

# Training Opportunities for Early Childhood Providers

## Summer 2022 Calendar



**YWCA Northwestern Illinois**  
**4990 East State Street**  
**Rockford, Illinois 61108**  
**815.484.9442/800.872.9780**  
**Training Ext. 211**  
**[www.ywcanwil.org](http://www.ywcanwil.org)**



## **YWCA Hours of Operation:**

Monday-Friday

8:00am – 5:00pm



## **YWCA Building Closures:**

Monday, July 4<sup>th</sup>, 2022

Monday, September 5<sup>th</sup>, 2022

Fridays through September 2<sup>nd</sup>, lobby closes at  
noon

# Highlighted Trainings:

(Locate registration links in calendar)

## Appropriate Transportation of Children

Presenter: Melanie Wingo

July 27<sup>th</sup>, 2022

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## Handling and Storage of Hazardous Waste

Presenter: Barb Lessman

August 10<sup>th</sup>, 2022

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## Thinking Outside the Box: Fixed Vs. Growth Mindset

Presenter: Mary Kelley, LCPC, I/ECMH-C and Andrea Cossey

August 15<sup>th</sup>, 2022 and August 16<sup>th</sup>, 2022

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**IN PERSON CPR WILL TAKE PLACE AT THE  
YWCA ON THE FOLLOWING DATES, FROM 9AM-3PM:**

**7/23/2022, 8/20/2022 and 9/17/2022.**



**SPACE IS LIMITED. Please contact Annemarie Toldo at:  
[AnnemarieT@ywcanwil.org](mailto:AnnemarieT@ywcanwil.org) or 815-484-9442 Ext 211**


**for registration information.**




Date	Training Title	Time & Address	Audience & Course Description	Registration CDA Area & Fee
Thursday, 7/7/2022	<b>No Drama Discipline</b>  <b>Introductory</b>  <b>Presenter: Stephanie Koclanis</b>	6:00 PM to 7:00 PM  <b>Zoom Live</b>	<b>All Providers</b>  Based on Dr. Daniel J. Siegal's research, Providers will learn: the true meaning of the "D" word, how to reach and connect with children, ways to redirect emotions, and tips on turning a meltdown into an opportunity for growth.	<b>Register <a href="#">here</a></b>  CDA: 3 & 8  FREE
Monday, 7/11/2022	<b>Choose Your Words</b>  <b>Introductory</b>  <b>Presenter: Andrea Capriotti</b>	6:00 PM to 8:00 PM  <b>Zoom Live</b>	<b>All Providers</b>  Children count on adults to make sense of the world for them and one of the ways we do this is by talking and choosing our words. This training will guide participants in assisting children to make connections and have a better understanding of the rules and expectations of the classroom and culture.	<b>Register <a href="#">here</a></b>  CDA: 3 & 8  FREE
Tuesday, 7/12/2022	<b>Understanding Children's Anger</b>  <b>Introductory</b>  <b>Presenter: Stephanie Siemens</b>	7:00 PM to 9:00 PM  <b>Zoom Live</b>	<b>All Providers</b>  Identify the underlying causes of anger in young children and provide strategies to help them cope with angry feelings in more socially acceptable ways. Best suited for providers working with preschool age children.	<b>Register <a href="#">here</a></b>  CDA: 3  FREE
Wednesday, 7/13/2022	<b>Director's Dialogue: Round Table Discussion</b>  <b>Presenter: Stephanie Siemens</b>	12:30 PM to 1:30 PM  <b>Zoom Live</b>	<b>Center Directors Only</b>  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!	<b>Register <a href="#">here</a></b>  CDA: 5  FREE




