

Training Opportunities for Early Childhood Providers

Summer 2023 Calendar



YWCA Northwestern Illinois
4990 East State Street
Rockford, Illinois 61108
815.484.9442/800.872.9780
Training Ext. 211
www.ywcanwil.org



YWCA Hours of Operation:

Monday-Friday

8:00am – 5:00pm

Walk-Ins 8:30am-4:30pm



YWCA Building Closures:

Tuesday, July 4th, 2023

Monday, September 4th, 2023

Fridays through September 2nd -

lobby closes at 12pm

Highlighted Trainings:

(Locate registration information in calendar)

Books Alive! There's More Than One Way to Tell a Story

Presenter: Stephanie Koclanis

July 18th, 2023

Increasing Active Play at Child Care: Outdoor Activity Settings – Physical Activity Learning Session (PALS)

Presenter: Stephanie Siemens

July 20th, 2023

Handling and Storage of Hazardous Waste

Presenter: Barb Lessman

August 17th, 2023

Circle of Security

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

September 6th, 13th, 19th and 27th, 2023

Tricky Times

Presenter: Andrea Capriotti

September 12th, 2023


IN PERSON CPR/ FIRST AID WILL TAKE PLACE

AT THE YWCA ON THE FOLLOWING DATES, FROM 9AM-3PM:

July 15th and 29th, August 12th and 26th, September 16th and 23rd.

SPACE IS LIMITED. Please contact Annemarie Toldo at:
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, 7/6/2023	Risky Play Introductory Presenter: Andrea Capriotti	6:00 PM to 8:00 PM Zoom Live	Provider Ages 0-3 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.	To register click here. CDA: 1, 2 & 8 FREE
Monday, 7/10/2023	Free Informational Meeting Presenter: Jennifer Wicklein	1:00 PM to 2:00 PM In Person YWCA 4990 East State St., Rockford, IL, 61108	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.	To register contact: Annemarie Toldo at AnnemarieT@ywcanwil.org FREE
Tuesday, 7/11/2023 	First Steps to Preparedness Introductory Presenter: Stephanie Siemens	7:00 PM to 9:00 PM Zoom Live	All Providers Understand the importance of emergency preparedness and creating plans for all types of emergencies in a child care setting. Including shelter in place, evacuation, and active shooter situations.	To register click here. CDA: 1 & 5 FREE

Date	Training Title	Time & Address	Audience & Course Description	Registration CDA Area & Fee
Wednesday, 7/12/2023	Director's Dialogue: Round Table Discussion Introductory Presenter: Stephanie Siemens	1:00 PM to 2:00 PM In Person YWCA 4990 East State St., Rockford, IL, 61108 or Zoom Live	Child Care Center Directors 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!	To register contact: Annemarie Toldo at AnnemarieT@ywcanwil.org FREE *This is an educational meeting. No certificate will be awarded.*
Wednesday, 7/12/2023	Outside! Now What? Introductory Presenter: Stephanie Koclanis	6:00 PM to 8:00 PM In Person YWCA 4990 East State St., Rockford, IL, 61108	All Providers Tired of the same activities or need to freshen up your outside space? Gain easy DIY ideas in this training for fun engaging outdoor play.	To register contact: Annemarie Toldo at AnnemarieT@ywcanwil.org CDA: 2 FREE



Date	Training Title	Time & Address	Audience & Course Description	Registration CDA Area & Fee
Thursday, 7/13/2023	Creative Art for Emotional Regulation Introductory Presenter: Michelle Spickler	6:00 PM to 8:00 PM In Person YWCA 4990 East State St., Rockford, IL, 61108	All Providers In this workshop, participants will experience the creative art process to learn how to plan, prepare, implement and integrate the use of creative arts for emotional regulation in children. Even more so, participants will learn how art helps with social-emotional learning and self-regulation of themselves and the children.	To register contact: Annemarie Toldo at AnnemarieT@ywcanwil.org CDA: 3 & 8 FREE
Tuesday, 7/18/2023	Books Alive! There's More Than One Way to Tell a Story Introductory Presenter: Stephanie Koclanis	6:00 PM to 8:00 PM In Person YWCA 4990 East State St., Rockford, IL, 61108	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. Join us in this hands-on training in bringing books alive.	To register contact: Annemarie Toldo at AnnemarieT@ywcanwil.org CDA: 3 & 8 FREE



