

# Training Opportunities For Early Childhood Providers Fall Calendar 2023



**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

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



# Highlighted Trainings:

**\*\*The following trainings include “freebies” for you to use in your classroom!**

**Please see the Training Calendar for more details! \*\***

**10/11- Embracing Gratitude: Make and take a canvas vision board!**

**10/14 and 10/21- PALS: Many physical activity ideas given throughout training!**

**10/26- Teaching with Respect: Free children’s book will be available for participants!**

**11/9- Engage in Self-Care: Receive a book of 365 self-care tips for participating!**

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## Additional Highlighted Trainings

**10/5- Car Seat 101 with presenter: Jeffrey Hoster**

**10/12- Understanding the Complexities of Poverty with presenter: Mary Cacioppi**

**10/17- You Did What? with presenter: Barb Lessman**

**11/2- Connecting with Generation Z in the Workplace with presenter: Anissa Kuhar**

**11/6, 11/13 and 11/20- PITC Module 1 with presenter: Andrea Capriotti**

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**IN PERSON CPR/ FIRST AID WILL TAKE PLACE**


**AT THE YWCA ON THE FOLLOWING DATES, FROM 9AM-2PM:**


**Saturday October 14<sup>th</sup> and 21<sup>st</sup>, November 4<sup>th</sup> and 11<sup>th</sup>**

**and December 2<sup>nd</sup> and 9<sup>th</sup>.**

**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
Monday, 10/2, 10/9, 10/16 & 10/23/2023	<b>Circle Of Security</b>  Introductory  Presenter: Shelly Spickler	6:00 PM to 8:00 PM  <b>In Person YWCA 4990 East State St, Rockford, IL, 61108</b>	<b>Family Child Care Providers</b>  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.	<b>To register contact: Annemarie at <a href="mailto:AnnemarieT@ywcanwil.org">AnnemarieT@ywcanwil.org</a></b>  CDA: 3 & 4  FREE  <b>*This is a 4 part series. Participants must attend ALL 4 sessions in order for credit to be given*</b>
Tuesday, 10/3/2023  	<b>Infant and Toddler Biting</b>  Introductory  Presenter: Andrea Capriotti	6:00 PM to 7:30 PM  <b>In Person YWCA 4990 East State St., Rockford, IL, 61108</b>	<b>Providers Ages 0-3</b>  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.	<b>To register contact: Annemarie Toldo at <a href="mailto:AnnemarieT@ywcanwil.org">AnnemarieT@ywcanwil.org</a></b>  CDA: 1 & 3  FREE

Date	Training Title	Time & Address	Audience & Course Description	Registration CDA Area & Fee
Wednesday, 10/4/2023	<b>Uncovering the Roots of Challenging Behavior</b>  Introductory  Presenter: Shelly Spickler	6:00 PM to 8:00 PM  <b>In Person YWCA 4990 East State St., Rockford, IL, 61108</b>	<b>All Providers</b> Following this workshop, participants will be able to understand the causes of challenging behavior and specific strategies to prevent challenging behavior in family childcare settings, organize children's play, emotions, and environments to support learning. Participants will also learn to build relationships and self-care strategies to prevent burnout.	<b>To register contact:</b> <b>Annemarie Toldo at</b> <a href="mailto:AnnemarieT@ywcanwil.org">AnnemarieT@ywcanwil.org</a> CDA: 2 & 3  FREE
Thursday, 10/5/2023  	<b>Car Seat 101</b>  Introductory  Presenter: Jeffrey Hoster	6:00 PM to 7:30 PM  <b>In Person YWCA 4990 East State St., Rockford, IL, 61108</b>	<b>All Providers</b> Join us for an interactive 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@ywcanwil.org">AnnemarieT@ywcanwil.org</a> CDA: 1  FREE



