

# Child Care Resource & Referral

## Training Calendar

### Quarter 3: January - February - March 2024



Date/Time/Location	Title of Training/ Presenter	Description	Other Information
Thursday, January 4, 2024 6:30 - 8:30 pm CCR&R—Face to Face	<b>Emergency Preparedness Response</b>  <b>Kelly Shaw</b> NC Statewide Family Childcare Business Anchor	The Emergency Preparedness and Response (EPR) in Child Care Training provides early educators with information and tools to prepare for many types of emergencies. The EPR in Child Care Training addresses NC Child Care Rules on emergency preparedness, current best practice recommendations, and guidance on completing the online EPR Plan. The EPR Plan template can be found on the North Carolina Emergency Management website. The training is presented in a two-and-a half-hour session. NC Child Care Rules require that a designated individual from all licensed centers and family child care homes complete the training and submit a facility EPR Plan.	<b>Cost:</b> \$8.00 for CCR&R Library Members/\$10.00 for non-members  <b>Credit:</b> 2.5 CHCs
Thursday, January 11, 2024 6:30—8:30 pm CCR&R—Face to Face	<b>Behavioral Intervention Strategies</b>  <b>Brandi Parnell</b> Healthy Social Behavior Specialist	Teachers who care for children with behavioral difficulties, often find themselves reacting in ways that reinforce the behavior and make it worse. Behavioral intervention strategies are planned responses to behaviors that help teachers prepare for situations in which past responses have not been successful. This session focuses on helping participants develop new responses to challenging behaviors using six key intervention strategies.	Cost: \$8.00 for CCR&R Library Members/\$10.00 for non-members Credit: 2 CHCs
Monday, January 15, 2024 6:30—8:30 pm CCR&R Face to Face	<b>IT'S SIDS</b>  <b>Demeka Bryant</b> Birth—3 Specialist	This required training explains all the parts of North Carolina's SIDS Law. Participants will review information about when and how to use the approved waivers, how to best place a baby in bed to sleep, and other "Best Practices" recommendations. During the workshop, participants will get the needed information to create a Safe Sleep Policy, updated research about SIDS, and local health and safety resources. Participants also will be walked through how to do an unresponsive infant drill and the reason for doing them regularly.	Cost: \$8.00 for CCR&R Library Members/\$10.00 for non-members Credit: 2 CHCs

Date/Time/Location	Title of Training/ Presenter	Description	Other Information
Thursday, January 18, 2024 6:30—8:30 pm CCR&R—Virtual	<b>Toxic Stress</b>  <b>Sonia Sumner</b> Healthy Social Behavior Specialist	Stress is a fact of life, no matter your age. Some stress is good for us – it keeps us attentive, sharp, productive, and learning. But Toxic Stress affects brain development and learning in young children and can have long-lasting effects. This session will help participants define stress responses and understand the difference between “tolerable” and “toxic” stress. We’ll look at the long-term effects of Toxic Stress and investigate practices for mitigating those effects and promoting resilience in young children.	Cost: \$8.00 for CCR&R Library Members/ \$10.00 for non-members Credit: 2 CHCs
Saturday, January 20, 2024 8:30 am—12:30 pm CCR&R– Face to Face	<b>Playground Safety</b>  <b>Angela Pate</b> Region 2 Family Child Care Homes Specialist	This training discusses playground safety techniques as well as equipment regulations. Participants will travel to a nearby child care facility to complete a mock playground safety inspection.	<b>Cost:</b> \$12.00 for CCR&R Library Members/\$16.00 for non-members  <b>Credit:</b> 4 CHCs
Tuesday, January 30, 2024 6:30—8:30 pm CCR&R Face to Face	<b>ECERS-R</b>  <b>Tammy Cullom</b> Quality Enhancement Coordinator	Would you like to gain a better understanding of the Early Childhood Environment Rating Scale? More importantly, discover how to use the ECERS-R as a self-assessment tool to maintain quality long after the assessment is over. This two-hour training provides an overview of the ECERS-R. This training will explain the organization of the seven subscales used to evaluate programs, as well as the scoring system and what programs can expect before, during and after an assessment. Participants are encouraged to bring a copy of the spiral bound Early Childhood Environment Rating Scale- Revised edition.	<b>Cost:</b> \$8.00 for CCR&R Library Members/\$10.00 for non-members  <b>Credit:</b> 2 CHCs

