



# Jefferson-Lewis Childcare Project

a program of

COMMUNITY ACTION PLANNING COUNCIL

518 Davidson Street • Watertown NY 13601

315.782.4900 • [jlcp@capcjc.org](mailto:jlcp@capcjc.org)

[www.capcjc.org](http://www.capcjc.org)

## JLCP Workshop Catalog

Spring-Summer 2018

In Honor and Recognition  
of  
Child Care Provider Appreciation Day  
Jefferson-Lewis Childcare Project  
invites all providers and program staff  
to attend a special celebration!

Thursday, May 10 from 6:00-8:00 PM  
Maggie's on the River  
500 Newell Street, Watertown

Hors d'oeuvres, soft drinks, and desserts  
Door prizes and gifts of appreciation  
Years-of-service recognition

We look forward to celebrating with you!  
Kindly reply by May 3  
Phone: 315-782-4900 x 230 or 239  
Email: [avanwormer@capcjc.org](mailto:avanwormer@capcjc.org)



## Early Childhood Professional Card 2018 Participating Businesses

*The Reading Room*

*Europe Cakes*

*Eye Crave*

*April's Cake Shop*

*Momma's Kitchen*

*OD Greene Lumber*

*Paint it! Pottery*

*Page Fitness*

*The Nail Shoppe*

*Home Deli Pizza and Subs*

*Maynstream Photography*

*Heidi's Barber and Beauty*

*Dance World*



Learn more about this program at  
[capcjc.org/programs/jlcp/early-childhood-professionals/](http://capcjc.org/programs/jlcp/early-childhood-professionals/)  
or call 315-782-4900 ext. 237!

Every Child, Quality Care



**What is Tailor-Made Training?** Instead of a pre-set date and time, Tailor-Made-Training is scheduled around your needs, when you're not caring for children, usually in the evening. Topics are between 1-2 hours in length. This training is free for those working in Registered/Licensed programs in Jefferson & Lewis Counties and can be designed for individuals or small groups of providers. No two sessions are exactly alike!

We will bring the training to you and your neighboring providers, or we can host groups in our training space. If you aren't already connected to other providers, we will help spread the word about your training.

*We would like to get a group together in YOUR AREA!*  
**Would you like to be a host program?**

*Tailor-Made-Training is intended to be informal, conversational, and comfortable.  
 We will develop training around your interests and schedule it at a time that works for you.*

Contact Angie or Emily at 315-782-4900 ext. 239 or 237, or use our [online request form](#), and we will work with you to plan your training.

#### Training Topic Areas Key

**OCFS Topic Areas**

CD: Principles of Child Development, NH: Nutrition and Health Needs, BZ: Business Rec. Maintenance & Management, CAM: Child Abuse & Maltreatment ID & Prevention, PD: Child Care Program Develop, CDC: Statutes & Regs Pertaining to Child Care  
 SS: Safety and Security, R-CAM: Statutes & Regs Pertaining to Child Abuse, SBS: Shaken Baby Syndrome

**Core Body of Knowledge (CBK) Competency Areas**

CG&D: Child Growth & Development, F&CR: Family and Community Relationships, O&A: Observation & Assessment, E&C: Environment and Curriculum, HS&N: Health, Safety and Nutrition, P&L: Professionalism and Leadership, A&M: Administration & Management

### Behavior and Guidance Topics

**The “Why?” Behind Behavior**

Do you often wonder why children are exhibiting challenging behavior in your program? Most behavior has a meaning. In this individualized workshop, we will consider possible causes for the behaviors you're seeing and discuss strategies you can use to help minimize challenges.

OCFS Topic Areas: CD, PD  
 CBK Areas: CG&D

**Check Your Expectations**

When you're faced with challenging behavior from the children in your care, your first step should be to ask yourself, “Are my expectations developmentally appropriate?” This session will review what it means to offer developmentally appropriate practices for young children. We will take time to reflect on our own “hot buttons” and feelings around challenging behaviors, and determine if our expectations for behavior match with what we know about how children learn and develop.

OCFS Topic Areas: CD, PD  
 CBK Areas: CG&D

**What's Next? Using Schedules and Routines**

Do you like to plan your day and know what to expect? Kids do, too! A visual schedule can help children become more independent, reduce anxiety, and provide cues for transitions. In this workshop we will discuss the benefits of having consistent routines and a predictable schedule. We will also talk about transitions and ways to engage children between activities to minimize challenging behaviors.