Date	Training Title	Time & Address	Audience & Course Description	Registration CDA Area & Fee
Thursday, 7/14/2022    	<b>We Choose Health: Childhood Obesity</b>  <b>Introductory</b>  Presenter: Kelly McNeal	6:00 PM to 8:00 PM  <b>In person</b>  <b>YWCA</b>	<b>All providers</b> Teaches the possible consequences of being overweight as a child, describes the role of the child care environment and child care staff in helping to prevent obesity in children. In addition, providers will learn ways a child care facility can help children be more active and eat healthier.	<b>To register contact:</b> <b>Kelly McNeal at</b> <b>KellyM@ywcanwil.org</b>  CDA: 1  FREE
Tuesday, 7/19/2022	<b>(Un-Selfie): Why Empathic Kids Succeed in an All-About-Me-World</b>  <b>Introductory</b>  Presenter: Stephanie Koclanis	6:00 PM to 7:30 PM  <b>Zoom</b>  <b>Live</b>	<b>All providers</b> This training will explore why cultivating empathy in our children is so important. Providers will learn 9 habits/skills that will help children navigate the emotional and social challenges they will face throughout life.	<b>Register <a href="#">here</a></b>  CDA: 3 & 8  FREE
Thursday, 7/21/2022	<b>Outdoor Learning Environment</b>  <b>Introductory</b>  Presenter: Stephanie Siemens	6:30 PM to 7:30 PM  <b>Zoom</b>  <b>Live</b>	<b>All Providers</b> Assess your current outdoor environments and discover ways to transform your outdoor environment into an active play opportunity that is vital to young children's healthy development. Through space design you'll find how to create play zones that encourage schema learning, play themes, and developmentally appropriate learning.	<b>Register <a href="#">here</a></b>  CDA: 2  FREE
Monday, 7/25/2022	<b>Just Let Me Climb!</b>  <b>Introductory</b>  Presenter: Andrea Capriotti	6:00 PM to 7:00 PM  <b>Zoom</b>  <b>Live</b>	<b>All Providers</b> Let the exploration begin! Bumps, bruises, and scratches are okay. During this training, participants will gain knowledge on why climbing is so important for development and how it can be incorporated into daily play.	<b>Register <a href="#">here</a></b>  CDA: 1, 2 & 8  FREE

Date	Training Title	Time & Address	Audience & Course Description	Registration CDA Area & Fee
Wednesday, 7/27/2022  	<b>Appropriate Transportation of Children</b>  <b>Introductory</b>  Presenter: Melanie Wingo	6:00 PM to 7:00 PM  <b>In person</b> <b>YWCA</b>	<b>All Providers</b> Join us for a presentation on the proper use of car seats and booster seats. Learn the Illinois law and best practice in order to keep your children safe on our roadways.	<b>To register contact:</b> <b>Annemarie Toldo at</b> <a href="mailto:AnnemarieT@ywcawil.org">AnnemarieT@ywcawil.org</a>  CDA: 1  FREE
Wednesday, 8/3/2022	<b>7 Important Life Skills Beyond Academics</b>  <b>Introductory</b>  Presenter: Stephanie Koclanis	6:00 PM to 7:00 PM  <b>Zoom</b> <b>Live</b>	<b>All providers</b> We all want what's best for children. But, how do we help them today and in the future; not only survive but thrive? In this training, participants will learn the seven essential life skills children need to: take on life's challenges, achieve their full potential, and navigate through their daily activities. Join us in exploring easy hands-on activities which will keep children's curiosity and love of learning alive.	<b>Register <a href="#">here</a></b>  CDA: 3 & 8  FREE
Tuesday, 8/9/2022	<b>Choose Your Words</b>  <b>Introductory</b>  Presenter: Andrea Capriotti	7:00 PM to 9:00 PM  <b>Zoom</b> <b>Live</b>	<b>All Providers</b> Children count on adults to make sense of the world for them and one of the ways we do this is by talking and choosing our words. This training will guide participants in assisting children to make connections and have a better understanding of the rules and expectations of the classroom and culture.	<b>Register <a href="#">here</a></b>  CDA: 3 & 8  FREE