Date/Time/Location	Title of Training/ Presenter	Description	Other Information
Monday, February 5, 2024 6:30—8:30 pm CCR&R Face to Face	<b>IT'S SIDS</b>  <b>Demeka Bryant</b> Birth—3 Specialist	This required training explains all the parts of North Carolina's SIDS Law. Participants will review information about when and how to use the approved waivers, how to best place a baby in bed to sleep, and other "Best Practices" recommendations. During the workshop, participants will get the needed information to create a Safe Sleep Policy, updated research about SIDS, and local health and safety resources. Participants also will be walked through how to do an unresponsive infant drill and the reason for doing them regularly.	Cost: \$8.00 for CCR&R Library Members/\$10.00 for non-members Credit: 2 CHCs
Tuesday, February 6, 2024 6:30—8:30 pm CCR&R Face to Face	<b>How to Make Good Play Great</b>  <b>Amanda Morris</b> Quality Enhancement Coordinator	This workshop will first take a developmental look at play to help participants understand what types of play skills can be expected from typically developing children of various ages. Attendees will have an opportunity to observe and assess children's play skills, using an assessment scale in the handouts. There will be opportunities to see and hear from providers as they model adults role to enhance children's play skills.	Cost: \$8.00 for CCR&R Library Members/\$10.00 for non-members Credit: 2 CHCs
Thursday, February 8, 2024 6:30—8:30 pm CCR&R Face to Face	<b>Developmentally Appropriate Practices</b>  <b>Brandi Parnell</b> Healthy Social Behavior Specialist	Developmentally Appropriate Practices are an approach to teaching grounded in research on how young children develop and learn and in what is known about effective early education. Developmentally Appropriate Practices involves teachers meeting young children where they are, both as individuals and as a part of a group; and helping each child meet challenging and achievable learning goals. Through activities and discussion, participants will explore how to create developmentally appropriate activities for their classrooms.	Cost: \$8.00 for CCR&R Library Members/\$10.00 for non-members Credit: 2 CHCs

Date/Time/Location	Title of Training/ Presenter	Description	Other Information
<p>Tuesday, February 13, 2024 6:30—8:30 pm CCR&amp;R</p>	<p><b>Ins and Outs of Good Circle Times</b></p> <p><b>Debbie Cashwell</b> Quality Enhancement Coordinator</p>	<p>What’s so good about circle time? Some early childhood professionals believe circle times are valuable times for children to meet and build relationships, while other professionals believe that circle times are not worth the time and effort it takes to gather children and get them to sit quietly with their hands and feet in their own spaces. We will take a closer look at what works well and what doesn’t at circle time. We will share ideas for transitions to and from circle time, circle time activities, and how to use circle time to solve group problems.</p>	<p>Cost: \$8.00 for CCR&amp;R Library Members/\$10.00 for non-members Credit: 2 CHCs</p>
<p>Thursday, February 15, 2024 6:30—8:30 pm CCR&amp;R—Virtual</p>	<p><b>Grief and Loss</b></p> <p><b>Sonia Sumner</b> Healthy Social Behavior Specialist</p>	<p>Death and loss is a part of life that affects young children. The emotional pain of a child who has lost a loved one makes it tempting to avoid the subject or to try to distract the child. When a loss is not addressed appropriately by adults it may leave the child feeling confused or promote a feeling of distrust. While we would all like to shield children from grief, the reality is that they will all experience it at one time or another. This session will define most common times of grief and loss for young children, identify stages of grief, discover ways young children react behaviorally to grief and loss, and determine ways to support children through this process .</p>	<p>Cost: \$8.00 for CCR&amp;R Library Members/\$10.00 for non-members Credit: 2 CHCs</p>
<p>Tuesday, February 20, 2024 6:30—8:30 pm CCR&amp;R Face to Face</p>	<p><b>Thinking Constructively with Loose Parts</b></p> <p><b>Tammy Cullom</b> Quality Enhancement Coordinator</p>	<p>LOOK AT WHAT I MADE... CAN’T I PLAY A LITTLE LONGER? If you value the concept of play-based learning, come join us to learn more about “loose parts.” Participants will identify and explore age-appropriate loose parts to develop infinite play opportunities for children by stimulating their imaginations and creativity.</p>	<p>Cost: \$8.00 for CCR&amp;R Library Members/\$10.00 for non-members Credit: 2 CHCs</p>