OCFS Topic Areas: CD, PD  
 CBK Areas: E&C

## Behavior and Guidance Topics

### **You Can't Lose Your Temperament**

Have you ever wondered why some people are very outgoing and others seem to be introverted? Do you have a child in your program who changes the entire mood of the program when they arrive? In this workshop we will discuss the nine different temperament traits and three temperament types which will help you gain greater understanding of your relationships with the children in your program.

OCFS Topic Areas: CD, PD  
CBK Areas: CG&D

### **Big Body Play**

Children's rough play can be one of the most challenging behaviors in a group setting. Can this type of vigorous play be a good thing? In this workshop we will weigh the benefits and risks of roughhousing and examine environments that support big body play.

OCFS Topic Areas: CD, PD  
CBK Areas: CG&D

### **Fostering Friendships**

We all know someone who struggles to make friends...maybe it's us! Knowing how to join in a game, take turns, and cooperate with a peer are skills that adults can help children learn. There are simple steps that we can take to encourage friendships and support developing social skills. After this fun and interactive workshop you'll have new strategies you can immediately implement in your program.

OCFS Topic Areas: CD, PD  
CBK Areas: E&C

### **Recognizing and Responding to Bullying Behavior**

Bullying behavior is a widespread and serious problem that can happen anywhere. In this workshop we will define bullying to help you recognize it when it occurs. We will talk about how to respond and share proactive strategies to help prevent bullying behavior.

OCFS Topic Areas: CD, PD  
CBK Areas: E&C

## Child Development Topics

### **Nurturing Creativity**

What is creative thinking and why is it an important piece of early childhood development? Young children are full of creativity that thrives when it is nurtured. Early childhood teachers have the opportunity to inspire a child's creative thinking through the materials and opportunities provided daily. In this training we will look at the importance of creative thinking and how it spans across all learning domains. We will also discover strategies teachers can use to support the creativity of the children in their classroom through activities, materials, verbal ques, and more!

OCFS: CD, PD  
CBK: CG&D, E&C

### **Fine Motor Development**

Today kids spend so much time swiping a screen that they are missing out on the basic development needed to strengthen their fine motor muscles. Come learn how basic fine motor development is and how to help young children to begin building a foundation that will support their writing abilities later on.

OCFS Topic Areas: CD  
CBK Areas: CG&D

### **Beyond "Good Job": Fostering Self-Esteem in Young Children**

We hear about the importance of building children's positive self-esteem, but what does that really mean? How can adults help children develop confidence, competence, and resilience? Participants in this workshop will examine the concept of self-esteem and our role in influencing how children view themselves. We will discuss strategies that encourage the development of healthy self-esteem and lay the groundwork for future mental health.

OCFS Topic Areas: CD, PD  
CBK Areas: CG&D, E&C



## Program Development Topics

### **Navigating Conflict**

We all deal, and often struggle, with conflict. This workshop presents an opportunity to evaluate our own values and beliefs, and consider how they impact the way we respond to conflict. We will examine cooperative strategies we may use to navigate conflict in our lives.

OCFS Topic Areas: PD, SS  
CBK Areas: F&CR, P&L

### **Family Engagement**

Are you struggling to connect with the parents of the children in your program? This workshop will give you a chance to assess your family communication and relationship-building strategies, and examine ways to encourage more parent participation in your program.

OCFS Topic Areas: PD, SS  
CBK Areas: F&CR

### **Quality Environments for Children**

There's a lot of talk around the importance of high-quality child care, what it means, and what it looks like. Is your program a good example? Would you like to make changes but you don't know where to begin? This workshop will help you evaluate your space, materials, and arrangement and provide you with tools to create a plan to make your program a more meaningful place for children.

OCFS Topic Areas: PD  
CBK Areas: E&C

### **Watch to Learn: Observing Young Children**

Why should you document your observations of children's development and behavior? How do you use the information you collect? In this workshop we will discuss developmental milestones, red flags, and how you can use observations to guide intentional planning. We will also review the standards of good observations and strategize ways to fit observations into your busy schedule.

OCFS Topic Areas: CD, PD  
CBK Areas: O&A

## Safety and Regulations Topics

### **Understanding Regulations**

Need an OCFS Child Care Regulations refresher? Have some questions about Regulations? This workshop will be designed to fit your unique needs. We will offer assistance in understanding Regulations, and help you create practices that ensure you're following Regulations.

