

Dear Providers,

Attached you will find Part 2 (January-May, 2018) of the trainings Robeson County Partnership for Children, Inc. (RCPC) will provide the remainder of this year. On the attached calendar you will find information concerning the cost and location of each training.

Please read the training policies carefully to ensure that you register for the trainings you and your staff need. If you have any questions or concerns about the training policies please feel free to call Emily Evans at (910-738-6767 ext. 295).

Thank You,

# Sandra Newkirk

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Quality Enhancement Specialist



**Robeson County Partnership for Children, Inc. Training Policies**

* In order to register for a training, the registration form and payment must be returned by the registration deadline. Your registration payment holds your space. Please register as early as possible. Your name will not be added to the list of participants until payment has been received.
* Please make copies of the registration form and turn them in with the registration.

1. Individual participants can submit a registration form and payment for one or more trainings.
2. Directors may turn in one registration form and payment for multiple participants. Please attach a list of participants with contact numbers for everyone on the registration form. **Fees are non-refundable.** Directors are allowed to substitute another individual if original participant is not able to attend the specific training. (EX: 5 people are signed up for *ITS SIDS*. If one individual cannot attend then you can substitute another individual if requested by 2:00 p.m. on the day of the training. Please be reminded, your fee will not be refunded if 5 participants do not attend).

* Payment for trainings will **not** be accepted at the door.
* Registration fees will be accepted in the form of cash, check, credit card or cashier’s check.
* Fees are **non-refundable** unless the class is cancelled. Trainings may be cancelled if fees are not collected from at least 10 recipients. You will be notified in advance of any cancellations.
* If a training is full or your registration and payment is received in the mail after the deadline, you will be notified by telephone. No other confirmation will be sent.
* Arrive on time for all trainings. If you are **more than 15 minutes** late, you may stay but **will not receive credit** for the training.
* Please be respectful of others. Refrain from having conversations with neighbors or using cell phones during training sessions. The trainer reserves the right to ask any disruptive individuals to leave and credit will not be given.
* Children and/or other non-registered guests are **not** allowed to attend training events.

* Our trainings are learning environments. It is your responsibility to come prepared with pen and paper.
* One training certificate will be provided for each training. Please make copies for employment and/or personal use. RCPC will charge a $3.00 fee to re-print any training certificates.
* All training events will follow the Robeson County government offices cancellation for inclement weather.

#### Training Opportunities

In order to register for a training, you must return the registration form and payment by the registration deadline. Your registration payment holds your space. Please submit your registration as soon as possible.