Date/Time/Location	Title of Training/	Description	Other Information
Thursday, February 22, 2024 6:30—8:30 pm CCR&R Face to Face	<b>Making Music Marvelous</b>  <b>Bonnie Gould</b> CCR&R Director	<i>In this session, we will engage in music and movement activities by using props, musical instruments, and dance.</i>  Participants will have the opportunity to make their own instruments and props to use in their classroom!	Cost: \$8.00 for CCR&R Library Members/\$10.00 for non-members Credit: 2 CHCs
Monday, March 4, 2024 6:30—8:30 pm CCR&R Face to Face	<b>IT'S SIDS</b>  <b>Demeka Bryant</b> Birth—3 Specialist	This required training explains all the parts of North Carolina's SIDS Law. Participants will review information about when and how to use the approved waivers, how to best place a baby in bed to sleep, and other "Best Practices" recommendations. During the workshop, participants will get the needed information to create a Safe Sleep Policy, updated research about SIDS, and local health and safety resources. Participants also will be walked through how to do an unresponsive infant drill and the reason for doing them regularly.	Cost: \$8.00 for CCR&R Library Members/\$10.00 for non-members Credit: 2 CHCs
Saturday, March 9, 2024 7:45 am—4:30 pm Craven Community College	<b>Building Brighter Futures Conference</b>  <b>Various Presenters</b>	This year our conference will focus on assisting children with challenging behaviors and what or how to look for indicators of underlying issues. We will include topics such as special needs, inclusion, behavior management, and so on.	<b>Cost:</b> \$20 if registered before or on 02/24/2024 or \$30.00 on or after 02/28/2024.  <b>Credit:</b> .5 CEUs
Thursday, March 14, 2024 6:30—8:30 pm CCR&R Virtual	<b>Partnering with Families to Address Challenging Behaviors: We are all in this together!</b>  <b>Sonia Sumner</b> Healthy Social Behavior Specialist	When a child uses challenging behaviors at school, parents and teachers need to work together to address the issue. However, when discussing behavior problems parents often feel blamed by the teachers and teachers often feel unsupported by the parents. This session focuses on developing strategies and skills to make these conversations more productive for everyone...especially the child! Participants will learn how to set the stage for and successfully conduct these difficult conversations with parents.	Cost: \$8.00 for CCR&R Library Members/\$10.00 for non-members Credit: 2 CHCs

Date/Time/Location	Title of Training/ Presenter	Description	Other Information
Monday, March 18, 2024 6:30—8:30 pm CCR&R Face to Face	<b>Building Incredible Relationships</b>  <b>Tammy Cullom</b> Quality Enhancement Coordinator	Family dynamics and structures are ever changing. A lot has occurred in the last three decades. During this training, you will be able to identify those changes and be able to recognize any implicit biases and misconceptions that occur in regard to different family structures. The training will also give tools to combat those biases and understand the importance of family involvement. New and interactive approaches to involve families will be created to help enforce long lasting partnerships with your facility and class	Cost: \$8.00 for CCR&R Library Members/ \$10.00 for non-members Credit: 2 CHCs
Thursday, March 21, 2024 6:30—8:30 pm CCR&R Face to Face	<b>Prevention Strategies</b>  <b>Brandi Parnell</b> Healthy Social Behavior Specialist	The environment a teacher creates, paired with her knowledge of the children in her care, can prevent many challenging behaviors in young children. Teachers who create positive social environments find that children more easily develop the social -emotional skills they need to succeed. This session focuses on modifications teachers can make in six key areas of the environment that will prevent and reduce conflict that leads to challenging behaviors.	Cost: \$8.00 for CCR&R Library Members/\$10.00 for non-members Credit: 2 CHCs

**DID YOU  
KNOW**



CCR&R's Quarterly Training Calendar and Parent/ Provider Newsletter can be accessed at our website:



<https://www.facebook.com/CravenSmartStart>  
<https://www.facebook.com/cravencountycerr>