OCFS Topic Areas: R-CDC  
CBK Areas: A&M

### **Active Supervision**

Providing safe supervision of the children in your care is a top priority, but it's not always easy! If you're feeling especially challenged when it comes to supervision this workshop is for you. We will discuss your specific challenges, develop strategies, and design plans to ensure children are always supervised in your program.

OCFS Topic Areas: PD, R-CDC, SS  
CBK Areas: HS&N

### **Child Abuse and Shaken Baby Syndrome: Focus on Prevention**

In this workshop we will examine the components of abuse, maltreatment and shaken baby syndrome. We will discuss your legal responsibilities and what you can do in your work with children and families to help prevent abuse and maltreatment. Participants will take away resources and at least one strategy that can be immediately implemented in their program.

OCFS Topic Areas: CAM, SS, R-CAM, SBS  
CBK Areas: HS&N

### **Healthy Practices in Child Care**

Sick of sickness? Ready for a refresher on germ transmission? Through discussion, demonstration and hands-on practice, participants in this interactive (and, believe it or not, FUN) training will review best practices for hand washing, sanitizing, diaper changing and handling blood in child care settings.

OCFS Topic Areas: R-CDC, NH  
CBK Areas: HS&N

## Curriculum Development Topics

### **School's Out...What Now?**

Are you feeling anxious about keeping your school-agers busy and happy this summer? Let's make this summer a little less challenging! We will talk about the needs and interests of the school-age children enrolled in your program, and look at how you can arrange your space, materials, and activities to maximize engagement and minimize boredom and bickering.

OCFS Topic Areas: CD, PD  
CBK Areas: CG&D, E&C

### **Designing Playful Learning**

"Free Play" doesn't have to mean "Free-For-All." In this workshop we will discuss the importance of play-based learning and how you can plan and support purposeful play in your program.

OCFS Topic Areas: CD, PD  
CBK Areas: CG&D, E&C

### **What's So Special About Blocks?**

Children love blocks. They can be stacked, counted, sorted, lined up, and knocked over. They make houses, roads, towers, and even animals. It's more than just play! There is a lot to be learned with blocks. If you're ready, let's go on a journey into the block area where we will get hands-on and examine all the wonderful things that happen there.

OCFS Topic Areas: CD, PD  
CBK Areas: CG&D, E&C

### **Playing With Math**

The foundations for future mathematical concepts are formed as young children interact with their environment and with others. Whether you love math or loathe it entirely, this hands-on workshop is for you! We will discuss the continuum of mathematic skills development and how providers can best support children through purposeful interactions and activities.

OCFS Topic Areas: CD, PD  
CBK Areas: CG&D, E&C

### **Everyday Literacy**

Early literacy involves listening, talking, printed language and writing. Adults can support a child's literacy skills in many ways that don't require expensive curriculum books or videos. In this workshop we will explore the concepts of early literacy, discuss how young children learn, and share ideas for building literacy during everyday routines.

OCFS Topic Areas: CD, PD  
CBK Areas: CG&D, E&C

## Business Topics

### **How to Effectively Use Contracts and Policies with Parents**

This training was developed by Tom Copeland, renowned tax and child care business specialist and licensed attorney. In this individualized workshop we will cover how to establish a business relationships with parents, the key terms to include in a contract and policies, how to enforce your contract, how to turn down a family and terminate a contract, and how to use The Three Choices of Life to resolve conflicts with parents.

OCFS Topic Areas: BZ  
CBK Areas: A&M

### **Legal and Insurance Issues for Family Child Care Providers**

This training was developed by Tom Copeland, renowned tax and child care business specialist and licensed attorney. Are you aware of the risks of running your business? We will discuss these risks and how you can reduce them by using a common sense self-protection check list and purchasing adequate insurance. We will also review strategies for resolving custody disputes and protecting privacy.

OCFS Topic Areas: BZ, PD  
CBK Areas: A&M

### **Marketing Matters**

Marketing your program can help build relationships with other businesses, strengthen your reputation in the community, and maintain enrollment. This workshop will explore basic marketing strategies, how customer relationships impact your business, and effective use of social media.