Date	Training Title	Time & Address	Audience & Course Description	Registration CDA Area & Fee
Wednesday, 8/10/2022  	<b>Handling and Storage of Hazardous Waste</b>  <b>Introductory</b>  Presenter: Barb Lessman	6:00 PM to 7:00 PM  <b>Zoom Live</b>	<b>All Providers</b>  When we think of hazardous waste, we typically think of manufacturing businesses; however, we handle and store hazardous waste in our homes, schools and daycares every day. Learn more about what is considered hazardous waste and how to properly handle and store these items to prevent potential harm to those in your care. Find out about new poisoning trends the IPC has seen during the COVID-19 pandemic!	Register <a href="#">here</a>  CDA: 1  FREE
Monday, 8/15/2022	<b>Gnarly Naptimes</b>  <b>Introductory</b>  Presenter: Andrea Capriotti	6:00 PM to 7:00 PM  <b>Zoom Live</b>	<b>All Providers</b>  Naptime can be a very difficult time of the day; children are tired and also want to continue playing. Often times, there are multiple children who need our undivided attention in order to calm down, this can be hard to do all by yourself. Participants will learn new tips and gain useful tools for their toolbox to utilize during those gnarly naptimes.	Register <a href="#">here</a>  CDA: 3 & 8  FREE
Monday, 8/15/2022	<b>Thinking Outside the Box: Fixed Vs. Growth Mindset</b>  <b>Introductory</b>  Presenter: Mary Kelley, LCPC, I/ECMH-C and Andrea Cossey	6:00 PM to 8:00 PM  <b>In person YWCA</b>	<b>All providers</b>  Developing the right mindset early on is crucial for a successful, happy life. When kids/adults learn that putting forth effort and using the right strategies can help them get better at things, they feel empowered and try harder. When they know their brains are capable of growing, they are more confident, resilient, and can push through the fear of failure.	To register contact: <b>Annemarie Toldo @ <a href="mailto:AnnemarieT@ywcawil.org">AnnemarieT@ywcawil.org</a></b>  CDA: 3  FREE
Tuesday, 8/16/2022	<b>Thinking Outside the Box: Fixed Vs. Growth Mindset</b>  <b>Introductory</b>  Presenters: Mary Kelley, LCPC, I/ECMH-C and Andrea Cossey	6:00 PM to 8:00 PM  <b>In person Freeport Public Library</b>	<b>All providers</b>  Developing the right mindset early on is crucial for a successful, happy life. When kids/adults learn that putting forth effort and using the right strategies can help them get better at things, they feel empowered and try harder. When they know their brains are capable of growing, they are more confident, resilient, and can push through the fear of failure.	To register contact: <b>Annemarie Toldo at <a href="mailto:AnnemarieT@ywcawil.org">AnnemarieT@ywcawil.org</a></b>  CDA: 3  FREE

Date	Training Title	Time & Address	Audience & Course Description	Registration CDA Area & Fee
Tuesday, 8/16/2022	<b>Partnering with Families</b>  <b>Introductory</b>  Presenter: Stephanie Siemens	6:30 PM to 7:30 PM  <b>Zoom</b> <b>Live</b>	<b>All Providers</b>  Children learn from what they see, relationships between teachers and children's family members have tremendous potential for affecting their lives. Establish family centered care through communication and partnerships with families.	<b>Register <a href="#">here</a></b>  CDA: 4  FREE
Wednesday, 8/17/2022	<b>Be a Gardener, Not a Carpenter</b>  <b>Introductory</b>  Presenter: Stephanie Koclanis	6:00 PM to 7:00 PM  <b>Zoom</b> <b>Live</b>	<b>All providers</b>  Based upon psychologist Alison Gopnik's book, providers will learn the difference between educating like a gardener and teaching like a carpenter. We will explore how to be gardeners who allow children to grow naturally, rather than being forced and molded into a specific outcome.	<b>Register <a href="#">here</a></b>  CDA: 3  FREE
Tuesday, 8/23/2022	<b>Teaching with Respect</b>  <b>Introductory</b>  Presenter: Stephanie Koclanis	6:00 PM to 7:30 PM  <b>Zoom</b> <b>Live</b>	<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.	<b>Register <a href="#">here</a></b>  CDA: 5 & 6  FREE
Thursday, 8/25/2022	<b>Introducing "Loose Parts" into Your Program</b>  <b>Introductory</b>  Presenter: Stephanie Siemens	6:00 PM to 8:00 PM  <b>In person</b> <b>YWCA</b>	<b>All providers</b>  Explore the Loose Parts Movement and 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.	<b>To register contact:</b> <b>Stephanie Siemens, at <a href="mailto:StephanieS@ywcanwil.org">StephanieS@ywcanwil.org</a></b>  CDA: 3, 8  FREE



