

Training Opportunities for Early Childhood Providers

Spring 2022 Calendar



YWCA Northwestern Illinois

4990 East State Street

Rockford, Illinois 61108

815.484.9442/800.872.9780

Training Ext. 211

www.ywcanwil.org



eliminating racism
empowering women

ywca

Northwestern Illinois

**JOIN
OUR
TEAM**

Retirement Plan

Generous PTO (4+ weeks/yr, starting)

13 Paid Holidays

Health, Vision, Dental

Higher Education Navigator:

Responsible for recruiting and connecting incumbent early childhood care and education workforce members with appropriate Early Childhood Education (ECE) programs at two and four year institutions to obtain additional degrees, licenses, and credentials and to connect them with ECE Scholarship Opportunities. Support incumbent ECE workforce members in identifying programs that meet their needs. Travel required; occasional evening and weekends may be required. Bachelor degree required with at least two years of work experience in early childhood care and education, counseling/social work, family support, adult education, or higher education.

CORE Receptionist:

Responsible for handling front office reception and administration duties, including; greeting guests, answering phones, handling company inquiries, and sorting and distributing mail. This position is an hourly non-exempt position. Requires: A minimum of at least a high school diploma or equivalency certification (GED), Associate's Degree from an accredited college or university preferred.

To apply contact:

Workplace at 815-961-0400 OR

Furst Staffing at 815-229-7810

YWCA Hours of Operation*:

Monday-Friday

8:00am – 4:30pm



YWCA Building Closures:

Monday, May 30th, 2022

Monday, June 20th, 2022

*Please note: The YWCA lobby is closed through March and will reopen April 1st, 2022.

Highlighted Trainings:

(Locate registration links in calendar)

Relationships Are a Resource Hiding in Plain Sight

Presenter: Mary Kelley, LCPC,I/ECMH-C

April 6, 2022 or April 7, 2022

Emotional Intelligence, Self-Restoration, and What Really Matters at the End of the Day

Presenter: Dr. Christina Warden, DSW, LCSW

April 21, 2022

How to Get Them to Stop Doing That: Changing the Behaviors of Young Ones

Presenter: Tera Wenner, MS, BCBA, LBA

April 28, 2022

Parent Patrol: Everything You Ever Wanted to Know About How to Effectively Communicate with Families

Presenter: Dr. Angela Searcy, EdD

May 5, 2022

Food Handler

Presenter: Kelly McNeal


May 26, 2022




Date	Training Title	Time & Address	Audience & Course Description	Registration CDA Area & Fee
Monday, 4/4/2022	Behaviors: Conscious Discipline Intermediate Presenter: Andrea Capriotti	6:00 PM to 8:00 PM Zoom Live	All Providers During this training, participants will dive deeper into challenging behaviors and conscious discipline and what the reasons behind these behaviors are. Participants will gain new language and actions to handle these behaviors within the classroom along with positive and cooperative language. Participants will also look into the six life skills children need to express their emotions in a positive way while learning how to educate children in putting a “moment” between their emotions and behaviors.	Register here CDA: 3 & 5 FREE
Tuesday, 4/5/2022	Free Information Meeting: Building the Framework for Your Child Care Business Introductory Presenter: Jennifer Betts	6:30 PM to 7:30 PM GoToWebinar Live This is an informational meeting, no certificate awarded	License-Exempt Providers Looking to start your career as a Licensed Family Child Care Provider? If so, this is the place to start. Learn what it takes to take your business to the next level. You will be able to interact with a staff member from the YWCA as you learn about getting started, contracts, food programs, and other resources available to you through the YWCA.	Contact Jennifer Betts, at JenniferB@ywcanwil.org to register. FREE
Wednesday, 4/6/2022	Relationships Are a Resource Hiding in Plain Sight Introductory Presenter: Mary Kelley, LCPC,I/ECMH-C	12:00 PM to 1:00 PM Zoom Live	All Providers Have you ever been told that relationships really matter and your job is to build relationships? In this training we will explore relationship webs, ways to calm yourself during a stressful moment and look for ways to promote stronger relationships with children and staff.	Register here CDA: 1 FREE
Thursday, 4/7/2022	Relationships Are a Resource Hiding in Plain Sight Introductory Presenter: Mary Kelley, LCPC,I/ECMH-C	6:00 PM to 7:00 PM Zoom Live	All Providers Have you ever been told that relationships really matter and your job is to build relationships? In this training we will explore relationship webs, ways to calm yourself during a stressful moment and look for ways to promote stronger relationships with children and staff.	Register here CDA: 1 FREE

