



# Jefferson-Lewis Childcare Project

a program of  
Community Action Planning Council of Jefferson County, Inc.  
518 Davidson Street, Watertown, NY 13601



## Workshop Schedule Spring 2012

### 21st Annual Bright Beginnings Community Child Care Conference

Save the date and apply for Educational Incentive Program scholarship funding now! (See below for EIP information) Listed here is all the information you need to complete an EIP application. We are scheduling a wide variety of training topics for you to choose from this year and you will pre-register for the workshops you want to attend. Detailed conference information will be mailed, emailed, and posted on our website, [www.jlcp.capcjc.org](http://www.jlcp.capcjc.org), in March!

Title: Bright Beginnings

Training Organization: Community Action Planning Council of Jefferson County, Inc.

Address: 518 Davidson Street Watertown NY 13601

Cost: \$45 for JLCP Members, \$50 for Non-Members

Training Hours: 6

Start and End Date: May 5, 2012

### EIP Scholarship Program

Scholarship funding to participate in training may be available through the Educational Incentive Program (EIP). For more information or to apply for a scholarship, please visit [www.albany.edu/earlychildhood](http://www.albany.edu/earlychildhood). You may also contact EIP at [eip@pdp.albany.edu](mailto:eip@pdp.albany.edu) or 800-295-9616.

### Choosing and Registering for Training

Listed in this brochure are the workshops that will be offered during the months of March, April and May. We strive to meet the training needs of child care providers by offering workshops that will peak your interest, offer new information and assist you in providing high-quality child care. Please take some time to review the workshop descriptions and consider which would benefit you in your work with children. Don't see the topic you need? Please let us know and we will do our best to meet your needs.

### Training Categories and Continuing Education Units

Continuing Education Units (CEUs) are now earned with most workshops presented by JLCP training staff. See training descriptions to find out which offer CEUs. You will also see letters in each training description that indicate which of the nine Office of Children and Family Services required training topics are covered. Those topics are listed at the bottom of the training schedule page.

### Staff Development Workshops

Need training for your staff development day? The Jefferson-Lewis Childcare Project can help! JLCP staff can come to you to provide training ranging from one to four hour workshops on topics ranging from professionalism to infant and toddler care. Contact Angie to discuss possible topics and cost.

### Distance Learning

When considering your training options you may be interested in trying an online course. JLCP offers distance learning courses through email and there are many other organizations that offer online options as well. When deciding what courses to take, visit the Professional Development Program website at [www.ecetp.pdp.edu](http://www.ecetp.pdp.edu) and under "resources" you will find a link to OCFS-approved distance learning courses. You will also find some free e-learning courses available on that website under "learn."

### JLCP Evening Hours

JLCP will continue to be staffed and ready to assist you until 7:00 pm on the first Tuesday of every month. After close of business on these evenings, we can be reached by phone at 782-4900 ext 225.

# Workshop Schedule

## Health and Safety

The health and safety of children in care is the highest priority for both the provider and for the NY State Office of Children and Family Services. To ensure that new providers are prepared for this responsibility, they must complete health and safety training approved by OCFS. This 15 hour course is also open to center staff and anyone else interested in participating.

Cost: \$235

Date/Time: May 17, 24 and 31, 8:30am-2:30pm

Categories: B C D F G H I CEU's: 1.5

To Register: Call first! 782-4900 ext 239

## Medication Administration Training

This course is required for Licensed/Registered providers who wish to administer medications in their program. Participants may apply for the MAT Rebate upon successful completion of the class. MAT Independent study course also available. For details call 866-665-5537 or visit [www.ecetp.pdp.albany.edu](http://www.ecetp.pdp.albany.edu).

Cost: \$100

Date/Time: Tuesdays May 15 and 22, 5:00-9:00

Categories: B F G CEU's: .8

To Register: Call first! 782-4900 ext 239

## First Aid

Cost: \$35

Date/Time: Tuesday March 6, 6:00-9:00

Categories: G

To Register: form & payment five days ahead

## CPR

Cost: \$35

Date/Time: Tuesday March 13, 6:00-10:00

Categories: G

To Register: form & payment five days ahead

## CPR OR First Aid - Lewis County (based on need)

Cost: \$35

Date/Time: Tuesday March 20, 6:00-9:00/10:00

Categories: G

To Register: call first 782-4900 ext 239

Held at Lewis County Cooperative Extension.