OCFS Topic Areas: BZ, PD, SS  
CBK Areas: F&CR, A&M

## Infant and Toddler Topics

### **Purposeful Planning for Infants and Toddlers**

Infants and toddlers grow and develop quickly. It is important that we provide them with opportunities to practice emerging skills and expand on their interests. Through our observations and interactions we are able to understand the needs of the children in our care and create opportunities for each child that will further their development. In this training we will review different observation methods and how we can use our observations to provide infants and toddlers with meaningful learning opportunities.

OCFS Topic Areas: PD, BZ  
CBK Areas: E&C, O&A

### **Responsive Caregiving**

Responsive caregiving is essential to building positive relationships with young children. Find out what responsive caregiving is, why it is so important, and how to implement different strategies to support it in your program.

OCFS Topic Areas: CD, PD  
CBK Areas: CG&D

### **Toddler Learning Environments**

No longer babies and not quite big kids, toddlers are a special bunch. They need freedom to safely explore with lots of adult support and guidance. Participants in this workshop will examine their program spaces and materials from the perspective of a toddler. We will also discuss the indicators of quality environments for toddlers that will support learning and developmental goals.

OCFS Topic Areas: CD, PD  
CBK Areas: CG&D, E&C

### **Baby Signing**

You have probably already introduced your babies to signing without realizing it. We wave hello and good bye, blow kisses, and shake our head yes and no. This training will show you how to incorporate baby signs into daily routines, songs, meals and more. You will also get a copy of some basic starter signs and resources to learn more as your babies grow.

OCFS Topic Areas: PD  
CBK Areas: E&C

### **DAP for Toddlers**

This workshop is designed specifically for the special people that care and teach toddlers. We will talk about what it means to offer developmentally appropriate practices for toddlers. We will reflect on our own hot buttons and expectations for their behavior and discuss what it means to offer positive guidance. Then we will develop specific teaching strategies to help minimize some common challenging behaviors.

OCFS Topic Areas: CD, PD  
CBK Areas: CG&D, E&C

### **Taste-Safe Art and Sensory**

Afraid your babies or toddlers might taste the paint or try to eat what's in the sensory table? Come learn what materials to use that are taste safe and still fun for little fingers to play in! Together we will make some taste safe sensory and art materials that are fully edible (and gluten free!) that you can take back to your classroom.

OCFS Topic Areas: PD  
CBK Areas: E&C

### **Blended Learning Course**

This reflective email-based course is brought to you by the Region III Infant-Toddler Network. Learn more about this FREE 6-hour course and how you can participate by calling Emily at 315-782-4900 ext. 237.

### **Toddlers and Literacy: What Works and What Counts**

When it comes to literacy, toddlers are right in the prime time to develop the foundation for all future learning. In this course we will look at what toddlers are like, how they learn and how we make decisions about our work with them. You'll learn literacy concepts that really count and literacy practices that really work with toddlers.

OCFS Topic Areas: CD, PD

## Upcoming Workshops at Community Action Planning Council

You can register for the following workshops online at [capcjc.org/programs/ilcp/training](http://capcjc.org/programs/ilcp/training) or complete and mail the registration form at the end of this catalog. If there is a fee for your training, it must be received before the registration deadline. If you have any questions, just give us a call!

### **Purposeful Planning for Infants and Toddlers**

**Wednesday April 11 from 6:00-8:00 PM**

Infants and toddlers grow and develop quickly. It is important that we provide them with opportunities to practice emerging skills and expand on their interests. Through our observations and interactions we are able to understand the needs of the children in our care and create opportunities for each child that will further their development. In this training we will review different observation methods and how we can use our observations to provide infants and toddlers with meaningful learning opportunities.

Trainer: Emily Cleaver

OCFS Topic Areas: PD, BZ    CBK: Areas: E&C, O&A

Cost: FREE

Register: [Online](#) or call 315-782-4900 ext. 237 by 4/6

### **Managing Food Allergies in Child Care**

**Saturday April 14 from 9:00-11:30 AM**

Food allergies and intolerances are very common and can trigger dangerous symptoms in young children, sometimes without warning. Participants in this workshop will discuss the most common food allergens and review food labels to determine if any allergens are present. We will also discuss the importance of having a food allergy action plan for your program and how to use an EpiPen if an allergic reaction occurs.