## CCR&R Training Policies & Procedures

1. All payments are due at time of registration. Trainings/classes are filled on a first paid/first registered basis. Training fees must be brought into CCR&R during normal business hours, Monday—Friday, 8:00am—5:00pm, in person at our office, or mailed to 2111 Neuse Blvd Suite F, New Bern, NC 28560. Employees of CCR&R/Craven Smart Start are not allowed to take any money outside of the office, or after normal business hours.
2. A registration form must accompany all payments for each participant. Registration forms are attached to the Training Calendar, can be picked up at our office, or can be accessed online at [www.cravensmartstart.org](http://www.cravensmartstart.org). A registration form must be submitted for all trainings.
3. All fees and registration forms are due 2 days before a scheduled training by 5:00pm, unless otherwise stated on the Training Calendar. No participants will be added to a Training Roster after the registration date closes.
4. No refunds will be given. A credit for future trainings will be given if a class is cancelled due to unforeseen circumstances on the part of CCR&R, or the minimum number of participants is not reached.
5. Cancellations must be made at least 24 hours in advance. A training credit will be issued if a paid participant calls to cancel at least 24 hours in advance of the training. Individuals who miss a training (for any reason) will not be given a credit unless they called 24 hours in advance.
6. Substitutions of participants will not be allowed.
7. Individuals who are on the CCR&R "No Services List" are not eligible to attend trainings with CCR&R until all fines are paid in full.
8. Unless otherwise stated, each class/training must have a minimum of 5 paid participants to be held. If the required number of participants is not met by the registration deadline, the class will be canceled, and registered participants will receive a credit that can be used towards future trainings.

### Registration

1. Each participant must have their own individual email and personal phone number listed. All correspondence is being completed through email and phone. It is important to have your personal email and phone number so that each participant can be individually contacted.
2. We will not be able accept registration forms from providers at the same location using the facility phone number and/or email.



# CCR&R Training Policies & Procedures, cont...

3. Each participant must complete the registration form separately.
4. **The demographic survey, pre-survey, and possible pre-assessment (depending on the training) must be completed BEFORE the evening of the training. If your demographic survey and pre-work is not submitted, you will not be allowed to attend the evening of the training. Participants will be given 48 hours upon completion of the training to submit the post assessment and evaluation documents to the trainer. Without this requirement being met, certificates of completion may not be given.**
5. **There will be a \$5 fee for issuing certificates to individuals who have submitted their paperwork beyond 48 hours after the training.**

## Training Attendance

1. Our trainings have limited number of spaces. Once our maximum capacity has been filled, we stop enrollment for that training. Please register early to ensure your space.
2. **To ensure that all participants are actively involved during trainings, participants must have their electronic device (computer, laptop, cellphone, iPad) camera turned on during the entire training.**
3. **Please refer to the time a training begins. To participate in the training, please login to the training 5-10 minutes prior to the beginning of the training. If you are more than 15 minutes late, you will not be allowed to attend the training and must register for the class the next time it is offered.**
4. If you sign up for multiple trainings and do not attend, your enrollment into future trainings may be limited.

**There are no exceptions to the above!**

If you have any questions, concerns, or would like clarification on our policies and procedures, please call Venus @ (252) 672-5921 ext. 32.

Revised September 3, 2021







## **IMPORTANT TRAINING UPDATES FOR Its SIDS and Emergency Preparedness**

It has come to our attention that the state of North Carolina and the North Carolina Child Care Health and Safety Resource Center has placed new guidelines for It's SIDS and Emergency Preparedness.

Beginning April 1, 2022:

- No more than 10 people can attend the training at a time.
- Trainees will be required to fill out and return a training affidavit with the required training rules.
- All trainees must follow the signed affidavit, return all required paperwork, and actively participate during the training to receive their certificate.
- The affidavit is on the next page. Please bring this completed form when registering for your training.

For It's SIDS, any new trainees who are taking the training for the first time **MUST** take the training face-to-face. Due to this, we will be hosting one face to face training this quarter. To attend a face-to-face training, you **MUST** have your temperature taken and wear a face mask while in the building. There will only be 6 spaces available for face-to-face trainings.

## Trainee Affidavit

### All trainees agree to the following:

- I will not engage in other work or personal activities, including but not limited to, providing care (for child/ren or adult/s), driving, preparing meals, attending a class or other training.  
Engaging in other work or personal activities will result in removal from the training and denial of a certificate of completion.
- I will be an active participant and demonstrate respect and professionalism throughout the training, including but not limited to asking questions and being responsive to the trainer.
- I will not record the training session or share personal information to be respectful of other attendees.
- I will arrive on time, attend the entire training, and be prompt when returning from scheduled breaks.