Date	Training Title	Time & Address	Audience & Course Description	Registration CDA Area & Fee
Wednesday, 7/19/2023	A New Look at Play: Understanding Play Schemas and Play Milestones Introductory Presenter: Michelle Spickler	6:00 PM to 8:00 PM In Person YWCA 4990 East State St., Rockford, IL, 61108	All Providers In this workshop, we will define and explore play schemas and play milestones in a fun, interactive way. Together, we will consider why play schemas and play milestones are important to understand and how providers can incorporate play schemas into their day-to-day activities to enhance learning and enjoyment.	To register contact: Annemarie Toldo at AnnemarieT@ywcanwil.org CDA: 3 & 8 FREE
Tuesday, 7/20/2023	Increasing Active Play at Child Care: Outdoor Activity Settings – Physical Activity Learning Session (PALS) Introductory Presenter: Stephanie Siemens	6:30 PM to 7:30 PM Zoom Live	All Providers During this workshop, participants will examine the use of activity settings as a strategy to boost physical activity and learning in outdoor spaces. The concepts of affordance and spatial range will be explored. Participants will identify 1-2 activity settings to strengthen their current outdoor environment.	To register click here. CDA: 2 FREE

Date	Training Title	Time & Address	Audience & Course Description	Registration CDA Area & Fee
Tuesday, 7/25/2023	File Folder Games Introductory Presenter: Stephanie Siemens	6:30 PM to 7:30 PM In Person Freeport Public Library 100 E Douglas St., Freeport, IL, 61032	All Providers Playful ways to implement learning through games and teacher directed activities. Many resources to support a Play Based Learning Environment through <i>File Folder Games</i> ; including hands-on, make-n-take projects to use right away in your programs. Age-appropriate activities and non-competitive versus competitive games will be shared.	To register contact: Annemarie Toldo at AnnemarieT@ywcanwil.org CDA: 8 FREE
Thursday, 7/27/2023 	ExceleRate IL Orientation for Child Care Centers Introductory Presenter: Andrea Capriotti	6:00 PM to 8:00 PM Zoom Live	Child Care Center Providers ExceleRate™ Illinois is the quality recognition and improvement system for licensed child care centers, Head Start, and Preschool for All programs. This orientation provides 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. Please note: Your participation in this course will be shared with your local Child Care Resource & Referral agency. The information is used to better support your center's quality improvement through the ExceleRate™ Illinois program.	To register click here. CDA: 5 FREE

Date	Training Title	Time & Address	Audience & Course Description	Registration CDA Area & Fee
Tuesday, 8/1/2023 	Setting Healthy Boundaries Intermediate Presenter: Stephanie Koclanis	6:00 PM to 8:00 PM In Person YWCA 4990 East State St., Rockford, IL, 61108	All Providers The practice of setting personal boundaries (a daily practice!) is one of the most essential tools for healthy living. It is often unclear, as educators, how much of ourselves we should give, and making decisions can be filled with doubt. In this training, providers will explore the types of boundaries needed, the advantages of healthy boundaries, and how to set personal boundaries.	To register contact: Annemarie Toldo at AnnemarieT@ywcanwil.org CDA: 1, 3 & 6 FREE
Monday, 8/7/2023	What is IECMHC and What Can It Offer to Home Childcare Providers? Introductory Presenter: Michelle Spickler	6:00 PM to 8:00 PM In Person YWCA 4990 East State St., Rockford, IL, 61108	All Providers In this workshop, providers will be introduced to Infant and Early Childhood Mental Health consultation, what a consultant's role is in supporting child care providers, and what a consultant can offer to home childcare providers.	To register contact: Annemarie Toldo at AnnemarieT@ywcanwil.org CDA: 3 & 5 FREE