Trainer: Vickie Brownell (CACFP Coordinator), Kathleen Zecher (Health Care Consultant), and Mary Beth Knowlton (Registered Dietician)

OCFS Topic Areas: NH    CBK: Areas: HS&N

Cost: FREE

Register: [Online](#) or call 315-782-4900 ext. 239 by 4/10

### **Connecting with Children to Extend Learning**

**Wednesdays May 9 from 6-7:30 PM, May 16 from 6-7:30 PM, and May 23 from 6-8 PM**

You are the most important part of any curriculum, activity, or experience you offer in your program. Your daily interactions with children play a key role in how they learn to think, reason, and communicate. This reflective three-part workshop series, based on *Powerful Interactions* (Dombro, Jablon, Stetson, 2011) will guide you through simple strategies to help you create a more intentional and individualized program.

May 9: *Be Present*—Slow down and be intentional in your interaction

May 16: *Connect*—Acknowledge and validate the child to awaken developing trust and security

May 23: *Extend Learning*—As you nurture the relationship, stretch the child's knowledge and understanding

After the training, participants may choose to receive one-to-one, in-program support to help put this new information into practice, evaluate progress, and sustain change. This assistance is offered by the trainer at no cost to individuals working in Registered/Licensed programs in Jefferson or Lewis County.

Trainer: Angie VanWormer

OCFS Topic Areas: CD, PD    CBK Areas: CG&D, E&C

Cost: \$30

Register: Mail form with payment OR [register online](#) then send payment by 5/4

*Continued...*

## Upcoming Workshops at Community Action Planning Council

To register, please follow the instructions in each description listed below:

### **A Picture is Worth 1,000 Words**

**Wednesday June 20 from 6:00-8:00 PM**

Child care is no stranger to picture taking. We use pictures daily to capture special moments in a child's day that can then be shared with parents, used to document development, frame on the wall, or even put on social media. What if we could use those pictures to strengthen a child's language and reasoning skills, support their social and emotional development, and allow them to reflect on and plan their play? During this two hour training, we will be discussing just that. We will look at how to use pictures taken during free play to support specific areas of development!

Trainer: Emily Cleaver

OCFS Topic Areas: CD, BZ    CBK: Areas: CG&D, O&A

Cost: FREE

Register: [Online](#) or call 315-782-4900 ext. 237 by 6/15

### **Heartsaver® Pediatric First Aid CPR AED: American Heart Association**

**Saturdays 4/14, 6/2, 9/15, 10/27 or 12/8 from 8:30 AM-2 PM**

This 5-hour course offers certification training for Pediatric First Aid, CPR and AED for child care. Registration with payment due on the Friday of the week before each class. Minimum of 5 participants, maximum of 12. All classes listed are approved for EIP. Call 782-4900 ext. 239 for more info.

Trainers: Angie VanWormer and Emily Cleaver

OCFS Topic Areas: NH, SS    CBK Areas: HS&N

Cost: \$65

Register: Mail form with payment OR [register online](#) then send payment.

\*\*Deadline to register for all dates is the Friday TWO WEEKS prior to the class\*\*

### **Health and Safety Training: Competencies for Becoming a Family or Group Family Provider**

**Thursdays May 31, June 7, and June 14 from 9 AM-2:30 PM**

This 15-hour course is required for new family and group family child care provider applicants and covers child care regulations and introduces the learner to key health practices required by OCFS. Call 782-4900 for more information or find additional training opportunities at [www.ecetp.pdp.albany.edu](http://www.ecetp.pdp.albany.edu). Grant or EIP scholarship funding may be available to assist with the cost of this training.

Trainer: Angie VanWormer

OCFS Topic Areas: NH, BZ, CAM, R-CDC, SS, R-CAM, SBS

Cost: \$235

Register: Call 315-782-4900 ext. 239, deadline 4/5

### **Health and Safety Training: Competencies in Child Care for Day Care Center, School-Age Child Care, and Enrolled Legally Exempt Group Directors**

**TBA**

Directors are responsible for hiring, training and maintaining staff who provide a healthy, safe environment for children. This course will help directors look at policies and procedures that reinforce high-quality health and safety practices. Call 782-4900 for more information or find additional training opportunities at [www.ecetp.pdp.albany.edu](http://www.ecetp.pdp.albany.edu). Grant or EIP scholarship funding may be available to assist with the cost.

Trainer: Angie VanWormer

OCFS Topic Areas: NH, BZ, CAM, SS, CD, PD, SBS    CBK Areas: CG&D, E&C, HSN, P&L, A&M

Cost: \$235

Register: Call 315-782-4900 ext. 239 for information about this training



## JLCP's Bag of Tricks



Looking for new ideas and inspiration? We've got some to share! JLCP has put together fun activities that we will do **with you and the children** in your program or classroom. That's right, we bring the fun to you...for FREE!