### If attending virtually:

- I will attend through use of a desktop computer, laptop, or tablet with sound and an operating camera. I will have the camera on and be visibly present to the trainer for the duration of the training.
- I will not attend using a cell phone.
- I will have access to a stable internet connection for the duration of the training.

### I understand that:

- Failure to meet any of the expectations outlined will result in denial of a certificate of completion.

**\*\*If this is ITS-SIDS Training, it may not be taken virtually if it is the first time attending this training. It can only be taken virtually if the training is being renewed after three years.**

Name: \_\_\_\_\_ Date: \_\_\_\_\_

Signature: \_\_\_\_\_

This document was reviewed by the NC Division of Child Development and Early Education (DCDEE) February 2022.

February 2022





# Child Care Resource & Referral

## Training Registration Form

Quarter 3: January—February—March 2024



Name: \_\_\_\_\_ Phone number: (\_\_\_\_\_) \_\_\_\_\_

Mailing Address: \_\_\_\_\_ City: \_\_\_\_\_

Zip Code: \_\_\_\_\_ Email Address: \_\_\_\_\_@\_\_\_\_\_

CCR&R Library Member Number (if applicable): \_\_\_\_\_

Place of Employment: \_\_\_\_\_

Work Phone Number: (\_\_\_\_\_) \_\_\_\_\_

County in which you are employed: \_\_\_\_\_

Classroom: \_\_\_\_\_ Ages you work with: \_\_\_\_\_

\*Please fill out the above information accurately as it will be used to contact you in the event of any changes, track your training participation/attendance in our database, etc.

Date of Training	Training Title	Cost of Training

\*If you would like to purchase a CCR&R Lending Library Membership, please check below and include an additional \$10.00 for the annual fee. If you choose this option, a library card will be mailed to you at the address provided above.

CCR&R Library Membership [ ☐ ] \$10.00

Total Amount Enclosed \$ \_\_\_\_\_

\_\_\_\_\_ check \_\_\_\_\_ cash \_\_\_\_\_ money order \_\_\_\_\_ credit card

\*\*Registration will not be confirmed until payment is received. If a training is full when payment is received, you will be contacted at the information you provided above.

Please make checks payable to:

**Craven Smart Start.**  
2111 Neuse Blvd Suite F  
New Bern, NC 28560



# January, February, & March 2024

## STAFF DEVELOPMENT TRAININGS

THE BEAUFORT- HYDE PARTNERSHIP FOR CHILDREN OFFICE & RESOURCE LIBRARY  
WILL BE CLOSED:

**DECEMBER 21st – JANUARY 1, 2024. WE WILL REOPEN ON JANUARY 2, 2024**

### REGISTRATION FORM & QUARTERLY SCHEDULE

Complete ALL information and submit WITH payment by deadlines. Write legibly. Payment and other details below.

Name: \_\_\_\_\_ Phone number: \_\_\_\_\_

Mailing Address: \_\_\_\_\_ City: \_\_\_\_\_ Zip Code: \_\_\_\_\_

YOUR Email Address: \_\_\_\_\_ @ \_\_\_\_\_ YOUR Phone #: \_\_\_\_\_

Place of Employment: \_\_\_\_\_ County: \_\_\_\_\_ WORK Phone #: \_\_\_\_\_

Job Title ✓	Ages of the Children	How many of each?
Teacher ____	Infant-Toddler: Ages 0-2 ____	
Assistant ____	Preschool: Ages 3-5 ____	
Administrator ____	School Age: 5+ ____	
Floater ____	All: ____	
Parent ____		



Paid trainings require a copy of this form be sent to us via email, fax, or in person. See page 5-6.

**TRAININGS HELD IN PERSON WILL BE AT BHPC OFFICE.**

# January 2024



Tuesday,  
January 9th  
6:30-8:30 pm

2 CHCs - \$8



## EMERGENCY PREPAREDNESS, & RESPONSE PLANNING FOR EMERGENCIES

### IN NORTH CAROLINA CHILD CARE PROGRAMS

*Lani Hindman, Child Care Health Consultant*

Participants learn North Carolina's childcare guidelines and best practices for emergency preparedness and response in early care and education program settings. NC Child Care Rules require that all family childcare home operators and one staff person per childcare center complete the EPR training. It includes an overview and an introduction to the online EPR Plan template and covers questions about the assignment, practicing, responding, and recovery related to childcare setting emergencies.