Date	Training Title	Time & Address	Audience & Course Description	Registration CDA Area & Fee
Tuesday, 4/12/2022	Science is Wonder-filled Introductory Presenter: Stephanie Koclanis	6:30 PM to 7:30 PM GoToWebinar live	All Providers Science for young children should involve asking questions, probing for answers, conducting investigations, and collecting data. Science, rather than being viewed as the memorization of facts, becomes a way of thinking and trying to understand the world. This training will introduce the joy of having wonderful ideas!	Register here CDA: 2 FREE
Thursday, 4/14/2022	Director's Dialogue: Round Table Discussion Introductory Presenter: Stephanie Siemens	12:30 PM to 1:30 PM Zoom Live	Center Directors Only Child Care Center Directors are invited to a midday discussion as it relates to the rewards and obstacles programs face on a daily basis. We will have open discussion, so please bring questions and concerns. We hope each participant leaves a bit more informed and enthused about the next day!	Register here CDA: 5 FREE
Saturday, 4/16/2022	Anti-Bias Education Introductory Presenter: Kelly McNeal	9:00 AM to 10:30 AM Zoom Live	All Providers This workshop will help gain understanding, self-awareness skills, and confidence to join with others to ensure that early childhood education offers children of all backgrounds the best possible start to becoming successful members of society	Contact Kelly McNeal at KellyM@ywcانwil.org to register CDA: 4 FREE
Tuesday, 4/19/2022	Virtual Storytime Introductory Presenter: Kelly McNeal	10:30 AM to 11:00 AM YWCA Facebook Live	All Providers/Parents/Kids Gather up the kids and enjoy a story read by Kelly, YWCA of Northwestern Illinois staff member and Community Systems Specialist! #YWKelly	No registration required, watch our Facebook Event page: YWCA Northwestern Illinois FREE
Thursday, 4/21/2022	Emotional Intelligence, Self-Restoration, and What Really Matters at the End of the Day Introductory Presenter: Dr. Christina Warden, DSW, LCSW	6:00 PM To 8:00 PM Zoom Live	All Providers This is not your run-of-the-mill presentation on self-care. In this training providers will briefly review what emotional intelligence is, learn about self-restoration and the different ways to provide ourselves with much needed self-care. Providers will also hear Dr. Christina speak about her experiences in grief work over the years and what it has taught her about maximizing joy in life and never underestimating the value if a single moment.	Register here CDA: 1 & 3 FREE


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Thursday, 4/21/2022	Granting Children's Emotions Introductory Presenter: Stephanine Siemens	6:30 PM to 7:30 PM Zoom Live	All Providers Learn how to grant children their emotions and explore strategies for increasing trust and consider the effects and ethical issues of not taking children's emotions seriously.	Register here CDA: 3 FREE
Thursday, 4/28/2022	How to Get Them to Stop Doing That: Changing the Behaviors of Young Ones Introductory Presenter: Tera Wenner, MS, BCBA, LBA	6:00 PM to 8:00 PM Zoom Live	All Providers During this training, participants will engage in a focused presentation intended to assist childcare providers in supporting children who display challenging behaviors.	Register here CDA: 1 & 8 FREE
Saturday, 4/30/2022	Introducing "Loose Parts" into Your Program Introductory Presenter: Stephanie Siemens	9:00 AM to 11:00 AM Zoom Live	All Providers Explore the Loose Parts Movement, hear the theory behind the movement. We will delve into the many different items that are loose parts and how to use them in your early childhood environments. See how one loose part can be many things and how they help in a child's development. We will also discuss where to start if you want to implement Loose Parts in your program.	Register here CDA: 3 & 8 FREE
Tuesday, 5/3/2022	Free Information Meeting: Building the Framework for Your Child Care Business Introductory Presenter: Jennifer Betts	6:30 PM to 7:30 PM GoToWebinar Live This is an informational meeting, no certificate awarded	License-Exempt Providers Looking to start your career as a Licensed Family Child Care Provider? If so, this is the place to start. Learn what it takes to take your business to the next level. You will be able to interact with a staff member from the YWCA as you learn about getting started, contracts, food programs, and other resources available to you through the YWCA.	Contact Jennifer Betts, at JenniferB@ywca.nwil.org to register. FREE