Date	Training Title	Time & Address	Audience & Course Description	Registration CDA Area & Fee
Tuesday, 10/10/2023	<b>WOW Up Dramatic Play</b>  Introductory  <b>Presenter: Stephanie Siemens</b>	6:30 PM to 7:30 PM  <b>Zoom Live</b>	<b>All Providers</b> Dramatic play is an integral part of a child's social, emotional and cognitive development. We will discuss why dramatic play is important to a child's development and how to relay this to parents. There will be many different themes discussed to create a variety in your dramatic play areas and how they are engaging in a child's development through the activities presented from the themes.	<b>To Register click <a href="#">here</a></b>  CDA: 8  FREE
Wednesday, 10/11/2023	<b>Embracing Gratitude</b>  Introductory  <b>Presenter: Stephanie Koclanis</b>	6:00 PM to 8:00 PM  <b>In Person YWCA 4990 East State St., Rockford, IL, 61108</b>	<b>All Providers</b> <b>Make and take a canvas vision board!</b> Gratitude is one of the most powerful human emotions. Once expressed, it changes attitude, brightens outlook, and broadens perspective. Let's explore how to reframe our perspective to find the beauty and wonder in the little things!	<b>To register contact: Annemarie Toldo at <a href="mailto:AnnemarieT@ywcanwil.org">AnnemarieT@ywcanwil.org</a></b>  CDA: 3 & 6  FREE

Date	Training Title	Time & Address	Audience & Course Description	Registration CDA Area & Fee
Thursday, 10/12/2023	<b>Understanding the Complexities of Poverty</b>  Introductory  Presenter: Mary Cacioppi	6:00 PM to 7:30 PM  <b>In Person YWCA 4990 East State St., Rockford, IL, 61108</b>	<b>All Providers</b>  This session provides an overview of the Bridges Model as it relates to the Individual. The following concepts are reviewed: Social Cognitive Theory, Mental Models of Economic Class, the Causes of Poverty, Hidden Rule Among Economic Classes, the Eleven Resources, Registers of Language, Household Dynamics, and Creating Relationships & Tools.	<b>To register contact:</b> <b>Annemarie Toldo at <a href="mailto:AnnemarieT@ywcanwil.org">AnnemarieT@ywcanwil.org</a></b>  CDA: 6  FREE
Saturday, 10/14 & 10/21/2023	<b>Healthy Kids, Healthy Future Physical Activity Learning Session (PALS)</b>  Introductory  Presenter: Stephanie Siemens	9:00 AM to 12:00 PM  <b>In Person YWCA 4990 East State St., Rockford, IL, 61108</b>	<b>All Providers</b>  Through participation in the PALS training, ECE providers will increase their knowledge of the best practices for physical activity for children birth – age 5, receive resources and materials to support practice and policy changes in their program – leading to healthier, more active children.  Many physical activity ideas throughout training!	<b>To register contact:</b> <b>Annemarie Toldo at <a href="mailto:AnnemarieT@ywcanwil.org">AnnemarieT@ywcanwil.org</a></b>  CDA: 5  FREE  <b>*This is a two-part series. Participants must attend BOTH sessions in order to receive credit. *</b>

Date	Training Title	Time & Address	Audience & Course Description	Registration CDA Area & Fee
Tuesday, 10/17/2023  	<b>You Did What?</b>  Introductory  Presenter: Barb Lessman	6:00 PM to 7:30 PM  <b>In Person YWCA 4990 East State St., Rockford, IL, 61108</b>	<b>All Providers</b> Join us for a presentation on how to protect the children in your care from poisons!	<b>To register contact:</b> <b>Annemarie Toldo at</b> <a href="mailto:AnnemarieT@ywcanwil.org">AnnemarieT@ywcanwil.org</a> CDA: 1  FREE
Wednesday, 10/18/2023	<b>Director's Dialogue</b>  Presenters: Lisa Bock and Stephanie Koclanis	12:30 PM to 1:30 PM  <b>In Person YWCA 4990 East State St., Rockford, IL, 61108</b>	<b>Directors and Daycare Owners</b> Join us for an opportunity to connect with other daycares and daycare owners. In addition, we will go over the services the CCR&R provides.	<b>To register contact:</b> <b>Annemarie Toldo at</b> <a href="mailto:AnnemarieT@ywcanwil.org">AnnemarieT@ywcanwil.org</a> FREE