IN-PERSON  
TRAINING



**Tuesday,  
January 23rd  
6:30-8:30 pm**

**2 CHCs - \$8**



## **ACTIVE SUPERVISION IN EARLY CARE & EDUCATION PROGRAMS**

***Michelle O'Kelley, Child Care Services Supervisor***

Children learn best when they are in safe, well-supervised environments. Childcare staff can reduce the possibility of children getting hurt when using active supervision. Active supervision helps programs create safe, positive learning environments for all children by taking a systematic approach to child supervision. This session introduces the six active supervision strategies and suggest timely tips for implementation.

# **February 2024**

IN-PERSON  
TRAINING



**Tuesday,  
February 6<sup>th</sup>  
6:30-8:30 pm**

**2 CHCs - \$8**



## **INFANT-TODDLER SAFE SLEEP & SUDDEN INFANT DEATH SYNDROME (ITS-SIDS)**

***Lani Hindman, Child Care Health Consultant***

**ECE staff caring for children ages 12 months and younger** must complete training on safe sleep practices ***within two months*** of assuming care-giving responsibilities & every 3-yrs from the completion of initial ITS-SIDS.

**\*\*Cut-off date to register is one week before class: January 30, 2024 @  
12:00 PM. \*\***

IN-PERSON  
TRAINING



**Tuesday,  
February 20<sup>th</sup>  
6:30-8:30 pm**

**2 CHCs - \$8**



## **BACK TO THE BASICS WITH TEACHING STRATEGIES: THE CREATIVE CURRICULUM**

***Michelle O'Kelley, Child Care Services Supervisor***

Whether you're new to early care and education or just need a refresher course, this session showcases how to use The Creative Curriculum as a visual roadmap to guide children's learning and kindergarten readiness skills. It aligns perfectly with NC Foundations for Early Learning and Development Standards and gives teachers proficiency in teaching and reaching developmentally appropriate goals and objectives!

# March 2024

IN-PERSON  
TRAINING



**Tuesday,  
March 5th  
6:30-8:30 pm**

**2 CHCs - \$8**



## **Asthma in Child Care**

*Lani Hindman, Child Care Health Consultant*

Training developed by the North Carolina Child Care Health and Safety Resource Center covering asthma and emergency treatment in child care. Participants will learn about asthma, common asthma triggers and environmental control measures, to recognize signs and symptoms of asthma, how to treat, using Medical Action Plan for Asthma and become familiar with proper storage and use of asthma medication.

Virtual  
TRAINING



**Tuesday,  
March 12th  
6:30-8:30 pm**

**2 CHCs - \$8**



## **Preventing Challenging Behaviors: An Ounce of Prevention is Worth A Pound of Cure!**

*Brandi Parnell, Healthy Social Behavior Specialist*

The environment a teacher creates, paired with her knowledge of the children in her care, can prevent many challenging behaviors in young children. Teachers who create positive social environments find that children more easily develop the social emotional skills they need to succeed. This session focuses on modifications teachers can make in six key areas in the environment that will prevent and reduce conflict that leads to challenging behaviors.

## **CERTIFICATION TRAINING NOW AVAILABLE THROUGH BEAUFORT-HYDE PARTNERSHIP FOR CHILDREN**

Our Session offered as a  
Hybrid Training  
(online &  
face-to-face).



ARC Certified  
Instructors.  
Must have computer &  
internet access.

## **ADULT & PEDIATRIC CPR, FIRST AID/AED**

with Epinephrine Auto-Injector Administration and Asthma and Quick-Relief Medication Administration

**\$55 per person**

**Registration can be done on-line or in office, if you have any questions please call Michelle O'Kelley at 252-975-4647, ext. 113**

**\*\*Hybrid training MUST be completed within a 2-week period\*\***


**\*The hands-on portion will be scheduled for the 14th day after the start date\***



## **PROFESSIONAL DEVELOPMENT WORKSHOP, REGISTRATION POLICIES & PROCEDURES**

Our quarterly training schedule is available online at our website [www.bhckids.org](http://www.bhckids.org) under the Early Educators Tab.