Date	Training Title	Time & Address	Audience & Course Description	Registration CDA Area & Fee
Thursday, 8/10/2023	ADHD in Young Children: Could it be ADHD? Introductory Presenter: Michelle Spickler	6:00 PM to 8:00 PM In Person YWCA 4990 East State St., Rockford, IL, 61108	All Providers Understand the symptoms of ADHD in preschool children, how it is diagnosed, and how to support children with ADHD-like behavior in your preschool setting.	To register contact: Annemarie Toldo at AnnemarieT@ywcanwil.org CDA: 8 FREE
Tuesday, 8/15/2023	Are You Paying Yourself? Creating a Cash Flow Budget Report Introductory Presenter: Stephanie Siemens	6:30 PM to 8:00 PM Zoom Live	All Providers When creating a budget, you should be including a portion of your income for yourself as your wages for working. We will review how to create a budget, what should be included, and the projections of your expenses. A cash flow report will be reviewed and how to effectively use a cash flow report throughout the year to stay on budget.	To register click here. CDA: 5 FREE
Tuesday, 8/15/2023	Dinner and Learn Introductory Presenter: Andrea Capriotti	6:00 PM to 7:00 PM Zoom Live	Providers Ages 0-3 Providers are invited to an evening of discussion as it relates to the rewards and obstacles providers face on a daily basis. We will have open discussion so please bring questions and concerns. The desired outcome of these meetings aims for participants to leave a bit more informed and enthused about the next day!	To register click here. FREE *This is an educational meeting. No certificate will be awarded.*

Date	Training Title	Time & Address	Audience & Course Description	Registration CDA Area & Fee
Wednesday, 8/16/2023 	Fostering a Trauma Sensitive Program Intermediate Presenter: Stephanie Koclanis	6:00 PM to 7:00 PM Zoom Live	All Providers Trauma, as defined in the book <u>Building Trauma-Sensitive Schools</u> , “is a distressing experience or set of experiences that threatens a person’s actual safety or perceived sense of felt safety to such a degree that it exceeds an individual’s capacity to cope in healthy ways.” In this training, providers will learn ways to foster a program where children feel safer, more connected to peers, better equipped to deal with their emotions, and ready to learn.	To register click here. CDA: 1, 3 & 7 FREE
Thursday, 8/17/2023 	Handling and Storage of Hazardous Waste Introductory Presenter: Barb Lessman	6:00pm to 7:00pm In Person YWCA 4990 East State St., Rockford, IL, 61108	All Providers 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!	To register contact: Annemarie Toldo at AnnemarieT@ywcanwil.org CDA: 1 FREE

Date	Training Title	Time & Address	Audience & Course Description	Registration CDA Area & Fee
Thursday, 8/24/2023 	Redirecting Rough and Tumble Play Introductory Presenter: Michelle Spickler	6:00 PM to 8:00 PM In Person YWCA 4990 East State St., Rockford, IL, 61108	All Providers This training will present an overall understanding of rough and tumble play in early childhood. Because this center is experiencing a large amount of aggressive, rough and tumble play, especially in one classroom, the training will present how to differentiate between play fighting and real aggression, how to redirect children to alternative, safe but physical play, and how to meet the physical and social-emotional needs of the children who seek physical movement and connection through rough and tumble play.	To register contact: Annemarie Toldo at AnnemarieT@ywcanwil.org CDA: 1 & 2 FREE
Monday, 8/28/2023 	Infant and Toddler Biting: What Do I Do? Introductory Presenter: Andrea Capriotti	6:00 PM to 7:30 PM In Person YWCA 4990 East State St., Rockford, IL, 61108	Providers Ages 0-3 Biting is an issue in many infant and toddler classrooms. This can be difficult to navigate and challenging for educators. After this training, participants will gain new knowledge to help understand why biting happens and how it can be redirected into a positive learning experience.	To register contact: Annemarie Toldo at AnnemarieT@ywcanwil.org CDA: 1 & 3 FREE