Date	Training Title	Time & Address	Audience & Course Description	Registration CDA Area & Fee
Thursday, 10/19/2023	<b>Building Social Emotional Brains</b>  Introductory  Presenter: Shelly Spickler	6:00 PM to 8:00 PM  <b>In Person YWCA 4990 East State St., Rockford, IL, 61108</b>	<b>All Providers</b> Gain understanding about the fundamentals of social and emotional learning (SEL) and how to apply it in the early childhood setting. Learn how the brain develops and why young people's social, emotional and academic development are intertwined.  Besides basic physiological needs like exercise, nutrition and sleep, the brain requires social relationships, emotional experiences and cognitive resources to develop and grow. This workshop will provide purposeful learning opportunities for early childhood providers to offer strategic opportunities for social-emotional brain development.	<b>To register contact:</b> <b>Annemarie Toldo at</b> <a href="mailto:AnnemarieT@ywcanwil.org">AnnemarieT@ywcanwil.org</a> CDA: 3 & 8  FREE
Wednesday, 10/25/2023	<b>Autism Awareness</b>  Introductory  Presenter: Andrea Capriotti	6:00 PM to 8:00 PM  <b>In Person YWCA 4990 East State St., Rockford, IL, 61108</b>	<b>Providers Ages 0-3</b> School settings can be overwhelming for children with autism and the teachers. By taking this training, participants will learn what they can do to help children reach their full potential. Participants will also gain a deeper understanding of how children with autism relate to the world around them.	<b>To register contact:</b> <b>Annemarie Toldo at</b> <a href="mailto:AnnemarieT@ywcanwil.org">AnnemarieT@ywcanwil.org</a> CDA: 2 & 8  FREE

Date	Training Title	Time & Address	Audience & Course Description	Registration CDA Area & Fee
Thursday, 10/26/2023	<b>Teaching with Respect</b>  Introductory  Presenter: Stephanie Koclanis	6:00 PM to 8:00 PM  <b>In Person YWCA 4990 East State St., Rockford, IL, 61108</b>	<b>All Providers</b> <b>Free children's book will be available for participants!</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>To register contact:</b> <b>Annemarie Toldo at</b> <b><a href="mailto:AnnemarieT@ywcanwil.org">AnnemarieT@ywcanwil.org</a></b>  CDA: 2 & 8  FREE
Thursday, 11/2/2023	<b>Connecting with Generation Z in the Workplace</b>  Introductory  Presenter: Anissa Kuhar	6:00 PM to 7:30 PM  <b>In Person YWCA 4990 East State St., Rockford, IL, 61108</b>	<b>All Providers</b> Born between 1997 and 2012, Gen Z is on track to be the most racially and ethnically diverse generation. Digital, visual, and social are just three characteristics that describe this educated and entrepreneurial group. Gen Z also has a particular communication style, and understanding their preferences is a key part of connecting with them. Join us for a fun, insightful profile on Gen Z, and learn how to communicate with this population in the workplace.	<b>To register contact:</b> <b>Annemarie Toldo at</b> <b><a href="mailto:AnnemarieT@ywcanwil.org">AnnemarieT@ywcanwil.org</a></b>  CDA: 6  FREE



Date	Training Title	Time & Address	Audience & Course Description	Registration CDA Area & Fee
Monday, 11/6/2023	<b>Understanding Attachment and Attachment Injuries in Early Childhood</b>  Introductory  Presenter: Shelly Spickler	6:00 PM to 8:00 PM  <b>In Person YWCA 4990 East State St., Rockford, IL, 61108</b>	<b>All Providers</b> 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 how our own adult attachment style impacts the way we care for children. In addition, we will discuss how attachment injuries impact children, their emotional stability, and the level of trust/risk the attachment injured child, or adult, can provide to future relationships.	<b>To register contact:</b> <b>Annemarie Toldo at</b> <a href="mailto:AnnemarieT@ywcanwil.org">AnnemarieT@ywcanwil.org</a> CDA: 3 & 8  FREE