### **REGISTRATION & PAYMENT PROCEDURES**

- Complete the registration sheet form found on our website at [www.bhckids.org](http://www.bhckids.org) under the early educator tab. You may also pick up a registration sheet at our office. Trainings for most 2-hour workshops start at \$8. Continuing Education Credits (CEUs) will vary. Trainings outside of Region 2 will pay \$5 more for trainings.
- Two ways to pay:
  1. [Click here to pay online.](#)  **PayPal**
  2. In-person or by mail (checks only) to BHPC (979 Washington Square Mall, Washington, NC 27889) with exact payment. A fee will apply for returned checks.

### **GENERAL TRAINING REGISTRATION & INSTRUCTIONS:**

- ***PRE-REGISTRATION IS REQUIRED FOR ALL WORKSHOPS PAID OR FREE.***
- Registrations must be received in our office by 12:00 noon on the day **BEFORE** the training takes place. (Example: If training is on Tuesday, the registration period ends on Monday at 12:00 pm). **ITS SIDS registration must be received 1 week prior to training.**
- To register for virtual workshops, please make sure you have access to:
  - Internet with working email address
  - ZOOM App
  - Computer with speaker, microphone, video camera (**Cell phones are not recommended.**)
  - Uninterrupted time & space to successfully take the training (*Please do not drive while participating in trainings*)
- If the training is virtual, you will receive the training pre-test via Google forms to complete & email back to us by 12:00 NOON ON THE DAY OF THE TRAINING. Failure to submit the virtual pretest on time will forfeit your admittance to the training. **ITS SIDS Virtual Training Pre-test and Training agreement must be completed by 12:00 pm the day before scheduled training.**
- TO RECEIVE PASSWORD-PROTECTED CERTIFICATE for training attendance:
  - If the training was virtual, you will complete the online post test and evaluation and email back to us. **CERTIFICATE OF ATTENDANCE** will be emailed to you. Modification to the certificate document is strictly prohibited and considered fraud.
- BHPC **DOES NOT** provide replacement certificates and is not responsible for re-issuing lost or damaged training certificates.
- We do not give refunds for missed trainings, however if you notify us that you cannot attend an event at least one day in advance, we may issue you a credit to attend another training within the same calendar year.

- Registrants who cannot attend after they preregister may elect to get a substitute to replace them if they: **(1) FIRST NOTIFY BHPC, (2) PAY AN EXTRA \$2 SURCHARGE IN CASH NO LATER THAN 12 NOON ON THE DAY OF THE TRAINING.**
- BHPC reserves the right to postpone or cancel trainings based on the following situations: **(1) LESS THAN 3 PARTICIPANTS PRE-REGISTER, (2) INCLEMENT WEATHER, OR (3) OTHER EMERGENCIES.** Registrants will be notified by phone/email as soon as possible. Alternative dates will be selected at BHPC's discretion. Refunds will not be issued; however, credits will be offered to attend training on the rescheduled date or an agreement to attend a replacement training will be offered cost is equal.
- No one will be admitted to the training after 6:45pm, so we **urge you to join the training at least 15 minutes before it begins. REMEMBER:** You must be present/participate during the entire time, and we must be able to **SEE/HEAR you.** Please do not bring children unless you receive prior approval.
- **BHPC Requests to provide additional off-site training:**

Based upon the availability of scheduling, BHPC can offer off-site Professional Development training at **your** facility upon request. This agreement is solely at the discretion of BHPC and the following conditions must be met:

- The workshop date requested does not conflict in any way with the existing BHPC schedule of trainings or events.
- Requests must be submitted at least **30 days in advance.**
- A **non-refundable \$25 fee** must be paid to secure a training date and time agreement.
- A minimum number of **6 persons must be present.**
- Fee for 2-hour CHC workshops is generally \$8 per person.
- Fee for CEUs will vary depending on content, number of contact hours associated, and supplementary materials required.
- All fees must be submitted **one week in advance** before training takes place.
- **Some trainings** can only be held at our office due to space, equipment, and materials needed for the presentation.





