



Jefferson-Lewis Childcare Project

a program of

COMMUNITY ACTION PLANNING COUNCIL

518 Davidson Street • Watertown NY 13601

315.782.4900 • jlcp@capcjc.org

www.capcjc.org

JLCP Workshop Catalog

Fall-Winter 2018

Super Saturday!

Connecting with Children to Extend Learning

Saturday October 20, 9:00 AM to 2:30 PM

at Community Action Planning Council

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 full-day workshop, based on the book **Powerful Interactions** (Dombro, Jablon, Stetson, 2011), will guide you through simple strategies to help you create a more intentional and individualized program.



Step 1: Be Present... *Slow down and be intentional in your interaction*

Step 2: Connect... *Acknowledge and validate the child to awaken trust*

Step 3: Extend Learning... *Stretch the child's knowledge and understanding*



After the training, individuals may choose to participate in onsite technical assistance to help you put new information into practice, evaluate progress, and sustain change. Assistance is provided at no cost to Registered and Licensed programs in Jefferson and Lewis Counties.

Presented by Angie VanWormer

OCFS Topic Areas: Principles of Child Development, Child Daycare Program Development

Cost: \$30 To register, mail in form with payment OR [register online](#) then send payment by 10/10

Lunch: \$5 (optional) You may order lunch (pizza, veggies, and fruit) for an additional \$5 per person, or you may bring your own lunch.

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. You may also contact EIP at eip@pdp.albany.edu or 800-295-9616.



Approved Family and Group Family providers who have completed eligibility determination through CSEA's online portal may be reimbursed the registration fee after attending this and other JLCP training for which there is a cost. Visit voicecsea.org/professionaldevelopment for information.

Every Child, Quality Care

Upcoming Workshops at Community Action Planning Council

You can register for the following workshops online at capcj.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 by the registration deadline. If you have any questions, just give us a call!

Heartsaver® Pediatric First Aid CPR AED: American Heart Association

Saturdays 10/27, 12/8/18, or 1/26, 3/9, 4/27, 6/8, 9/14, 10/26, or 12/7/19 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****

Child Abuse and Shaken Baby Syndrome: Focus on Prevention

Thursday September 27 from 6:30-8:30 PM

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.

Trainer: Angie VanWormer

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

Cost: FREE

Register: [Online](#) or call 315-782-4900 ext. 239 by 9/21

Infant and Toddler Development

Wednesday October 3 from 6:30-8:30 PM

During this workshop we will go over the basics of development from infancy through toddlerhood. We will identify physical and cognitive milestones, along with typical behaviors seen at each age. This session is designed to introduce development to those new to working with infants and toddlers and also as a refresher for those with more experience.

Trainer: Emily Cleaver

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

Cost: FREE

Register: [Online](#) or call 315-782-4900 ext. 237 by 9/28

Child Development and Red Flags

Tuesday November 6 from 6:30-8:30 PM

In this presentation, the basics of child development: milestones, age ranges, and sequence of development are reviewed. We also discuss what to do if a caregiver has a concern about a child's development; how to talk to a parent or family and what the process for referral, evaluation, and identification looks like from the Early Intervention and Preschool perspective.

Trainer: Cori Leshner, Early Childhood Direction Center

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

Cost: FREE

Register: [Online](#) or call 315-782-4900 ext. 239 by 10/31



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 hold sessions in our training space. If you aren't already connected to other providers, we will help spread the word about your training.

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. We look forward to hearing from you!

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 Development, R-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

NEW! What Makes Behavior Challenging?

A child's behavior has meaning and is trying to convey a specific message. It can show a need or want, a lack of stimulation, or a need for more professional assistance. How we respond to a child's behavior is just as important as understanding the reason behind it. During this training we will discuss what makes certain behaviors challenging for adults, what makes them challenging for child care programs, and strategies that can be used to manage these behaviors.

OCFS Topic Areas: CD, R-CDC
CBK Areas: CG&D, F&CR

NEW! Be a Transition Magician!

When you change activities or get ready to go outside, do you notice a tidal wave of challenging behavior? If so, you will benefit from this interactive workshop. We will discuss why transitions are so challenging, evaluate your program environment and schedule, and discover some fun and easy ways to engage children during these tricky times of the day.

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

NEW! Promoting Problem-Solving Skills

Where groups of children are together, conflict isn't far behind. Your responses to everyday disagreements and disappointments can help children learn to solve their own problems. This workshop will provide some simple strategies to empower children, reduce challenging behavior, and create more peaceful, happy moments in your program.

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

You Can't Lose Your Temperament

Do you have a child in your program who changes the entire mood of the program when they arrive? Have you wondered why some children are laid-back and others are more sensitive to their environment? Let's discuss the nine different temperament traits and three temperament types to help you gain greater understanding of how these inborn characteristics affect the behavior of children and adults.

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

Child Development Topics

NEW! Creating Developmental Portfolios

Tracking a child's development is an important step to providing them with appropriate learning activities and exploration experiences. We use our knowledge from observations, interactions, pictures, and families to create a supportive environment for children where they are able to thrive. During this training we will look at how easy it can be to organize a developmental portfolio for each child that can also be given to parents as a keepsake of their child's development.

