 1 \$25 (providers listed on CCS database) \$50 (other)


Date		Time & Address	Audience & Course Description	Registration CDA Area & Fee
Monday 01/23/2017	Child Care Center Infant/Toddler Providers Round Table Discussion Introductory Presenter: Heather Gordon	6:00pm to 8:00pm YWCA 4990 East State Street Rockford, IL 61108 Winnebago	Child Care Center Providers of Infant/Toddlers Something new for Fiscal Year 2017! Heather, the Infant Toddler Specialist, is inviting child care center providers of infant/ toddlers to an evening of discussion in regards to the rewards and obstacles that you, as providers face on a daily basis. The desired outcome of these meetings would be that any participant leaves a bit more informed and enthused about the next day!	Use Registration Form CDA: 6 FREE
Tuesday 01/24/2017	Challenging Behaviors Introductory Presenter: Jacque Ruch M.ED., LCSW	6:30pm To 8:30pm YWCA 4990 East State Street Rockford, IL 61108 Winnebago	All Providers Two part workshop focusing on challenging behaviors in children. The first session will be an overview of the what, why and possible solutions. The second session will be a discussion on what was tried within the week, what worked, what didn't and explore other solutions.	Use Registration form CDA: 3 \$7
Wednesday 01/25/2017	Safeway Food Handler Presentation and Certification Introductory Presenter: Kelly McNeal	6:00pm to 8:30pm Highland Community College 2998 W Pearl City Rd Freeport, IL 61032 Room H-120 Stephenson	All Providers This training will offer a Food Handler workshop that has been approved by ANSI and will meet the DCFS certification requirement. This workshop consists of a slide presentation followed by a 40 question test.	Use Registration Form CDA: 1 \$15
Saturday 01/28/2017	Sing Your Way Through the Year Introductory Presenter: Jennie Johnson Sic	9:00am to 11:00am YWCA 4990 East State Street Rockford, IL 61108 Winnebago	All Providers Sing your way through the year using pocket charts and interactive posters that children will love. Children remember and enjoy learning lyrically. Teach them math, reading, science, and social studies through song. Make song charts to take with you and use in your classroom or home.	Use registration form CDA: 3 \$5




Date		Time & Address	Audience & Course Description	Registration CDA Area & Fee
Saturday 01/28/2017  	Early Childhood Developmental Screening Introductory Presenter: Mary Kelley	8:00am to 4:00pm YWCA 4990 East State Street Rockford, IL 61108 Winnebago	All Providers This training review child growth and development in early childhood environments related to brain development and learning. Through observation, the child care practitioner is able to monitor young children's interactions and age appropriate skill levels to focus on activities which enhance learning. A review of several commercial screening tools is discussed to allow child care practitioners more options monitoring a child's typical development. Case studies provide hands on learning for the participant on use of a developmental screening tool and guidelines for the need for referral to early intervention programs.	Use registration form CDA: 7 \$15
Tuesday 01/30/2017 02/13/2017 & Thursday 03/02/2017	Tiny Fingers Workshop Introductory Presenter: Heather Gordon	6:00pm to 8:00pm YWCA 4990 East State Street Rockford, IL 61108 Winnebago	All Providers An in-depth workshop on teaching baby sign language. This skill not only is useful for communicating with the very young who have not developed their verbal skills, but also very beneficial to providers of children with special needs who may not be able to communicate verbally. A few basic sign language activities will be introduced.	Use registration form CDA: 2 FREE
01/30/2017-03/03/2017	Child Care Business Academy Introductory Presenter: Mary Cline (online)		All Providers *See informational flyer at the end of the training calendar for complete course information and requirements. Building a Business Plan to Build Your Business is a dynamic, self-paced, online training series. The purpose of this series is to introduce individuals to a business plan. Topics include; Defining and creating a business plan for your program/business, understanding how a business plan can increase your BAS score, how to highlight your business strengths and build on your weaknesses, using research to market your business, and understanding your business's profits and losses.	Use registration form CDA: \$10 (Gateways Members) \$25 (Public)