## Child Care Leadership Forum: A Learning Community

This group is for child care administrators, directors, group family providers and those interested in child care leadership. We will discuss the unique issues experienced by administrative and supervisory staff. In addition to discussion, we will invite guest speakers from the community and offer selected training topics.

Presented by: Cathy Stenfeldt

Cost: Free

Date/Time: March 6, 10-12 and May 8, 10-12

Categories: To be determined

To Register: Call 782-4900 ext 237

## Dealing With Rivalry/Bullying in Child Care

This workshop will discuss the causes and effects of bullying, how to identify bullying, and strategies to promote healthy interactions between the children in your care.

Presented by: Kaleigh Boulio-Alberry

Cost: \$10/\$13

Date/Time: Tuesday March 27, 6:00-7:30

Categories: A B CEUs: .15

To Register: form & payment 5 days ahead

## Mind in the Making: The Seven Essential Life Skills Every Child Needs

In this workshop we will be discussing the book, Mind in the Making: The Seven Essential Life Skills Every Child Needs, by Ellen Galinsky.

This research-based book was published in 2010 and is sure to change the way we view our profession. This workshop will provide an overview of the book, discussion of the research behind it, and suggestions for what providers can do to promote the Seven Essential Life Skills.

Participants are encouraged to read the book in advance. Visit your local library or <http://mindinthemaking.org> for purchasing information.

Presented by: Cathy Stenfeldt

Cost: \$10/\$13

Date/Time: Thursday April 12, 6:00-7:30

Categories: A E CEUs: .15

To Register: form & payment 5 days ahead

### OCFS Required Training Categories:

A. Principles of Child Development B. Nutrition and Health Needs of Children C. Business Record Maintenance & Management D. Child Abuse & Maltreatment Identification & Prevention E. Child Daycare Program Development F. Statutes & Regulations Pertaining to Child Daycare G. Safety and Security Procedures H. Statutes/Regs Pertaining to Child Abuse/Maltreatment I. Identification & Education of Shaken Baby Syndrome

### **CDA Information Session**

The Child Development Associate (CDA) is the most widely recognized credential in early childhood education (ECE) and is a key stepping stone on the path of career advancement in early childhood education. JLCP offers assistance with all aspects of preparation for the CDA credential, including required training hours, portfolio, practicum and observation. This info session will present more details and answer your questions.

Presented by: Cathy Stenfeldt

Cost: Free

Date/Time: Tuesday May 1, 6:00-7:00pm

Categories: No training credit offered

To Register: Call 782-4900 ext 237

### **What is High-Quality Child Care?**

We hear the words all the time, but what do they really mean? What are the standards that measure quality? What should parents look for when choosing child care? This workshop will examine these questions and provide participants with a better understanding of the meaning of high-quality in child care settings.

Presented by: Angie VanWormer

Cost: Free

Date/Time: Wednesday April 25, 6:00-7:30

Categories: E CEUs: .15

To Register: form 5 days ahead

### **Between You and Me:**

#### **Confidentiality in Child Care - Lewis County**

Have you ever thought about just how much you know about the children you care for and their families? In this workshop we will discuss the importance of confidentiality and share strategies that will help you keep private information private. Held at Lewis County Cooperative Extension.

Presented by: Angie VanWormer

Cost: \$10/\$13

Date/Time: Tuesday May 22, 6:00-7:30

Categories: F G CEUs: .15

To Register: form & payment 5 days ahead

### **SUNY Videoconferences**

Held at CAPC and Lewis County Cooperative Extension. Earn 2.5 hours (.25 CEUs) by attending and receiving a passing score on a 10-question test. Registration form and details at 800-295-9616 or [www.ecetp.pdp.albany.edu](http://www.ecetp.pdp.albany.edu).

Cost: FREE

To Register: Call or visit website above

### **JLCP Distance Learning Courses**

Contact: Angie, ext 239

Through a license agreement with Child Care Solutions, JLCP is continuing to offer distance learning courses through email. JLCP staff are the instructors, providing individualized feed-back and assistance through email, phone or in person. These courses have been approved by the NYS Office of Children and Family Services and the Professional Development Program.

