



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

Spring 2019



Save the Date

Child Care Provider Appreciation Day

*Jefferson-Lewis Childcare Project
invites all providers and program staff
to attend a special celebration!*

Thursday, May 9 from 6:00-8:00 PM

*Savory Downtown
300 Washington Street, Watertown*

We look forward to celebrating with you!

Early Childhood Professional Card 2019 Participating Businesses

Reczko's Dough

Reczko's Crafts

Eye Crave

Cheney Tire

Europe Cakes

OD Greene Lumber

Paint it! Pottery

KDM Kustoms

Home Deli Pizza and Subs

Maynestream Photography

Edible Arrangements

Cabana Bay Tanning

Johnny D's

Sudsy Ewe

Mt. Sugar Rush and More

Abbey Carpet

Vigilante Yoga

Heidi's Barber and Beauty

Tuggers Grill Bar & Campground

MERSage

Edible Arrangements

Ramsey's Pizzeria



Learn more about this program at capcjc.org/programs/jlcp/early-childhood-professionals/
or call 315-782-4900 ext. 237

Every Child, Quality Care

Upcoming Workshops at Community Action Planning Council

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

Heartsaver® Pediatric First Aid CPR AED: American Heart Association

Saturdays 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

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****



Baby Signing

Wednesday March 13 from 6:00-8:00 PM

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.

Trainer: Emily Cleaver

OCFS Topic Areas: PD

Cost: FREE

Register: [Online](#) or call 315-782-4900 ext. 237 by 3/8



Supporting Development through Yoga

Wednesday March 20 from 6:00-8:00 PM

Yoga has many benefits for young children while also being fun and engaging. During this training we will look at how yoga can be used during daily play and routines to support an infants physical, social and language development.

Trainer: Emily Cleaver

OCFS Topic Areas: CD, PD

Cost: FREE

Register: [Online](#) or call 315-782-4900 ext. 237 by 3/15



Child Abuse and Shaken Baby Syndrome: Focus on Prevention

Thursday March 28 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

Cost: FREE

Register: [Online](#) or call 315-782-4900 ext. 239 by 3/25



Upcoming Workshops at Other Locations

The following Tailor-Made Training sessions have been requested by providers and are scheduled at a time and place that works best for them. Space is limited based on location. For more information or to register for any of these workshops, please contact Angie at 315-782-4900 ext. 239 or avanwormer@capcj.org.

Promoting Problem-Solving Skills

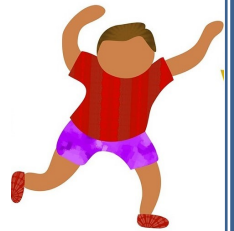
Thursday March 14, 6:30-8:00 PM in Philadelphia

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

Cost: FREE

Register: 315-782-4900 ext. 239 by 3/11



Legal and Insurance Issues for Family Child Care Providers

Thursday April 4 from 6:30-8:00 PM in Lowville

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 checklist and purchasing adequate insurance. We will also review strategies for resolving custody disputes and protecting privacy.

OCFS Topic Areas: BZ, PD

Cost: FREE

Register: Call 315-782-4900 ext. 239 by 4/1

Communicating with Families

Thursday April 25 from 6:30-8:00 PM in Lowville

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

Cost: FREE

Register: Call 315-782-4900 ext. 239 by 4/22



***Contact us for a complete list of Tailor-Made Training topics
and to schedule a workshop at your program or at
Community Action Planning Council.***

[Click here to go to our online training request form!](#)

Recipes for Disaster: Keeping Food Safe in Child Care

Wednesday May 22 from 6:00-8:30 in Lowville

Shop, transport, store, prepare, serve. Have you ever stopped to think about how many times food is handled before it gets to a child's plate? This eye-opening and interactive workshop will share a four step process for maintaining the safety of food you serve to young children. Join us as we explore strategies that will help prevent food-borne illness.

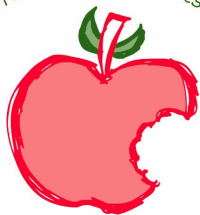
Trainer: Vickie Brownell

OCFS Topic Areas: NH

Cost: FREE

Register: [Online](#) or call 315-782-4900 ext. 289 by 5/17

Where Healthy Eating Becomes a Habit



CHILD & ADULT CARE FOOD PROGRAM

This workshop satisfies the annual training requirement for CACFP-participating FDC/GFDC providers.

Tailor-Made Training

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. We will develop training around your interests and schedule it at a time that works for you. 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.

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

Color Key

Blue: Behavior/Guidance Green: Program Development Purple: Child Development Gray: Safety/Regulations
Orange: Curriculum Development Yellow: Business Pink: Infant/Toddler

Be a Transition Magician!

When you change activities or get ready to go outside, do you notice a tidal wave of challenging behavior? In this workshop we will discuss why transitions are so challenging, evaluate your 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

Creating Developmental Portfolios

Tracking a child's development is an important step to providing them with appropriate learning activities and experiences. We use our knowledge from observations and interactions 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

Marketing Matters

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

OCFS Topic Areas: BZ, PD, SS

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

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 brain development and fun ways you can support each stage that can also be shared with parents!

OCFS Topic Areas: CD, PD

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

Legal and Insurance Issues in Family Child Care

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 checklist and purchasing adequate insurance. We will also review strategies for resolving custody disputes and protecting privacy.

OCFS Topic Areas: BZ, PD

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 daily routines.

OCFS Topic Areas: CD, PD

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

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

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

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 challenges, develop strategies, and design plans to ensure children are always supervised.

OCFS Topic Areas: PD, R-CDC, SS

Big Body Play

The rough-and-tumble play that young children crave can present challenges in group settings. 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

For a complete list of topics or to discuss training details, please contact us!

Angie: 315-782-4900 x 239 or avanwormer@capcjc.org Emily: 315-782-4900 x 237 or ecleaver@capcjc.org

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 45 providers from all over Jefferson and Lewis Counties in this group!



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.

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!

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.

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 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.



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.



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Workshop Registration and Membership Form

Find complete workshop details online at www.capcc.org/lhcp/training. Please complete all sections carefully. Only one form may be submitted per person.

Participant Information											
Name											
Address											
Phone											
Program Name											
I would like to receive emails from JLCIP: Yes No Already do How did you hear about the workshop(s)? Mailing Email Flyer Website Employer Friend JLCIP Staff											

Workshop Registration					
Title	Date	Time	Cost	Amount Included	
JLCP Membership (choose level):	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/. 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
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Matt Summers
Samantha Rennie
Angie VanWormer
Emily Cleaver
Vickie Brownell

Taina Roper

JLCP Director, Ext. 240
Parent Services Manager, Ext. 253
Registration Specialist, Ext. 279
Registration Supervisor, Ext. 230
Registration Manager, Ext. 229
Provider Services Specialist, Ext. 239
Provider Services Coordinator, Ext. 237
CACFP Coordinator, Ext. 289
CACFP Manager, Ext. 231
LE Enrollment/Subsidy Manager, Ext 306



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
April 19, May 27, and
June 7*

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

JLCP is a member of