Date		Time & Address	Audience & Course Description	Registration CDA Area & Fee
Saturday 02/04/2017 	School Age Credential Level 1 Modules 8b and 9 Introductory Presenter: Ashley Harms	9:00am to 3:00pm YWCA 4990 East State Street Rockford, IL 61108 Winnebago	Providers of School-Age Children (8b) Families are central to the lives of children and youth. It is essential that all school-age and youth programs be “family friendly” and inviting so that families feel welcomed and valued. Using the National Afterschool Association (NAA) Standards, this session will explore ways to partner with families to enhance the experience of children and youth. (9) This module will focus on how the personal and professional development of school-age and youth providers profoundly impacts the children, youth, families and colleagues they work with. National Afterschool Association (NAA) Standards in human relationships and administration will be discussed.	Use registration form CDA: 4 & 5 FREE
Saturday 02/04/2017  	Family & Community Partners in Learning Introductory Presenter: Sue Benters	9:00am to 12:00pm YWCA 4990 East State Street Rockford Winnebago	All Providers The benefits of strong family and community engagement practices in the child care setting will be the basis of discussion. Participants will identify the strengths of current family and parent policies, as well as discuss strategies to develop a strengths-based family and community engagement plan.	Use registration form CDA: 4 FREE
Saturday 02/04/2017  	An Introduction to Transitions Introductory Presenter: Sue Benters	12:30pm To 3:30pm YWCA 4990 East State Street Rockford Winnebago	All Providers Participants will recognize the effects of various types of transitions – including activity, classroom, program, family and community – on families and a child’s learning and development. Participants will be provided with strategies to assist families in times of transition, as well as identify specific types of transitions that impact children and families.	Use registration form CDA: 3,4,5 \$10
Tuesday 02/07/2017	What is CCAP? Introductory Presenter: Tina Haynes	6:00pm To 8:00pm YWCA 4990 East State Street Rockford, IL 61108 Winnebago	All Providers Join this informative session to become more familiar with the procedures, including the application process, provider qualifications, the payment process, and parent co-payments. The Child Care Assistance Program is funded by the IL Department of Human Services.	Use registration form CDA: 5 FREE

Date		Time & Address	Audience & Course Description	Registration CDA Area & Fee
Tuesday 02/07/2017 	ExceleRate Illinois Orientation Introductory Presenter: Kristian Boyle & Rachel Feigel	6:00pm To 8:00pm YWCA 4990 East State Street Rockford Winnebago	Directors & Assistant Directors of Child Care Centers 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 CDA: 5 FREE
Wednesday 02/08/2017	File Folder Games Introductory Presenter: Heather Gordon	6:00pm To 8:00pm YWCA 4990 East State Street Rockford, IL 61108 Winnebago	All Providers This workshop will offer a bounty of file folder games and activities designed to keep children busy, engaged, and learning. The four significant skills for using age-appropriate activities with children and about non-competitive versus competitive games will be shared. There will also be a “make/take” component within the workshop.	Use registration form CDA: 2 FREE
Saturday 02/11/2017 	ECE Credential Level 1 Modules 8d and 9 Introductory Presenter: Andrea Angileri	9:00am To 3:30pm YWCA 4990 East State Street Rockford, IL 61108 Winnebago	All Providers (License Exempt Providers Tier 3) (8d) In this final session of preschool development, you will dive deeper into how preschoolers learn and identify tips for making learning fun. With suggestions for activities that encourage your preschoolers to explore numbers, shapes, colors, and science, this class gives all the information you need to grow and stretch the ability of children to think and understand. (9) Completing the important section on child development, this class looks at school-age children to uncover how their learning and growth differs. With tips on how to better care for school-aged youth, this class also offers you guidance on how to set rules and limits and to get your school-aged children to appreciate safety and respect.	Use registration form CDA: 2&8 FREE

Date		Time & Address	Audience & Course Description	Registration CDA Area & Fee
Thursday 02/23/2017	Brain Development Introductory Presenter: Heather Gordon	6:00pm To 8:00pm Ida Public Library 320 N. State St. Belvidere Boone	All Providers Science tells us that 95% of a child's brain develops between birth and age 5. What do we know about a child's brain? How do we create and implement activities to make sure we are hitting all the lobes of the brain? If you want answers to these questions join our Infant/Toddler Specialist Heather to find out more.	Use registration form CDA: 8 FREE
Saturday 02/25/2017	ECE Credential Level 1 Modules 1 and 2a Introductory Presenter: Jennie Johnson Sic 	9:00am To 3:30pm YWCA 4990 East State Street Rockford, IL 61108 Winnebago	All Providers (License Exempt Providers Tier 1) 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 healthy development of children. Ensuring a child's health and wellbeing 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 health care.	Use registration form CDA: 1 FREE
Saturday 02/25/2017	Finding A Curriculum That Works for You Introductory Presenter: Rachel Feigel  	9:00am To 1:00pm YWCA 4990 East State Street Rockford, IL 61108 Winnebago	All Providers Participants will define developmentally appropriate practice and review the benefits of various curricula approaches. Through group activities and discussion on the use of effective curriculum, participants will be able to determine which curriculum approach best fits their program.	Use registration form CDA: 5 FREE
Tuesday 02/28/2017	An Introduction to Tiny Fingers Introductory Presenter: Heather Gordon	6:00pm To 8:00pm Freeport Public Library 100 E. Douglas Street Freeport Stephenson	All Providers This workshop will be an overview of baby sign language. This skill not only is useful for communicating with the very young who have not developed their verbal skills, but also very beneficial to providers of children with special needs who may not be able to communicate verbally. A few basic sign language activities will be introduced.	Use registration form CDA: 2 FREE