After JLCP staff lead the activity, we will leave you with resources on the topic and tools to help you plan and implement similar activities with your group. Choose from the topics below and contact us to schedule your Bag of Tricks activity!

For these activities, contact Emily at 315-782-4900 x 237 or email [ecleaver@capcjc.org](mailto:ecleaver@capcjc.org).

### Yoga Stories

Yoga stories are a great way to get kids moving in new and fun ways while also supporting body awareness, strength, gross motor skills, language, and social development. We will lead your group in active yoga stretches and rhymes to get moving and end with a calming yoga story.

### World Music

Music can introduce children to a new world of sounds and instruments used in different cultures while supporting motor development, social skills, language and a child's ever-growing curiosity. In this activity we will introduce you and your group to a Dulcimer, African Gathering Drum, Kalimba, and Cabasa, and lead some songs to go along with the instruments!

### Team-Building for School Age Children

This activity is designed to encourage teamwork with school age children by providing opportunities for them to practice their communication skills, problem solving and innovation, and work together as a team towards a goal while having fun!

For these activities contact Constance at 315-782-4900 x 306 or email [cwolfe@capcjc.org](mailto:cwolfe@capcjc.org).

*\*Please note that some activity materials must be supplied by the program.*

### Grass Heads Gardening Activity

This simple activity requires just a few materials and gets kids excited about gardening! Hands-on learning and lots of fun. Your little ones will be ready to give their grass heads a hair cut in one week!

### Make a Great Plate!

This nutrition themed activity is a great introduction to the food groups. Little learners will discover what foods keep our bodies healthy and strong. Children get hands on with the MyPlate activity mat and then make their own MyPlate. Pair this activity with a healthy snack for a meaningful nutrition learning experience!

### Do You Want to Make a Snowman?

No matter the time of year, kid's love this activity! First we will make our own melted snowman craft. Then it's time to get chilly with some ice painting. We finish the activity with make-your-own snowman fruit kabob's.

## Early Childhood Professionals Discount Program

Have you used your Early Childhood Professionals Card?  
Is there a local business you wish was included?  
Know a local business owner who wants to participate?

### **We would love to hear your feedback!**

We are always looking for new businesses to join us in supporting early childhood professionals. If you want to see your favorite local business or you know a business that would like to participate please contact Emily at 315-782-4900 ext. 237.



## Educational Incentive Program (EIP)

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

## Onsite Consulting and Assistance

Through a contract with the NYS Office of Children and Family Services, JLCP provides free, individualized support to child care programs and staff. Our technical assistance services address the unique needs of your program to help you be and do your very best for children.



Technical assistance can include:

- Individual conversations to better understand you and your program
- Program observations to learn more about your areas of concern
- One-to-one or small group training on topics you request
- Onsite coaching to help you create goals and implement changes that lead to improvement

Give us a call at 315-782-4900 ext. 237 or 239 to learn more!

## Infant Toddler Resources

Did you know that JLCP's Infant Toddler Specialist can help you AND parents? The NYS Infant Toddler Resource Network reaches out to communities, child care providers, and families to promote safe, nurturing environments for the youngest children. Contact Emily Cleaver today at 315-782-4900 ext. 237 to learn more!

## Child & Adult Care Food Program (CACFP)

The NYS Department of Health Child & Adult Care Food Program (CACFP) assists and trains child care providers to serve nutritious meals to children in their care, supports the development of sound nutritional habits, and financially assist providers with the cost of nutritious foods they serve in their program. For more information about the CACFP, call 315-782-4900 ext. 289.

## JLCP Membership

Your membership fees help JLCP offer support and recognition to child care providers in Jefferson and Lewis Counties, such as Provider Appreciation Day events and provider networking activities. Visit [capcj.org/programs/jlcp/training/](http://capcj.org/programs/jlcp/training/) for the form or call 782-4900 ext. 239 for assistance.

## Provider Facebook Group!

All Family and Group Family providers are encouraged to join our closed Facebook group at [www.facebook.com/groups/JLchildcare](http://www.facebook.com/groups/JLchildcare). This is a great way to network with other providers and get quick updates and reminders. There are currently 42 providers from all over Jefferson and Lewis Counties in this group!