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

Big Body Play

The rough-and-tumble play that young children seem to crave can present challenges in group settings. But can this type of vigorous physical play be a good thing? In this workshop we will weigh the benefits and risks of roughhousing and examine environments that support safe big body play.

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

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 cues, and more!

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

Program Development Topics

NEW! What is DAP?

This little acronym gets thrown around a lot, but what does it actually mean? Let's take a step back to talk about the basics of *Developmentally Appropriate Practice*, how young children learn and develop, and your role as an early childhood professional. Whether this is a refresher or the first time you've thought about DAP in your program, this workshop is for you!

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

Navigating Conflict

The last time you faced conflict, was it a positive experience? This workshop presents an opportunity for you to evaluate your values and beliefs, and consider how they impact the way you respond to conflict. As a group, we will examine cooperative strategies we can all use to navigate conflict in our lives.

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

Communicating with Families

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 and materials using the Environment Rating Scale 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

Curriculum Development Topics

NEW! How to Incorporate Loose Parts into Your Program

Using loose parts has become an essential piece to providing STEM opportunities for young children. While there are many benefits to allowing children to be creative with such materials, it can be overwhelming when first introducing them into a program. During this training we will look at what it means to have loose parts, identify different materials that are appropriate for different age groups, and discuss how you can introduce this type of play into your program.

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

NEW! The Importance of Play

We know that children learn through play, but what exactly are they learning? In this workshop you will have the chance to evaluate play in your program, consider the learning opportunities that are provided through child-directed play, and identify the ways that play supports the development of important skills.

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

Purposeful Planning

Young children 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 meaningful learning opportunities.

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

Safety and Regulations Topics

NEW! Emergency Preparation and Response

Participants in this individualized workshop will be guided through an interactive planning session and will evaluate current emergency response procedures. Through discussion we will identify where changes may be necessary and brainstorm effective strategies to ensure safety in emergency situations.

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

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

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

NEW! How to Respond to Biting

Biting is a normal part of development for children. It is used to convey how a child is feeling or a need or want. Biting can also be frustrating when we don't know why the biting is happening or how to prevent it. In this training we will look at why young children bite, how to respond in an appropriate way and discuss specific strategies that can be done to help prevent a child from biting. This can also be a stressful time for parents, making communication strained or tense. Along with strategies for preventing and responding to biting, we will also discuss how to approach parents in a positive way that supports them and their child.

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

NEW! Brain Development

The development of the brain is influenced by many factors, including a child's relationships, experiences and environment. Learn about your role in supporting each child's brain development and fun ways you can support each stage that can also be shared with parents!

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

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

Health and Safety Training

Caring for children in family day care or group family day care program is a big responsibility. The health and safety of children in care is the highest priority for both the provider and for the New York State Office of Children and Family Services (OCFS).

Health and Safety training is developed by the Early Childhood Education and Training Program in collaboration with OCFS. Jefferson-Lewis Childcare Project staff are approved to deliver this training for *Family and Group Family Providers, Day Care Center and School Age Program Staff, and Day Care Center and School Age Program Directors*.

You may search for Health and Safety Training at www.ecetp.pdp.albany.edu. Click on "Health and Safety" to locate training near you, or call 315-782-4900 ext. 239 to inquire about upcoming sessions at Community Action Planning Council.

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. You may also contact EIP at eip@pdp.albany.edu or 800-295-9616.

Technical Assistance and Consultation

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.



Services we offer 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!

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/ or call 782-4900 ext. 239.

Provider Facebook Group!

All Family and Group Family providers are encouraged to join our closed Facebook group at 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!



Early Childhood Professionals Discount Program

Community businesses have joined JLCP to offer special recognition to early childhood professionals working in a registered or licensed program. For a list of partners visit www.capcj.org/programs/jlcp/early-childhood-professionals/. For more information, please call Emily at 315-782-4900 ext. 237.

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/. 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
Katie Aikanoff
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

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



A program of
COMMUNITY ACTION PLANNING COUNCIL

*We will be closed on
9/30, 10/8, 11/12,
11/22-23, 12/7, 12/24-
25, 1/1, 1/21, and 2/18*

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

JLCP is a member of





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Workshop Registration and Membership Form

Find complete workshop details online at 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 Other: | | | |
| 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 | |
| Super Saturday: Connecting with Children to Extend Learning | 10/20/18 | 9:00-2:30 | \$30 | | |
| Optional Super Saturday lunch: Pizza, veggies and fruit | ____ Yes, please ____ No, thank you | | \$5 | | |
| | | | | | |
| | | | | | |
| JLCP Membership (optional). Please select: | 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 | | | | |

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. You may also contact EIP at eip@pdp.albany.edu or 800-295-9616.

Form and full payment must be received at least 3 business days before workshop, unless otherwise stated in description.

Mail completed form and payment to: Community Action Planning Council, 518 Davidson Street Watertown, NY 13601