Date	Training Title	Time & Address	Audience & Course Description	Registration CDA Area & Fee
Wednesday, 5/4/2022	Books Alive Introductory Presenter: Stephanie Koclanis	6:00 PM to 7:00 PM GoToWebinar Live	All Providers Tired of reading the same books over and over? Need fresh ideas in how to keep children interested while you read a book? Participants will explore fun engaging activities to enhance the experience of, and build a love of reading. Participants will learn how to bring art, science, math, and movement into the wonderful world of picture books.	Register here CDA: 2, 3 & 8 FREE
Thursday, 5/5/2022	Parent Patrol: Everything You Ever Wanted to Know About How to Effectively Communicate with Families Intermediate Presenter: Dr. Angela Searcy, EdD	6:00 PM to 8:00 PM Zoom Live	All Providers It can be hard to work with family members during difficult situations with children. Sometimes family members display behaviors that are just as challenging as their children's! However, it is not in the best interests of any child to have her family members and her other caregivers in conflict. This workshop explores how to manage your feelings about family members, how to communicate effectively even when family members have challenging behaviors, and what to do when family members do not accept a referral or cannot help you address their child's behavior.	Register here CDA: 4 FREE
Monday, 5/9/2022 	Gateways Training Tiers Orientation for LE Family Child Care Providers Introductory Presenter: Stephanie Koclanis	6:00 PM to 7:00 PM GoToWebinar Live	LEFCC Providers Quality matters in child care. Learn about the statewide Gateways Trainings Tiers (GTT) for license exempt family child care providers, a program to help improve quality of care. The Orientation covers GTT 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 the Gateways Training Tiers.	Register here CDA: 5 FREE
Wednesday, 5/11/2022	Forgiveness-In a World of Hurt Intermediate Presenter: Stephanie Koclanis	6:30 PM to 7:30 PM GoToWebinar Live	All Providers "There are 86,400 seconds in a day. How do you spend them? For many of us, we choose to focus on the wrongs done to us." (Positivepsychology.com) Let's right that habit! In this training, participants will learn about the psychology of forgiveness and the benefits on your well-being. This is an introspective webinar, come prepared to reflect and journal.	Register here CDA: 6 FREE

Date	Training Title	Time & Address	Audience & Course Description	Registration CDA Area & Fee
Tuesday, 5/10/2022	Translating Play-Based Learning for Families Introductory Presenter: Stephanie Siemens	6:30 PM to 7:30 PM Zoom Live	All Providers Explore and practice the features of high-quality documentation, including why and how to share it, in order to strengthen family engagement and deepen families' understanding of the link between play and learning	Register here CDA: 4 & 8 FREE
Tuesday, 5/17/2022	Virtual Story Time Introductory Presenter: Kelly McNeal	10:30 AM to 11:00 AM YWCA Facebook Live	All Providers/Parents/Children Gather up the kids and enjoy a story read by Kelly, YWCA of Northwestern Illinois staff member and Community Systems Specialist! #YWKelly	No registration required, watch our Facebook Event page: YWCA Northwestern Illinois FREE
Wednesday, 5/18/2022	Risky Play Introductory Presenter: Andrea Capriotti	6:00 PM to 8:00 PM Zoom Live	All Providers What is your yes? Risky play can sound scary when it comes to young children: dirt, water, paint, rain, and climbing are all difficult to accept, this means messes! By attending this training, participants will learn new ways to incorporate risky play into their programs while keeping children safe and determining what their yes is.	Register here CDA: 1, 2 & 8 FREE
Thursday, 5/19/2022 	What Is CCAP? Introductory Presenters: Tina Haynes and Flora Sago	6:00 PM to 8:00 PM IN PERSON YWCA 4990 E. State St. Rockford, 61108	All Providers “What is CCAP?” reviews the Illinois Department of Human Services (IDHS) Child Care Assistance Program (CCAP). The Illinois Department of Human Services Child Care Assistance Program – helps pay for child care expenses for income-eligible families who work or participate in an approved school or training or TANF approved activity. This training reviews the application processes and key features child care providers should be familiar with regarding the CCAP program. This training is Gateways Registry approved and helps meet provider training requirements to receive Child Care Assistance Program payment.	Contact Annemarie Toldo at AnnemarieT@ywcawil.org to register CDA: 5 FREE