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a program of

COMMUNITY ACTION PLANNING COUNCIL

518 Davidson Street • Watertown NY 13601

315.782.4900 • [jlcp@capcj.org](mailto:jlcp@capcj.org)

[www.capcj.org](http://www.capcj.org)

## Workshop Registration and Membership Form

Find complete workshop details online at [www.capcj.org/jlcp/training](http://www.capcj.org/jlcp/training). Please complete all sections carefully. Only one form may be submitted per person.

Participant Information				
Name				
Address				
Phone		Email		
Program Name		Type of Program: FDC GFDC DCC SACC Informal		
I would like to receive emails from JLCP: Yes No Already do      How did you hear about the workshop(s)? Mailing Email Flyer Website Employer Friend JLCP Staff				
Workshop Registration				
Title	Date	Time	Cost	Amount Included
<b>JLCP Membership (choose level):</b>	Individual Membership - \$30.00	Individual + 1 Membership - \$40.00	Center or SACC Membership - \$80.00	
Payment Information				
Payment Type	Check or MO Number and Date	EIP Award Number	Total Due	Total Amount Included
<input type="checkbox"/> Check or MO payable to CAPC				
<input type="checkbox"/> Signed EIP Award Notification				

Form and full payment must be received *at least 3 business days* before workshop, unless otherwise stated in description. Registration must be mailed or delivered to Community Action Planning Council Administration Office during business hours. Mail completed form and payment to: Community Action Planning Council, 518 Davidson Street Watertown, NY 13601

## Attending JLCP Workshops

**Registration & Payment:** To register for training, register online or complete a registration form and submit with payment, where applicable, to CAPC by mail or in person at least 3 business days prior unless otherwise noted. CAPC is not responsible for payments that are left with or handed to anyone other than Admin. Office Staff. Registration forms can be found at [www.capcj.org/programs/jlcp/training/](http://www.capcj.org/programs/jlcp/training/). Accepted payment: cash, check payable to CAPC, money orders, purchase orders and EIP Award Notice. If you receive EIP scholarship for training for which you have already paid, CAPC will issue a reimbursement. You are responsible for any difference between the award amount and the cost of the class and payment must be received prior to class. All checks returned to CAPC for insufficient funds subject to current returned-check fee. Post-dated checks not accepted.

**Cancellations:** If a class you have paid for is cancelled you will be notified and issued a training pass, equivalent to the amount you paid, to use toward another training within the next year. Training pass will be issued only if you cancel prior to the scheduled workshop. After business hours dial x 239 for voice mail.

**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. There will be a \$5 fee for replacement certificates. We will provide a record of your JLCP training upon request.

**SUNY Videoconferences:** Photo ID is required. If you are registered and can not attend, please call 800-295-9616. 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 credit for attending. Certificates are mailed to participants.

**Children:** While we love children, our trainings are intended for adult audiences only.

Questions? Call 315-782-4900 ext. 239.

### Jefferson-Lewis Childcare Project (315) 782-4900

Fax: (315) 788-8251

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

Cathy Brodeur  
Nikkia Kolbinski  
Christine Vogt  
Renee Eisel  
Samantha Rennie  
Angie VanWormer  
Emily Cleaver  
Vickie Brownell  
Constance Wolfe  
Chelsea Scott

JLCP Director, Ext. 240  
Parent Services Manager, Ext. 253  
Registration Specialist, Ext. 279  
Registration Coordinator, Ext. 230  
Program Assistant, Ext. 229  
Provider Services Specialist, Ext. 239  
Provider Services Coordinator, Ext. 237  
CACFP Coordinator, Ext. 289  
CACFP Manager, Ext. 306  
LE Enrollment/Subsidy Manager, 785-5024



*The Jefferson-Lewis Childcare Project brings together parents, child care professionals, community members, business leaders, and government agencies to help develop and support accessible, affordable, high-quality child care for children and families.*

Learn more about Community Action and JLCP at  
[www.capcj.org](http://www.capcj.org)

### Jefferson-Lewis Childcare Project "Every Child, Quality Care"



A program of  
COMMUNITY ACTION PLANNING COUNCIL

*We will be closed on  
March 30, May 28,  
June 8, and July 4.*

*Regular business hours  
are M-F 8 AM to 4 PM,  
evenings by appointment.*

*JLCP is a member of*