Date	Training Title	Time & Address	Audience & Course Description	Registration CDA Area & Fee
Saturday, 8/27/2022  	<b>Lead in Water</b>  <b>Introductory</b>  Presenter: Kelly McNeal	9:00 AM to 12:00 PM  <b>In person</b> <b>YWCA</b>	<b>All Providers</b> This Lead in Water Workshop is designed to inform childcare providers on new Illinois requirements regarding lead in water testing for certain childcare facilities. In this workshop, you will learn about the impact of lead exposure, how to test your water for lead, and how to create a mitigation plan.	<b>To register contact:</b> <b>Annemarie Toldo at</b> <a href="mailto:AnnemarieT@ywcawil.org">AnnemarieT@ywcawil.org</a>  CDA: 1  FREE
Monday, 8/29/2022	<b>A Fighting Chance</b>  <b>Introductory</b>  Presenter: Andrea Capriotti	6:00 PM to 8:00 PM  <b>In person</b> <b>YWCA</b>	<b>All Providers</b> Many children have to cope with disruptive life situations that may hinder their development. Often times, a child's classroom is the most stable environment they have. During this training, participants will be offered reliable and practical solutions for working with children who have or currently are dealing with disruptive changes.	<b>To register contact:</b> <b>Annemarie Toldo at</b> <a href="mailto:AnnemarieT@ywcawil.org">AnnemarieT@ywcawil.org</a>  CDA: 2 & 3  FREE
Wednesday, 9/7/2022	<b>What Color are Your Glasses?</b>  <b>Intermediate</b>  Presenter: Stephanie Koclanis	6:30 PM to 7:30 PM  <b>Zoom</b> <b>Live</b>	<b>All providers</b> Sherlock Holmes famously said once to Watson: "You see, but you do not observe. The distinction is clear."  How do you see the world around you? How do you observe the children in your program? This training will have you reflect on how you view your everyday life and to incorporate a different lens.	Register <a href="#">here</a>  CDA: 4, 5, & 6  FREE
Friday, 9/9/2022	<b>Virtual Story Time</b>  Presenter: Kelly McNeal	10:30 AM To 11:00 AM  <b>YWCA</b> <b>Northwestern</b> <b>Illinois Facebook</b> <b>page</b>	<b>All Providers and Children</b> Gather up the kids and enjoy a story read by Kelly, YWCA of Northwestern Illinois staff member and Community Systems Specialist! #YWKelly	<b>No registration required</b> , watch our Facebook Event page: YWCA Northwestern Illinois.  FREE