Date	Training Title	Time & Address	Audience & Course Description	Registration CDA Area & Fee
Thursday, 8/31/2023	File Folder Games Introductory Presenter: Stephanie Siemens	6:30 PM to 7:30 PM In Person YWCA 4990 East State St., Rockford, IL, 61108	All Providers Playful ways to implement learning through games and teacher directed activities. Many resources to support a Play Based Learning Environment through <i>File Folder Games</i> ; including hands-on, make-n-take projects to use right away in your programs. Age-appropriate activities and non-competitive versus competitive games will be shared.	To register contact: Annemarie Toldo at AnnemarieT@ywcanwil.org CDA: 8 FREE
Tuesday, 9/5/2023	Understanding Attachment and Attachment Injuries Introductory Presenter: Michelle Spickler	6:00 PM to 8:00 PM In Person YWCA 4990 East State St., Rockford, IL, 61108	All Providers Attachment is essential in the lives of young children. It forms the foundation for all relationships, both now and in the future. In this workshop, we will take a deep dive into attachment, the styles of attachment children demonstrate, and our own adult attachment style impact the way we care for children. We will discuss how attachment injuries impact how children, and adults, impact attachment style, emotional stability, and the level of trust/risk the attachment injured child, or adult, can offer in future relationships.	To register contact: Annemarie Toldo at AnnemarieT@ywcanwil.org CDA: 3 & 8 FREE

Date	Training Title	Time & Address	Audience & Course Description	Registration CDA Area & Fee
<p>Wednesday, 9/6</p> <p>Wednesday, 9/13</p> <p>Tuesday, 9/19</p> <p>&</p> <p>Wednesday, 9/27/2023</p>	<p>Circle Of Security</p> <p>Introductory</p> <p>Presenter: Mary Kelley, LCPC, I/ECMH-C</p>	<p>6:00 PM to 8:00 PM</p> <p>In Person YWCA 4990 East State St, Rockford, IL, 61108</p>	<p>Child Care Center Providers</p> <p>Circle of security is a 4-week, attachment-based parenting/caregiver education program, that helps parents/caregivers better understand and build their relationships with their children. During each session, participants will explore the child's emotional world and learn to identify the child's needs, cues and miscues. Participants will also learn attuned and attentive responding strategies and discuss how to repair ruptures while providing a safe haven.</p>	<p>To register contact: Annemarie at AnnemarieT@ywcanwil.org</p> <p>CDA: 3 & 4</p> <p>FREE</p> <p>*This is a 4 part series. Participants must attend ALL 4 sessions in order for credit to be given*</p>
<p>Tuesday, 9/12/2023</p>	<p>Tricky Times: Toddler Transitions</p> <p>Introductory</p> <p>Presenter: Andrea Capriotti</p>	<p>6:00 PM to 7:00 PM</p> <p>In Person YWCA 4990 East State St., Rockford, IL, 61108</p>	<p>Provider Ages 0-3</p> <p>Transition time can be chaotic and challenging, this training will ensure participants gain new ideas for transitions and feel more confident so this time of the day flows better and children participate in intentional learning.</p>	<p>To register contact: Annemarie at AnnemarieT@ywcanwil.org</p> <p>CDA: 3 & 5</p> <p>FREE</p>

Date	Training Title	Time & Address	Audience & Course Description	Registration CDA Area & Fee
Thursday, 9/14/2023	Preventing Teacher Burnout Introductory Presenter: Michelle Spickler	6:00 PM to 8:00 PM In Person YWCA 4990 East State St, Rockford, IL, 61108	All Providers This training is designed for childcare providers, staff, and administration to understand and prevent teacher burnout in childcare settings. We will discuss the stress factors upon teachers, self-care techniques to reduce stress, and tips to encourage and support teachers in the classroom.	To register contact: Annemarie at AnnemarieT@ywcanwil.org CDA: 5 FREE
Wednesday, 9/20/2023	Not the Same Old Song: Importance of Music in Early Childhood Introductory Presenter: Stephanie Koclanis	6:00 PM to 8:00 PM In Person YWCA 4990 East State St, Rockford, IL, 61108	All providers Ever catch yourself singing every word to a song from your childhood but not remember what you had for breakfast? Or wonder why you have to sing the ABC's to figure out what letter comes next? Unlike language, music utilizes every subsystem of our brains. In this training providers will learn how important music is to early childhood development and ways to incorporate it into your daily routine.	To register contact: Annemarie at AnnemarieT@ywcanwil.org CDA: 2, 3 & 8 FREE