We will send you a confirmation email with your first assignment and instructions for completing the course. On the start date your instructor will email the remaining modules and assignments. You have 10 days to complete the course. Email completed assignments back to your instructor by the end date for your course. Each course has a minimum score required to be successful and receive a certificate.

#### **Start Date Options (choose one):**

**March 13, March 27, April 17, May7, or May 21**

### **The Fine Art of Saying "No"**

One of our jobs is to set appropriate limits for children's behavior. One of the children's jobs is to find out how reliable and strong those limits are. When this happens, adults need to know how to say "no" to children in ways that are appropriate and effective. There are different ways of saying "no" to different children in different circumstances. In this course, you'll learn to reinforce limits without being either harsh or wishy-washy.

Length: 3 hours (.3 CEUs)

Cost: \$35/\$40

Categories: A

To Register: form & payment 5 days before chosen start date

### **Say You're Sorry! (A What-Not-To-Do Scenario)**

When we automatically tell children to "say you're sorry," we may think we are teaching them manners or to feel sorry for their actions, but is that what they're really learning? In this course you'll take a close look at this practice and learn others that are more effective.

Length: 2 hours (.2 CEUs)

Cost: \$30/\$35

Categories: A

To Register: form & payment 5 days before chosen start date

## We're Here to Help You! Contact: Cathy, ext 237

The Jefferson-Lewis Childcare Project is committed to assisting providers with every aspect of child care. Our trained and experienced staff are here to offer that assistance. It's part of what we do and it's a service we provide to at no charge. Anyone caring for children in a Licensed or Registered setting is able to receive onsite help. All assistance is tailored to meet individual program and provider needs.

Find our training schedule, registration forms and more online at [www.jlcp.capcjc.org](http://www.jlcp.capcjc.org)  
Check back often for Bright Beginnings Community Child Care Conference updates and registration info!

## How to Register for JLCP Training Contact: Angie, ext 239

**Registration & Payment:** To register for training, complete a registration form and submit with payment to CAPC by mail or in person at least 5 days prior to the training. CAPC is not responsible for money that is left with or handed to any person other than Administration Office Staff. Registration forms can be found at [www.capcjc.org](http://www.capcjc.org). Acceptable forms of payment: cash, checks payable to CAPC, money orders, purchase orders and EIP Award Notifications. You are responsible for any difference between the award amount and the cost of the class and payment must be received 5 business days prior to class. All checks returned to CAPC for insufficient funds subject to current returned-check fee. Post-dated checks not accepted.

**Educational Incentive Program:** Scholarship funding to participate in this training may be available through the Educational Incentive Program (EIP). For more information or to apply for a scholarship, please visit [www.albany.edu/earlychildhood](http://www.albany.edu/earlychildhood). You may also contact EIP at [eip@pdp.albany.edu](mailto:eip@pdp.albany.edu) or 800-295-9616. If you receive EIP funding for a training for which you have already paid, CAPC will issue a reimbursement.

**Cancellations:** Classes may be cancelled due to low enrollment, emergencies, or weather. If a class you have paid for is cancelled you will be notified and issued a training pass to use within the next year. Training pass will be issued only if you notify JLCP *before* the scheduled workshop. If you call after business hours, please dial extension 239 for voicemail.

**Certificates and Training Records:** Certificates for trainings other than SUNY Videoconferences will be given to participants upon completion of a training and receipt of full payment. You are responsible for maintaining your workshop certificates and training records. There will be a \$5 fee for each duplicate certificate requested. JLCP can give you a copy of your training record that we have on file at no charge.

**SUNY Videoconferences:** Participants must bring photo ID. Register with SUNY at least 2 weeks before the Videoconference. In the event that we exceed capacity, walk-ins will be asked to give up their seat for incoming registered participants. If you are registered and can not attend, please call SUNY at 888-399-0549. Participants must arrive by 6:45 pm, stay until 9 pm and receive a passing grade on the multiple-choice test in order to receive a certificate. Certificates are mailed from SUNY, usually within one month of the training.