# TWPFC Training Schedule

## January 2024 – May 2024

### ITS-SIDS

**Presenter:** Brenda Drake, CCR&R Coordinator, TWPFC

**January 16, 2024 ~ 6pm-8pm – Washington County Health Department**

**Cost:** \$5 – 2 CHC's

This required training explains all the parts of North Carolina's SIDS Law. Participants will review information about when and how to use the approved waivers, how to best place a baby in bed to sleep, and other "Best Practices" recommendations. During the workshop, participants will get the needed information to create a Safe Sleep Policy, updated research about SIDS, and local health and safety resources. Participants also will be walked through how to do an unresponsive infant drill and the reason for doing them regularly.

Please RSVP to [twchildcarerr@gmail.com](mailto:twchildcarerr@gmail.com) for further information in regards to this virtual training.

### Teaching Strategies for Children Diagnosed with Autism

**Presenter:** Debbie Cooper, Child Care Education Services

**February 13, 2024 ~ 6pm-8pm ~ Washington County Health Department**

**Cost:** \$15 – 2 CHC's

This training will introduce participants to the concept of first person language when interacting with children with special needs. A brief explanation of Rosa's Law will be provided. Participants will also learn the components of Universal Design and how to structure the physical classroom to be more accommodating to all children and how to instruct children in a more universal manner that is inclusive of all children. Participants will get an overview of autistic spectrum disorder, its causes, characteristics, and specific strategies teachers can take to teach positivity interact with children in the classroom who have been diagnosed with autism.

Please RSVP to [twchildcarerr@gmail.com](mailto:twchildcarerr@gmail.com) for further information in regards to this virtual training.

### Go NapSACC

**Presenter:** *Brenda Drake, CCR&R Coordinator, TWPFC*

**March 12, 2024 ~ 6:00pm-8pm – (Virtual)**

**Cost:** \$5 – 2 CHC's

Participants will experience an overview of the Go NAPSACC site, including its benefits and how it can improve nutrition and physical activity practices. Participants will learn how children's eating and physical activity influence their overall development, as well as how to identify everyday opportunities in child care to support healthy habits and development. Child care programs in attendance will learn how to log in to their Go NAPSACC account, how to identify the 5 steps and the tools that align with each, and how to set milestones to stay on track.

Please RSVP to [twchildcarerr@gmail.com](mailto:twchildcarerr@gmail.com) for further information in regards to this virtual training.

### ITS-SIDS

**Presenter – Brenda Drake, CCR&R Coordinator, TWPFC**

**March 26, 2024 ~ 6pm-8pm – Location: Washington County Health Dept.**

**Cost:** \$5 – 2 CHC's

This required training explains all the parts of North Carolina's SIDS Law. Participants will review information about when and how to use the approved waivers, how to best place a baby in bed to sleep, and other "Best Practices" recommendations. During the workshop, participants will get the needed information to create a Safe Sleep Policy, updated research about SIDS, and local health and safety resources. Participants also will be walked through how to do an unresponsive infant drill and the reason for doing them regularly.

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### **Emergency Preparedness and Response**

***Presenter: To be announced***

**April 17, 2024 ~ 6pm-8:30pm – Washington County Health Department**

**Cost: \$5 – 2.5 CHC's**

Emergency Preparedness and Response (EPR) in Child Care Training provides early educators with information and tools to prepare for many types of emergencies. The EPR in Child Care Training addresses NC Child Care Rules on emergencies preparedness, current best practice recommendations and guidance on completing the online EPR Plan.

Please RSVP to [twchildcarerr@gmail.com](mailto:twchildcarerr@gmail.com) for further information in regards to this training.

### **ITS-SIDS**

***Presenter: Brenda Drake, CCR&R Coordinator, TWPFC***

**May 14th, 2024 ~ 6pm-8pm (Virtual)**

**Cost: \$5 – 2 CHC's**

This required training explains all the parts of North Carolina's SIDS Law. Participants will review information about when and how to use the approved waivers, how to best place a baby in bed to sleep, and other "Best Practices" recommendations. During the workshop, participants will get the needed information to create a Safe Sleep Policy, updated research about SIDS, and local health and safety resources. Participants also will be walked through how to do an unresponsive infant drill and the reason for doing them regularly.

Please RSVP to [twchildcarerr@gmail.com](mailto:twchildcarerr@gmail.com) for further information in regards to the information on this virtual training.