Date	Training Title	Time & Address	Audience & Course Description	Registration CDA Area & Fee
Thursday, 9/21/2023	Homemade Toys Introductory Presenter: Stephanie Siemens	6:30 PM to 7:30 PM In Person YWCA 4990 East State St, Rockford, IL, 61108	All Providers Participants will explore effective ways to create homemade toys that children can play with in a play-based learning environment. This workshop will provide a variety of ideas in creating homemade toys to use with children, including hands-on, make-n-take projects to use right away in your programs.	To register contact: Annemarie at AnnemarieT@ywcanwil.org CDA: 8 FREE
Monday, 9/25/2023	S.T.E.A.M Introductory Presenter: Andrea Capriotti	6:00 PM to 8:00 PM In Person YWCA 4990 East State St, Rockford, IL, 61108	Providers Ages 0-3 Infants and Toddlers have a full day of activities and it can be challenging to try and find new ideas. This training will allow participants to find new ideas to incorporate STEAM activities into their classrooms. Steam activities cover Science, Technology, Engineering, Arts and Design, and Mathematics.	To register contact: Annemarie at AnnemarieT@ywcanwil.org CDA: 2 & 8 FREE
Tuesday, 9/26/2023	Homemade Toys Introductory Presenter: Stephanie Siemens	6:30 PM to 7:30 PM In Person Freeport Public Library 100 E Douglas St., Freeport, IL, 61032	All Providers Participants will explore effective ways to create homemade toys that children can play with in a play-based learning environment. This workshop will provide a variety of ideas in creating homemade toys to use with children, including hands-on, make-n-take projects to use right away in your programs.	To register contact: Annemarie at AnnemarieT@ywcanwil.org CDA: 8 FREE

Date	Training Title	Time & Address	Audience & Course Description	Registration CDA Area & Fee
Thursday, 9/28/2023	Beyond Legos, Crayons, and Scissors: Fantastic Fine-Motor Fun Introductory Presenter: Stephanie Koclanis	6:00 PM to 8:00 PM In Person YWCA 4990 East State St, Rockford, IL, 61108	All Providers In this training, providers will gain tips and tricks in fine-tuning young children's fine-motor skills. Using regular household items, you will take away easy and engaging activity ideas to build up those small, but important, muscles.	To register contact: Annemarie at AnnemarieT@ywcanwil.org 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 (ECSI); 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 to website : Illinois Mandated Reporter Training (dcfstraining.org)
ECE credential: Level 1	Online through Illinois Gateways i-Learning system	Link to Illinois Gateways i-Learning: https://courses.inccrra.org .
Child Development, Health & Safety Basics: Six (6) hours	Online through Illinois Gateways i-Learning system	Link to Illinois Gateways i-Learning: https://courses.inccrra.org .

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 Family Events at the Rockford Public Library [Link](#)

Summer Reading and Family Events 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 Wicklein – 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](#)

Stephanie Earp- Referral Specialist (Lead) and Admin Support

- Provides customized child care referrals upon request and processes TANF referrals as needed
- Assists with processing all incoming child care provider grievances
- Provides administrative support and completes program related errands

Extension:
224

Email
[Stephanie](#)

Annemarie Toldo – Training & Technical Assistance Coordinator & Referral Specialist

- 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
- Back up to the Referral Lead

Extension:
211

Email
[Annemarie](#)

Leisha Kury– 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
[Leisha](#)

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; assists with Silver Circle of Quality renewal process
- 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 <ul style="list-style-type: none"> Promotes the ExceleRate Illinois program to licensed Family Child Care Providers and licensed Child Care Centers; assists with Silver Circle of Quality renewal process 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 <ul style="list-style-type: none"> 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.

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 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