Date	Training Title	Time & Address	Audience & Course Description	Registration CDA Area & Fee
Tuesday, 9/13/2022	<b>Story Dictation</b>  <b>Introductory</b>  Presenter: Stephanie Siemens	6:30 PM to 7:30 PM  <b>Zoom</b> <b>Live</b>	<b>All Providers</b>  Story Dictation is a valuable part of any early childhood setting because it fosters children's language, literacy, and social-emotional development. Learn the basics of story dictation and how you can use it in your setting.	<b>Register <a href="#">here</a></b>  CDA: 3  FREE
Tuesday, 9/13/2022	<b>Trauma Response</b>  <b>Introductory</b>  Presenter: Andrea Capriotti	7:00 PM to 9:00 PM  <b>Zoom</b> <b>Live</b>	<b>All Providers</b>  Early Childhood has many avenues within it, one of those is appropriately dealing with young children and trauma they may have experienced in their lives. Often, we find children probing for answers that we as educators and parents do not know how to answer. By attending this training, participants will be presented with explicit, thoughtful, and effective tools to ensure the social-emotional wellbeing of children is addressed.	<b>Register <a href="#">here</a></b>  CDA: 2, 3, & 8  FREE
Tuesday, 9/20/2022	<b>Scribbles and Giggles</b>  <b>Introductory</b>  Presenter: Stephanie Koclanis	6:30 PM to 7:30 PM  <b>Zoom</b> <b>Live</b>	<b>All Providers</b>  Children's experiences with scribbling and creating marks is an important avenue for self-expression in early childhood. In this training, providers will learn the developmental progression from mark making, scribbling, and drawing as a precursor to writing and literacy. Activities will be shown to build upon these skills as well.	<b>Register <a href="#">here</a></b>  CDA: 2 & 8  FREE
Thursday, 9/22/2022	<b>Print Rich Environment</b>  <b>Introductory</b>  Presenter: Stephanie Siemens	6:00 PM to 8:00 PM  <b>In person</b> <b>YWCA</b>	<b>All Providers</b>  Print Rich Environments help children make connections between printed words and language. Discover how to develop an environment that promotes children's speaking, reading, and writing development.	<b>To register contact: Stephanie Siemens at <a href="mailto:StephanieS@ywcanwil.org">StephanieS@ywcanwil.org</a></b>  CDA: 8  FREE

Date	Training Title	Time & Address	Audience & Course Description	Registration CDA Area & Fee
Saturday, 9/24/2022    <b>Registration deadline is September 1, 2022</b>	<b>An Introduction to the Environmental Rating Scales</b>  <b>Introductory</b>  Presenter: Stephanie Koclanis	9:00 AM to 1:00 PM  <b>In Person YWCA</b>	<b>Licensed Providers</b> This training is for center-based programs and family child care providers and offers an overview of the Environment Rating Scales. The Environment Rating Scales are user-friendly assessment tools that measure the quality of the learning environment for infants through school-age children. After completing this training, participants will be able to use the tool(s) for program self-assessment and improvement planning.	<b>To register contact:</b> <b>Annemarie Toldo at</b> <a href="mailto:AnnemarieT@ywcawil.org">AnnemarieT@ywcawil.org</a>  <b>Registration deadline is September 1, 2022</b>  <b>\$10 FEE</b>
Thursday, 9/29/2022	<b>Infant/Toddler Behaviors</b>  <b>Introductory</b>  Presenter: Andrea Capriotti	6:00 PM to 8:00 PM  <b>In person YWCA</b>	<b>Providers Ages 0-3</b> During this training, participants will dive deeper into challenging behaviors that infants and toddlers display. 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 what these behaviors typically mean and how to navigate each day with a positive outlook while maintaining a nurturing, safe, and inviting atmosphere.	<b>To register contact :</b> <b>Annemarie Toldo at</b> <a href="mailto:AnnemarieT@ywcawil.org">AnnemarieT@ywcawil.org</a>  CDA: 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:
<b>CPR/First Aid</b>	Hybrid (Online/In-person) and Traditional (In-person)	<p>Approved CPR providers:</p> <p>American Heart Association; American Safety &amp; Health Institute (ASHI); American Red Cross; American Trauma Event Management (ATEM); Emergency Care and Safety Institute (ECSI; Edward Atkinson/Emergency Response Health Network; Ellis &amp; Associates, Inc.-Orlando, FL; EMS Safety Services; MEDIC FIRST AID; National Safety Council; Pro-Trainings, LLC; R.H. Sanders &amp; Associates/Titan CPR Associates</p> <p><i>*Contact CPR entities directly for time/dates of trainings</i></p>
<b>Child Abuse and Neglect/Mandated Reporter Training</b>	Online	<p>Link to website :</p> <p><u><a href="http://dcfstraining.org">Illinois Mandated Reporter Training (dcfstraining.org)</a></u></p>
<b>ECE credential: Level 1</b>	Online through Illinois Gateways i-Learning system	<p>Link to Illinois Gateways i-Learning:</p> <p><u><a href="https://courses.inccrra.org">https://courses.inccrra.org</a></u>.</p>
<b>Child Development, Health &amp; Safety Basics: Six (6) hours</b>	Online through Illinois Gateways i-Learning system	<p>Link to Illinois Gateways i-Learning:</p> <p><u><a href="https://courses.inccrra.org">https://courses.inccrra.org</a></u>.</p>