Date		Time & Address	Audience & Course Description	Registration CDA Area & Fee
Wednesday 03/01/2017 	ECE Credential Level 1 Module 2b, and 2c Introductory Presenter: Jennie Johnson Sic	9:00am to 3:30pm YWCA 4990 East State Street Rockford, IL 61108 Winnebago	All Providers (License Exempt Providers Tier 1) 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. A child's safety is the number one concern for parents and child care providers alike. In this third 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 CDA: 1&3 FREE
Thursday 03/02/2017 Live Webinar (accessed via internet) Wednesday 03/08/2017 Face-to Face Workshop Monday 03/13/2017 Live Webinar (accessed via internet)	The Foundation of The Creative Curriculum System for Preschool Introductory Presenter: STARNET	Webinar Log-in 6:45pm, web 7:00-9:00pm Workshop (@YWCA) Reg. 8:00, workshop 8:30am-3:30pm Webinar Log-in 6:45pm, web 7:00-9:00pm	Providers of Preschool Children Through varied experiences and individual reflection, teachers will understand the framework of The Creative Curriculum for Preschool 5 th edition. We will examine the ten Interest Areas and explore how to make them engaging to young children. Teachers will be able to use the five volumes; establish a positive social-emotional environment in their classroom; design effective classrooms; establish positive messages in the environment; develop a daily schedule that is based on their program's needs and informed by the Objectives for Development & Learning. Full participation in both of the webinars, full attendance at the workshop, and completion of assignments are all required to receive a certificate.	Register at: http://www.starnet.org/home/ CDA: 1-8 FREE
Saturday 03/04/2017	Heartsaver® First Aid/CPR/AED INTRODUCTORY Presenter: Debb Webb Basic Healthcare Education LLC	8:30am To 5:00pm YWCA 4990 East State Street Rockford, IL 61108 Winnebago	All Providers This is a video-based, instructor-led course that teaches students critical skills needed to respond to and manage an emergency until emergency medical services arrive. Skills covered in this course include first aid; choking relief in adults, children and infants; and what to do for sudden cardiac arrest in adults, children, and infants. This training will meet IDCFS licensing requirements.	Use registration form CDA: 1 \$25 (providers listed on CCS database) \$50 (other)

Date		Time & Address	Audience & Course Description	Registration CDA Area & Fee
Tuesday 03/07/2017	Safeway Food Handler Presentation and Certification INTRODUCTORY Presenter: Kelly McNeal	6:00pm To 8:30pm YWCA 4990 East State Street Rockford, IL 61108 Winnebago	All Providers This training will offer a Food Handler workshop that has been approved by ANSI and will meet the DCFS certification requirement. This workshop consists of a slide presentation followed by a 40 question test.	Use registration form CDA: 1 \$15
Tuesday 03/07/2017 	ExceleRate Illinois Orientation for Licensed Family Child Care: INTRODUCTORY Presenter: Kristian Boyle & Rachel Feigel	6:00pm To 8:00pm Ida Public Library 320 N. State St. Belvidere, IL 61008 Boone	Licensed Family Child Care Providers ExceleRate™ Illinois is the quality rating and improvement system for licensed family child care, licensed child care centers, Head Start, and Preschool for All programs. This orientation provides family child care providers an overview of the goals, quality indicators, benefits of participation, application process, and the system supports available for success at reaching each Circle of Quality.	Use Registration Form CDA: 5 FREE
Wednesday 03/8/2017	Family Day Care Infant/Toddler Round Table Discussion INTRODUCTORY Presenter: Heather Gordon	6:00pm To 8:00pm YWCA 4990 East State Street Rockford, IL 61108 Winnebago	Family Child Care Providers of Infant/Toddlers Something new for Fiscal Year 2017! Heather, the Infant Toddler Specialist, is inviting family child care providers of infant/toddlers to an evening of discussion in regards to the rewards and obstacles that you, as providers, face on a daily basis. The desired outcome of these meetings would be that any participant leaves a bit more informed and enthused about the next day!	Use registration form CDA: 6 FREE
Tuesday 03/14/2017 & 03/21/2017  	An Introduction to the Family Child Care Rating Scale (FCCRS) INTERMEDIATE Presenter: Rachel Feigel & Kristian Boyle	6:00pm To 8:00pm Washington Park Christian Church 801 Concord Avenue Rockford, IL Winnebago	Family Child Care Providers This training is for family child care practitioners and provides an overview of the Family Child Care Environment Rating Scale (FCCERS). FCCERS is a user-friendly assessment tool used to measure the quality of the learning environment. After completing this training, participants will be able to use the tool for program self-assessment and improvement planning.	Use registration form CDA: 5 \$10