Date	Training Title	Time & Address	Audience & Course Description	Registration CDA Area & Fee
Thursday, 5/19/2022	Celebrations & Diversity Introductory Presenter: Stephanie Siemens	6:30 PM to 7:30 PM Zoom Live	All Providers This training is in association with the book "You Can't Celebrate That! Navigating the Deep Waters of Social Justice Teaching" by Nadia Jaboneta. Nadia coaches us to stay conscious of the perspectives, experiences, and relationships that shape our teaching. We will discuss the consideration of diversity when planning or celebrating holidays. Examine the environment and collaborate with families to expand perspectives on holidays and create holiday policies for families to understand your position on celebrations in your program.	Register here CDA: 3 FREE
Saturday, 5/21/2022	Virtual Story Time Introductory Presenter: Kelly McNeal	10:30 AM to 11:00 AM YWCA Facebook Live	All Providers/Parents/Children Gather up the kids and enjoy a story read by Kelly, YWCA of Northwestern Illinois staff member and Community Systems Specialist! #YWKelly	No registration required, watch our Facebook Event page: YWCA Northwestern Illinois FREE
Wednesday, 5/25/2022	Relationships Are a Resource Hiding in Plain Sight Introductory Presenter: Mary Kelley, LCPC, I/ECMH-C	6:00 PM to 7:00 PM Zoom Live	All Providers Have you ever been told that relationships really matter and your job is to build relationships? In this training we will explore relationship webs, ways to calm yourself during a stressful moment and look for ways to promote stronger relationships with children and staff.	Register here CDA: 1 FREE
Thursday, 5/26/2022 	Food Handler Introductory Presenter: Kelly McNeal	5:30 PM to 8:00 PM IN PERSON YWCA 4990 E. State St. Rockford, 61108	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 video presentation followed by a 40 question test.	Contact Kelly McNeal at KellyM@ywcanwil.org to register. CDA: 1 \$15

Date	Training Title	Time & Address	Audience & Course Description	Registration CDA Area & Fee
Thursday, 5/26/2022	Classroom Through an Engagement Lens Introductory Presenter: Stephanie Koclanis	6:00 PM to 7:00 PM GoToWebinar Live	All Providers Too often it feels we're struggling against students to get them to do what we need them to do instead of focusing on creating the conditions where they can be their best as a learner. In this training, participants will learn seven strategies to build engagement in their learning environment.	Register here CDA: 3 & 8 FREE
Wednesday, 6/1/2022	Immunizations, Administering Medications and Preventing Allergic Reactions Introductory Presenter: Sue Scott	6:00 PM to 7:30 PM Zoom Live	All Providers In this training, providers will learn the proper procedures to follow when administering medications and how to prevent allergic reactions. Providers will also learn the correct way to document when medications are given to a child and what paperwork is needed on file. Immunizations will also be discussed as you learn what ones children need and what age is best for each vaccine.	Register here CDA: 1 FREE
Tuesday, 6/7/2022	Intentional Environments Introductory Presenter: Stephanie Siemens	6:30 PM to 7:30 PM Zoom Live	All Providers Explore three necessary components of an early childhood environment along with five attributes of a well-designed activity area. We will consider the impact of placement, pathways, colors, and aesthetics that may affect children's behaviors. Additionally, we will explore how to develop relationships through use of space and transitioning from the outside world to the center world.	Register here CDA: 5 FREE
Wednesday, 6/8/2022	Outside! Now What? Introductory Presenter: Stephanie Koclanis	6:00 PM to 7:30 PM GoToWebinar Live	All Providers Warmer weather is here!! Tired of the same activities or need to freshen up your outside space? Gain easy "Do it Yourself" ideas in this training for fun and engaging outdoor play.	Register here CDA: 2 & 8 FREE