Date	Training Title	Time & Address	Audience & Course Description	Registration CDA Area & Fee
Monday, 11/6, 11/13, & 11/20/2023  *Online Assessment will be open on 11/20 and close 12/11/2023*	<b>PITC Module 1: Social-Emotional Growth and Socialization</b>  Introductory  <b>Presenter: Andrea Capriotti</b>	6:00 PM to 8:00 PM  <b>Zoom Live</b>	<b>Providers Ages 0-3</b> Social-Emotional Growth and Socialization explores topics on social-emotional development in the first three years, temperaments of children and caregivers, socialization, guidance and discipline, environments, and gaining an understanding of children's behavior. Training will begin with an overview of the basic concepts of early social-emotional growth and socialization and their application to the group care context. An emphasis is placed on the development of a nurturing relationship between the infant and caregiver. The overview addresses the importance of responsive caregiving, the individualization of care through an understanding of infant temperament, the critical role of family and culture in early identity development, exploring developmentally appropriate play strategies with ages of infancy, creating supportive physical environments, and stages of emotional development.	<b>To register contact:</b> <b>Annemarie Toldo at <a href="mailto:AnnemarieT@ywcanwil.org">AnnemarieT@ywcanwil.org</a></b>  CDA: 3 & 8  FREE  <b>*This is a four-part series. Participants MUST attend all three online sessions, plus complete the online assessment, in order to receive credit. *</b>

Date	Training Title	Time & Address	Audience & Course Description	Registration CDA Area & Fee
Thursday, 11/9/2023	<b>Engage in Self-Care</b>  Introductory  Presenter: Stephanie Koclanis	6:00 PM to 8:00 PM  <b>In Person YWCA 4990 East State St., Rockford, IL, 61108</b>	<b>All Providers</b>  <b>Receive a book of 365 self-care tips for participating!</b>  Come take some time for yourself and experience ways to decompress.	<b>To register contact:</b> <b>Annemarie Toldo at <a href="mailto:AnnemarieT@ywcanwil.org">AnnemarieT@ywcanwil.org</a></b>  CDA: 3  FREE
Tuesday, 11/14/2023	<b>Executive Function: How Schedules, Routines, and Fingerplays Help</b>  Introductory  Presenter: Stephanie Siemens	7:00 PM to 9:00 PM  <b>Zoom Live</b>	<b>All Providers</b>  Executive Function skills are the mental processes that enable us to plan, focus attention, remember, and juggle multiple tasks. Schedules, routines, and fingerplays help children develop their executive function skills as they help children learn and anticipate what comes next in processes and directions. We will look at how executive function develops in the early years, discuss how the use of schedules and routines support executive function development, and introduce some fingerplays and what parts of executive function they help to develop.	<b>To Register click <a href="#">here</a></b>  CDA: 2  FREE




Date	Training Title	Time & Address	Audience & Course Description	Registration CDA Area & Fee
Monday, 11/13/2023	<b>A New Look at Play</b>  Introductory  Presenter: Shelly Spickler	6:00 PM to 8:00 PM  <b>In Person YWCA 4990 East State St., Rockford, IL, 61108</b>	<b>All Providers</b>  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.	<b>To register contact:</b> <b>Annemarie Toldo at</b> <a href="mailto:AnnemarieT@ywcanwil.org">AnnemarieT@ywcanwil.org</a> CDA: 3 & 8  FREE
Monday, 11/20/2023	<b>What is IECMHC? How Can I Help Family Childcare Providers?</b>  Introductory  Presenter: Shelly Spickler	6:00 PM to 8:00 PM  <b>In Person YWCA 4990 East State St., Rockford, IL, 61108</b>	<b>All Providers</b>  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.	<b>To register contact:</b> <b>Annemarie Toldo at</b> <a href="mailto:AnnemarieT@ywcanwil.org">AnnemarieT@ywcanwil.org</a> CDA: 3 & 5  FREE
Tuesday, 11/28/2023	<b>Fine Motor Fun</b>  Introductory  Presenter: Stephanie Koclanis	6:00 PM to 7:00 PM  <b>Zoom Live</b>	<b>All Providers</b>  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.	<b>To Register click <a href="#">here</a></b>  CDA: 2 & 8  FREE