Date		Time & Address	Audience & Course Description	Registration CDA Area & Fee
Saturday 03/18/2017 	Program for Infant/Toddler Care (PITC) Module #3 Childhood Obesity INTERMEDIATE Presenter: Rebecca Kroiss	8:00am To 5:00pm YWCA 4990 East State Street Rockford, IL 61108 Winnebago	Infant/Toddler Center Directors and Staff PITC is designed to help child care directors and infant/toddler care teachers become sensitive to infants' cues, connect with their family and culture, and develop responsible, relationship-based care. This training takes an in-depth look at cognitive and social-emotional development, encouraging growth within daily routines and tips on setting up appropriate environments for experienced infant and toddler professionals.	Use registration form CDA: 2, 3, 4, 7, 8 \$10.00
Saturday 03/25/2017  	An Introduction to the Environmental Rating Scales (ERS) INTERMEDIATE Presenter: Rachel Feigel & Kristian Boyle	9:00am To 1:00pm YWCA YWCA 4990 East State Street Rockford, IL 61108 Winnebago	All Providers This training is for center-based programs and family child care providers and offers an overview of the Environment Rating Scales. The Environment Rating Scales are user-friendly assessment tools that measure the quality of the learning environment for infants through school-age children. After completing this training, participants will be able to use the tool(s) for program self-assessment and improvement planning.	Use registration form CDA: 5 \$10
Saturday 03/25/2017	Make and Take Preschool Math INTRODUCTORY Presenter: Jennie Johnson Sic	10:00 am To 12:00pm IDA Public Library 320 N. State Street Belvidere, IL 61008 Boone	All Providers Children learn so many math concepts while having fun playing games. Make and take home with you math games that are geared for preschoolers. Although, it will be easy to make small adjustments so that older children can play them too.	Use registration form CDA: 2 \$5



Ready for a Jumpstart?

We have Busy Boxes!

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

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

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



YWCA Northwestern Illinois Child Care Solutions: Business Academy



YOU ARE INVITED!

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

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

Building a Business Plan to Build Your Business was created by Mary Cline. Mary is a collegiate Accounting Instructor. This **online** series is easily accessed from a computer and can be completed on **your own time**, at **your own pace** within the allotted time period. Participants must have computer and internet access and be comfortable navigating the internet, email, and computer programs such as Word. The series will be held from January 30th, 2017 through March 3rd, 2017 and is worth a total of 15 training hours. Registration closes January 30th, 2017 or when the 15 available spots are filled. The cost is \$10 for Gateway registry members and \$20 for the public.

Procedure:

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

We look forward to helping you build your business!



Caring for Infant/Toddlers?

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

Session Option 1: Boosting Your Communication with Infants Toddlers

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

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

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

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

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



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

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

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

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

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

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

Training Policies and Procedures

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

Registration

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

Preregistration is required for all trainings.

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

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

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

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

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

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

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

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

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

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

Training Participation

Late arrivals—a fifteen (15) minute Grace Period will be given at all training sessions. This grace period begins at the advertised start time. Participants will not be allowed in the training after the 15-minute grace period.

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

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

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

Cancellation

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

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

Participant Cancellation

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

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

Certificates

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

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

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

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

DTP Training Transcripts

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

No Show Registrants

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

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

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