Date	Training Title	Time & Address	Audience & Course Description	Registration CDA Area & Fee
Tuesday, 6/14/2022	Free Information Meeting: Building the Framework for Your Child Care Business Introductory Presenter: Jennifer Betts	6:30 PM to 7:30 PM GoToWebinar Live This is an informational meeting, no certificate awarded.	License-Exempt Providers Looking to start your career as a Licensed Family Child Care Provider? If so, this is the place to start. Learn what it takes to take your business to the next level. You will be able to interact with a staff member from the YWCA as you learn about getting started, contracts, food programs, and other resources available to you through the YWCA.	Contact Jennifer Betts, at JenniferB@ywcanwil.org to register. FREE
Wednesday, 6/15/2022 	HOT Topic!: Centers Intermediate Presenter: Andrea Capriotti	6:00 PM to 8:00 PM Zoom	Center Providers In this training, participants will learn the proper safety procedures and preventive measures for a safe program. Topics covered will include checklists, materials to purchase, protocols and the steps to take in case of an emergency. Participants will be able to ask questions and leave with a “toolbox” of knowledge in case an emergency occurs.	Register here CDA: 1 & 5 FREE
Thursday, 6/16/2022	Harnessing Children’s Strengths Introductory Presenter: Stephanie Siemens	6:30 PM to 7:30 PM Zoom Live	All Providers Understanding and supporting each child in their development means also helping to grow and develop their strengths. We will see why it’s important and how to support their strengths through program experiences. We will also discuss ways to communicate with parents on being strength-based parents.	Register here CDA: 2 FREE
Saturday, 6/18/2022	Growing Up Wild! Intermediate Presenter: Kelly McNeal	9:00 AM to 10:30 AM Zoom Live	All Providers Growing Up Wild is an early childhood education activity guide that builds on children’s sense of wonder about nature and invites them to explore wildlife and the world around them. Through a wide range of activities and experiences, it provides a foundation for developing positive impressions about nature while also building lifelong social and cognitive skills.	Contact Kelly McNeal at KellyM@ywcanwil.org to register CDA: 2 FREE

Date	Training Title	Time & Address	Audience & Course Description	Registration CDA Area & Fee
Wednesday, 6/22/2022	Igniting Intrinsic Motivation Intermediate Presenter: Stephanie Koclanis	6:00 PM to 7:00 PM GoToWebinar Live	All Providers Do you want children to retain their natural curiosity for learning? In this training, participants will explore how intrinsic motivation works, the benefits on learning, and strategies to implement in your program.	Register here CDA: 2, 3 & 8 FREE

For your convenience, we have added Icons to the Trainings that are Gateways Registry approved, ExceleRate or Health and Safety Trainings-please refer to the key below:



Gateways Registry Approved Trainings



ExceleRate Approved Trainings



Health & Safety Trainings

IDHS Required Health and Safety Trainings For License Exempt Providers

One-time trainings:	Format:	How to Access:
CPR/First Aid	Hybrid (Online/In-person) and Traditional (In-person)	Approved CPR providers: American Heart Association; American Safety & Health Institute(ASHI); American Red Cross; American Trauma Event Management (ATEM); Emergency Care and Safety Institute (ECI); Edward Atkinson/Emergency Response Health Network; Ellis & Associates, Inc.-Orlando, FL; EMS Safety Services; MEDIC FIRST AID; National Safety Council; Pro-Trainings, LLC; R.H. Sanders & Associates/Titan CPR Associates *Contact CPR entities directly for time/dates of trainings

Child Abuse and Neglect/Mandated Reporter Training	Online	Link: Illinois Mandated Reporter Training (dcfstraining.org)
Yearly Trainings:	Format:	How to Access:
Child Development, Health & Safety Requirement: Six (6) hours	Online through Illinois Gateways i-Learning system YWCA Northwestern Illinois CCR&R	Link to Illinois Gateways i-Learning: system at https://courses.inccrra.org . Link to Training Calendar: https://www.ywcanwil.org/training-professional-development/

ADDITIONAL ONLINE TRAININGS:

All Gateways approved trainings can be found at <https://courses.inccrra.org>.
You must be a Gateways Member to take the courses, become a member [here](#)

ADDITIONAL RESOURCES:

Why Is Social-Emotional Learning Important?: [link](#)

Why Manners Matter And How To Teach Them To Your Kids: [link](#)

Spring Activities For Kids: [link](#)

Spring Reading List: [link](#)

****CPR****

In-person CPR at the YWCA is suspended at this time. You will need to follow up with the individual entities to find course offerings and times. If you have further questions, please follow up with your DCFS Representative. First Aid/CPR Funds Program application can be found [here](#).

List of approved CPR providers (Effective June 4th, 2020):

1. American Heart Association
2. American Safety & Health Institute(ASHI)
3. American Red Cross
4. American Trauma Event Management (ATEM)
5. Emergency Care and Safety Institute (ECSI)
6. Edward Atkinson/Emergency Response Health Network
7. Ellis & Associates, Inc.-Orlando, FL
8. EMS Safety Services
9. MEDIC FIRST AID
10. National Safety Council
11. Pro-Trainings, LLC
12. R.H. Sanders & Associates

YWCA Northwestern Illinois Child Care Solutions

Provider Services

How can we help YOU?