## 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:

Summer Reading and Children's activities at the Rockford Public Library [Link](#)

Summer Reading and Children's Activities at the Freeport Public Library [Link](#)

### **\*\*CPR\*\***

In-person CPR at the YWCA has resumed. In- person dates and times are listed on the "Highlighted Trainings" page in the calendar. If you are unable to participate, a list of alternate entities is below. 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. Look for our new First Aid/CPR Funds Program application, available soon.

#### **List of approved CPR providers (Effective June 14, 2022):**

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. Know CPR
10. MEDIC FIRST AID
11. National Safety Council
12. Pacific Medical Training
13. Pro-Trainings, LLC
14. Titan CPR Associates



# YWCA Northwestern Illinois Child Care Solutions

## Provider Services

### How can we help YOU?

#### **Carol Lyons- CORE Receptionist**

- Handles all front office, administration duties for CORE team
- Responsible for greeting guests, answering phones, handling company inquiries and the sorting and distribution of mail

**Extension:**  
200

#### **Jennifer Betts – Data, Recruitment & Retention Specialist & Referral Backup**

- 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
- Assists in providing customized referrals upon request

**Extension:**  
218

[Email Jennifer](#)

#### **Annemarie Toldo – Training & Technical Assistance Coordinator & Referral Lead**

- 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
- Provides customized child care referrals upon request

**Extension:**  
211

[Email Annemarie](#)

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

- Works and connects with programs and services across health, early care and education, family support, and social services
- Coordinates community outreach and collaborations
- Responsible for the promotion, technical assistance, receiving, and awarding of funds for:
  - Quality Improvement Cohorts
  - Training Stipends
  - Accreditation Assistance
- LECC Health & Safety Grants

**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:**  
234

[Email Stephanie](#)

### **Silvia Diaz- Higher Education Navigator**

- Recruits and connects incumbent early childhood care and education workforce members with appropriate early childhood programs at 2- and 4-year institutions
- Creates strong relationships with early care and education employers, members of the incumbent workforce, and ECE programs at 2- and 4-year institutions of higher education
- Maintains an up-to-date and ongoing understanding of all early childhood programs offered by 2- and 4-year institutions within SDA1
- Provides assistance with the technicalities of completing the FAFSA to qualify for federal aid, access state scholarship monies for the EC workforce, and apply to the relevant institution and programs.

**Extension:**

**205**

[Email Silvia](#)

### **Training Policies and Procedures**

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

*Please note:*

***\*\*In person trainings will require a mask to be worn at all times\*\****

### **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](http://www.ywcanwil.org).
- Registration forms for all YWCA Northwestern Illinois Child Care Solutions sponsored trainings are accepted via mail or office walk-in only. Faxed registrations are accepted for non-fee trainings only.
- Registration closes 7 days prior to the scheduled training date.
- Payment must accompany the registration form for any training that has a fee. The registration request will not be processed if the fee is not included with the registration form.
- Upon receipt of a completed registration form and payment (if applicable), a copy will be sent to the provider confirming status of registration.
- Walk-ins are discouraged and may not be allowed admittance.

### **Training Participation**

- Late arrivals—a 15 minute Grace Period will be given at all training sessions (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 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.

### 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