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| January 2018 | | |
| Thursday, Jan 11 & Thursday, Jan 25  6:30 p.m. - 8:30 p.m. Robeson County Partnership for Children, Inc.  (RCPC) | **Emergency Preparedness and Response**  **(5 CHC) Trainer: Robin McLean**  (Limited to only 1 participant per center)  This training is specifically for employees who will be creating the new Emergency Preparedness plan for their center. | Cost: $15 per person  Registration Deadline:  December 21  Participants must attend both trainings in order to receive credit |
| **February** | | |
| Saturday, Feb 3  9:00 a.m. – 12:00 noon  RCPC | **CPR/First Aid (No CHC provided)**  **Trainer: John Carroll**  Participants will complete the American Heart Association requirements to receive a certification in CPR and First Aid. Participants will receive a CPR/First Aid Certification card, but no Contact Credit Hours. | Cost: $15 per person  Registration Deadline:  January 19 |
| Thursday, Feb 8  6:30 p.m. – 8:30 p.m.  RCPC | **Caring for Infants and Children with Seizures in Child Care (2 CHC)**  **Trainer: Dr. Sharon Ware**  This workshop will cover the role and responsibilities of caring for an infant, toddler, or young child with a seizure disorder. Participants will learn the signs and symptoms of seizures and how to document accordingly, how to administer seizure control medications, create a policy regarding care of children with special health care needs within the child care center environment, and identify the  side effects of seizure medications and potential side effects of the medication | Cost: $10 per person  Registration Deadline:  January 25 |
| Tuesday, Feb 20  6:30 p.m. – 8:30 p.m.  RCPC | **ITS SIDS (2 CHC)**  **Trainer: Cynthia Lester**  This training will cover the NC Safe Sleep guidelines including safe practices, sleep charts, and room environment | Cost: $10 per person  Registration Deadline:  February 6 |
| Thursday, Feb 22  6:30 p.m. – 8:30 p.m.  Robeson Community College (RCC)  Workforce Development Building | **Toxic Stress and Its Impact on Children**  **(2 CHC) Trainer: Karen Walker**  Some stress is good for us – it keeps us attentive, sharp, productive, learning, etc. But toxic stress affects brain development. This training will help participants understand the difference between “tolerable’ and “toxic” stress. | Cost: $10 per person Registration Deadline: February 8 |
| March | | |
| Thursday, March 8  6:30 p.m. – 8:30 p.m.  RCPC | **Asthma and Allergies in Child Care (2 CHC)**  **Trainer: Dr. Sharon Ware**  This training is designed to help early childhood educators learn to manage asthma and allergies in a child care environment. Participants will learn the signs and symptoms of asthma and allergies, how to create an environment low of allergens and asthma triggers, create a policy for asthma and allergies within the child care center environment, learn what to do in the event of anaphylactic reaction, when to call 911 and when and how to fill out Incident and Error Report forms. | Cost: $10 per person  Registration Deadline:  February 22 |
| Saturday, March 17  8:30 a.m. - 12:30 p.m.  RCC | **Playground Safety**  **(4 CHC) Trainer: Cynthia Lester**  This training will help childcare providers become more aware of the potential hazards and safety issues within the playground and outdoor play equipment and provide ways to prevent childhood  injuries. Emphasis will be placed on meeting state guidelines. | Cost: $15 per person  Registration Deadline:  March 2 |
| **April** | | |
| Saturday, April 7  9:00 a.m. - 12:00 noon  RCPC | **CPR/First Aid (No CHC provided)**  **Trainer: John Carroll**  Participants will complete the American Heart Association requirements to receive a certification in CPR and First Aid. Participants will receive a CPR/First Aid Certification card, but no Contact Credit Hours. | Cost: $15 per person  Registration Deadline:  March 23 |
| Wednesday, April 11  6:30 p.m. - 8:30 p.m.  RCPC | **ITS SIDS (2 CHC)**  **Trainer: Cynthia Lester**  This training will cover the NC Safe Sleep guidelines including safe practices, sleep charts, and room environment. | Cost: $10 per person  Registration Deadline:  March 28 |
| May | | |
| Tuesday, May 1  6:30 p.m. - 8:30 p.m.  RCC  Workforce Development Building | **Helping Children Develop Language and Reasoning skills (2 CHC)**  **Trainer: Pam Palanza**  Take advantage of daily interactions with children to enhance language development and reasoning skills. Describe and ask questions – two key elements in expanding vocabulary and teaching children how to problem solve. This training is also a focus on high quality interactions as required by the Early Childhood Environment Rating Scales  Revised Edition. | Cost: $10 per person  Registration Deadline:  April 17 |
| Tuesday, May 8  6:30 p.m. - 8:30 p.m.  RCC  Workforce Development Building | **Listening and Talking to Infants and Toddlers**  **(2 CHC)**  **Trainer: Pam Palanza**  Infants and Toddlers communicate through gestures, expressions and sounds. Adequately interpreting those communications can help you meet the child’s needs and make them more comfortable in their environment. Participants will learn how to use a range of simple, exact words in communicating with children. This training is also a focus on high quality interactions as required by the Infant/Toddler Environment Rating Scales  Revised Edition. | Cost: $10 per person  Registration Deadline:  April 24 |