Jennifer Betts – Data, Recruitment & Retention Specialist

- Maintains and updates provider database
- Assists in the recruitment and retention of child care providers
- Assists with data entry for training registrations and provides applicable training certificates
- Offers information on starting a child care business

Extension:
218

Email
[Jennifer](#)

Annemarie Toldo – Training & Technical Assistance Coordinator

- Creates and manages the quarterly training calendar for ongoing professional development
- Manages and processes applications for CPR/First Aid Reimbursement and Professional Development Funds
- Offers technical assistance regarding Gateways Registry membership, online trainings, credentials and accreditations, and various training related information

Extension:
211

Email
[Annemarie](#)

Kelly McNeal – Community Systems Development & Referral Specialist

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

Extension:
204

Email Kelly

Andrea Capriotti – Infant Toddler Specialist

- Promotes the ExceleRate Illinois program and offers technical assistance to licensed Family Child Care Providers and licensed Child Care Centers; conducts Silver Circle of Quality renewals
- Coordinates consultations, trainings, observations, and assessments of children ages 0-3
- Assists with implementing Continuous Quality Improvement Plans

Extension:
228

Email Andrea

Stephanie Siemens – Quality Specialist

- Promotes the ExceleRate Illinois program to licensed Family Child Care Providers and licensed Child Care Centers; conducts Silver Circle of Quality renewals
- Coordinates consultations, trainings, observations, and assessments of children ages 3-12
- Assists with implementing Continuous Quality Improvement Plans

Extension:
205

Email
[Stephanie](#)

Stephanie Koclanis – Quality Improvement Funds Specialist

- Responsible for the promotion, technical assistance, receiving, and awarding of funds for:
 - Quality Improvement Cohorts
 - Training Stipends
 - Accreditation Assistance
 - LECC Health & Safety Grants

Extension:
224

Email
[Stephanie](#)

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.
- Pre-registration is required for all trainings.
- Typically, class size is limited. When class maximum has been met, registration will be closed.
- Participants are registered on a first come, first serve basis.
- Registration forms for YWCA Northwestern Illinois Child Care Solutions sponsored trainings can be found in the monthly training calendar and/or online at www.ywcanwil.org.
- Registration forms for all YWCA Northwestern Illinois Child Care Solutions sponsored trainings are accepted via mail or office walk-in only. Faxed registrations are accepted for non-fee trainings only.
- Registration closes 7 days prior to the scheduled training date.
- Payment must accompany the registration form for any training that has a fee. The registration request will not be processed if the fee is not included with the registration form.
- Upon receipt of a completed registration form and payment (if applicable), a copy will be sent to the provider confirming status of registration.
- Walk-ins are discouraged and may not be allowed admittance.

Training Participation

- Late arrivals—a 15 minute Grace Period will be given at all training sessions (including virtual trainings). This grace period begins at the advertised start time. Participants will not be allowed in after the 15-minute grace period.
- Early departures will not receive a training certificate; participants must stay until the training is finished.
- At the discretion of the trainer—if an attendee is considered to be disruptive in behavior, he/she may be asked to leave the training and will not receive a certificate or refund (if there was a fee).
- Adult learners' only; Children are not to be in attendance at training sessions.

Fees, Refunds, & Cancellations

- If YWCA Child Care Solutions cancels a workshop/series due to low enrollment all participants that registered will be contacted by phone or email no later than two days prior to the session and a refund will be processed, as applicable.
- If unforeseen circumstances occur, including but not limited to inclement weather, presenter cancellation/illness, or power outage, registrants will be notified as soon as possible. Every effort will be made to contact each provider via phone call or email.
- A participant may cancel a class for which they are registered up to 5 business days prior to the scheduled date to receive a refund. If it is 4 business days or less before the class is to be held, no refunds will be given nor will substitutions be made.
- Pre-registration fees are non-refundable for no-show registrants.

Certificates

- A certificate of attendance will be distributed at the end of each workshop/ or conclusion of a series.
- To receive a training certificate, participants must stay until the training 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.

Virtual Learning

- Please utilize a webcam to maximize the relationship and connection between trainer and participants
- Attendance, participation and interaction with trainer is required and will be verified through virtual platform
- Your safety and attention must be verified: No driving, shopping, etc. while participating in training
- Must complete evaluation form after each training, before certificate can be issued