Date	Training Title	Time & Address	Audience & Course Description	Registration CDA Area & Fee
Monday, 12/4/2023	<b>Sensory Differences in Early Childhood</b>  Introductory  Presenter: Shelly Spickler	6:00 PM to 8:00 PM  <b>In Person YWCA 4990 East State St., Rockford, IL, 61108</b>	<b>All Providers</b>  In this workshop, we will identify how the senses affect behaviors in early childhood and how to determine a child's sensory needs. We will learn what co-regulation is and how to co-regulate children in the classroom, especially children with sensory needs. Additionally, we will discuss strategies and resources that can help support children with sensory differences in your classroom.	<b>To register contact:</b> <b>Annemarie Toldo at <a href="mailto:AnnemarieT@ywcanwil.org">AnnemarieT@ywcanwil.org</a></b>  CDA: 2 & 3  FREE
Tuesday, 12/5/2023  	<b>Stuck Inside</b>  Introductory  Presenter: Stephanie Koclanis	6:00 PM to 7:00 PM  <b>Zoom Live</b>	<b>All Providers</b>  As cooler weather is returning, you may be looking for new indoor movement activities for the children in your program. In this webinar, providers will acquire easy and fun activities to engage and stimulate children's gross motor skills.	<b>To Register click <a href="#">here</a></b>  CDA: 1, 2 & 8  FREE
Wednesday, 12/6/2023  	<b>Just Let Me Climb</b>  Introductory  Presenter: Andrea Capriotti	6:00 PM to 7:00 PM  <b>Zoom Live</b>	<b>Providers Ages 0-3</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>To Register click <a href="#">here</a></b>  CDA: 1, 2 & 8  FREE

Date	Training Title	Time & Address	Audience & Course Description	Registration CDA Area & Fee
Monday, 12/11/2023	<b>ADHD in Young Children: Could it be ADHD?</b>  Introductory  Presenter: Shelly Spickler	6:00 PM to 8:00 PM  <b>In Person YWCA 4990 East State St., Rockford, IL, 61108</b>	<b>All Providers</b>  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.	<b>To register contact:</b> <b>Annemarie Toldo at <a href="mailto:AnnemarieT@ywcanwil.org">AnnemarieT@ywcanwil.org</a></b>  CDA: 8  FREE
Thursday, 12/14/2023	<b>Activity Transitions</b>  Introductions  Presenter: Stephanie Siemens	6:30 PM to 7:30 PM  <b>Zoom Live</b>	<b>All Providers</b>  Learn how to make transitions smooth, meaningful, and fun for children. Dr. Jean Feldman explains how to “bridge” periods of time, and capture children’s interest with activities, finger plays and songs, and games.	<b>To Register click <a href="#">here</a></b>  CDA: 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)	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
<b>Child Abuse and Neglect/Mandated Reporter Training</b>	Online	Link to website : <a href="https://dcfstraining.org">Illinois Mandated Reporter Training (dcfstraining.org)</a>
<b>ECE credential: Level 1</b>	Online through Illinois Gateways i-Learning system	Link to Illinois Gateways i-Learning: <a href="https://courses.inccrra.org">https://courses.inccrra.org</a> .
<b>Child Development, Health &amp; Safety Basics: Six (6) hours</b>	Online through Illinois Gateways i-Learning system	Link to Illinois Gateways i-Learning: <a href="https://courses.inccrra.org">https://courses.inccrra.org</a> .

### 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:

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

Fall 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](#)**

<b>Stephanie Siemens – Quality Specialist</b> <ul style="list-style-type: none"> <li>Promotes the ExceleRate Illinois program to licensed Family Child Care Providers and licensed Child Care Centers; assists with Silver Circle of Quality renewal process</li> <li>Coordinates consultations, trainings, observations, and assessments of children ages 3-12</li> <li>Assists with implementing Continuous Quality Improvement Plans</li> </ul>	<b>Extension:</b> 234  <b>Email</b> <a href="#">Stephanie</a>
<b>Silvia Diaz- Higher Education Navigator</b> <ul style="list-style-type: none"> <li>Recruits and connects incumbent early childhood care and education workforce members with appropriate early childhood programs at 2- and 4-year institutions</li> <li>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</li> <li>Maintains an up-to-date and ongoing understanding of all early childhood programs offered by 2- and 4-year institutions within SDA1</li> <li>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.</li> </ul>	<b>Extension:</b> 205  <b>Email</b> <a href="#">Silvia</a>

### **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](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