**Children and Trainings:** JLCP trainings are intended for adults only. Please make other arrangements for child care.

### Jefferson-Lewis Childcare Project

518 Davidson St. Watertown, NY 13601

Office Number: (315) 782-4900 Fax: (315) 788-8251

Referrals: (315) 782-8475 or 1-800-287-8904

#### Cathy Brodeur

Linda Tremlett

Patti Wetterhahn

Cathy Stenfeldt

Angie VanWormer

Karrie Denis

Christine Vogt

Nancy Penrose

Renee Eisel

Christen LaFlamme

Nanette Ramsey

Shelly Beyer

Kaleigh Boulio-Alberry

Jennifer Roes

#### JLCP Director, Ext. 240

JLCP Admin. Assistant, Ext. 225

Referral/Data Technician, Ext. 253

Provider Services Specialist, Ext. 237

Provider Services Coordinator, Ext. 239

LE Inspections/Project Assistant., Ext 229

Registration Specialist, Ext. 279

Registration Coordinator, Ext. 231

Registration Coordinator, Ext. 230

CACFP/LE Coordinator, Ext. 306

CACFP/LE Inspections Manager, Ext. 287

CACFP/LE Inspections Manager, Ext. 289

DSS Subsidy Manager, 785-5024

Lewis County Manager, 376-5562

### Jefferson-Lewis Childcare Project

*"Every Child, Quality Care"*



A Program  
of Community Action  
Planning Council

Member of



CAPC will be closed on  
February 20, March 19, & May 28

## JLCP Training Registration & Membership Form

Payment must accompany this form and must be received *at least 5 days* before training.  
 Registration must be mailed or delivered to CAPC Administration Office during business hours. Checks payable to CAPC.  
 Unless otherwise stated, all classes are held at CAPC, 518 Davidson St. Watertown.

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

Employer: \_\_\_\_\_ Work Phone: \_\_\_\_\_

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

Workshop Title	Date(s)	Time	Cost	Amt. Included
Health & Safety Training	5/17 5/24 5/31	8:30-2:30 all three days	\$235 Call first: 782-4900 ext 239	
MAT - Medication Administration Training	5/15 5/22	5-9 pm	\$100 Call first: 782-4900 ext 239	
First Aid	3/6	6-9 pm	\$35	
Infant, Child & Adult CPR	3/13	6-10 pm	\$35	
First Aid OR CPR – Lewis County	3/20	6-9 or 6-10 pm	\$35 Call first: 782-4900 ext 239	
Dealing with Rivalry/Bullying in Child Care	3/27	6:00-7:30 pm	\$10 JLCP Members, \$13 Non-Members	
Mind in the Making	4/12	6:00-7:30 pm	\$10 JLCP Members, \$13 Non-Members	
What is High Quality Child Care?	4/25	6:00-7:30 pm	Free	
<b>Save the Date! Bright Beginnings Community Child Care Conference is Saturday May 5!</b>				
Between You and Me: Confidentiality @ Lewis Co. Cooperative Ext.	5/22	6:00-7:30 pm	\$10 JLCP Members, \$13 Non-Members	
<b>Distance Learning Courses</b>				<b>Amt. Included</b>
Email address (print clearly): _____				
Start Dates: 3/13, 3/27, 4/17, 5/7 or 5/21 Choose one and indicate below!				
The Fine Art of Saying “No”	3 hrs		\$35 JLCP Members, \$40 Non-Members	
Say You’re Sorry! (A What Not-To-Do Scenario)	2 hrs		\$30 JLCP Members, \$35 Non-Members	
<b>JLCP Membership – One Year</b>				
Member Name: _____				
Check one: <input type="checkbox"/> FDC Provider <input type="checkbox"/> GFDC Provider <input type="checkbox"/> Center Staff <input type="checkbox"/> SACC Staff <input type="checkbox"/> Community Member				
Mailing Address: _____ Number of classrooms (centers): _____				
Assistant/Alternate Name and Address: _____				
Type	Benefits	Cost	Amt. Included	
Individual Provider or Community Member	Reduced training cost and one \$10 training pass	\$30		
Provider + 1 Assistant or Alternate	Reduced training cost for provider and assistant/alternate, two \$10 training passes	\$40		
Daycare Center or SACC Site	Reduced training cost for all staff and four \$10 training passes	\$80		
<b>Total Payment Included</b>				

Accepted forms of payment: Cash, Check *made payable to CAPC*, Money Order or signed EIP Award Notice.  
 Payment must be received with registration form *at least 5 days* prior to training in order to place participants on class list.  
 Mail completed form and payment to: CAPC, Jefferson-Lewis Childcare Project, 518 Davidson Street Watertown, NY 13601