

Dear Providers,

Attached you will find Part 1 (August-December) of the trainings Robeson County Partnership for Children, Inc. (RCPC) will provide this year. The Part 2 training calendar will be mailed out in late November. 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 Donna Hall or Diana Strickland at (910-738-6767).

Thank You,

Sandra Newkirk

Sandra Newkirk

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.

1. Directors may turn in one registration form and payment for multiple participants**.** Attach a list ofparticipants with contact numbers for each 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 Lesson Planning. 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 training is canceled. Trainings may be canceled 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 by 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 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. We expect each participant 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 class, you must return the registration form and payment by the registration deadline. Your registration payment holds your training space. Please submit your registration as soon as possible.

|  |
| --- |
| **August** |
| Tuesday, Aug 296:30 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 personRegistration Deadline: August 25 |
| **September** |
| Saturday, Sept 29:00 a.m.-12:00 noonRCPC | **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 personRegistration Deadline: August 18 |
| Tuesday, Sept 126:30 p.m.-8:30 p.m.RCPC | **Bloodborne Pathogens (2 CHC)****Trainer: John Carroll**Participants will learn about bloodborne pathogens and standards for prevention of the spread of infections. | Cost: $10 per personRegistration Deadline: August 29 |
| Saturday, Sept 168:30 a.m.-1:00 p.m.RCPC | **Medication Administration (4.5 CHC)****Trainer: Robin McLean**Attendees will receive a comprehensive overview of rules in regard to medication administration in the child care setting. | Cost: $15 per personRegistration Deadline:September 1 |
| **October** |
| Thursday, Oct 56:30 p.m.-8:30 p.m.RCC | **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.  | Cost: $10 per person Registration Deadline:September 21 |
| Tuesday, Oct 106:30 p.m.-8:30 p.m.RCPC | **An Overview of the Early Childhood Environment Rating Scale- Revised Edition (ECERS-R) (2 CHC)****Trainer: Sandra Newkirk** | Cost: $10 per person Registration Deadline:September 26 |
| Saturday, Oct 218:30 a.m.-12:30 p.m.RCPC | **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 personRegistration Deadline: October 6 |
| **November** |
| Thursday, Nov 26:30 p.m.-8:30 p.m.RCC | **Helping Children Develop Language and Reasoning Skills (2 CHC)** **Trainer: Pam Palanza**Take advantage of daily interactions with children to enhance their language development and encourage growth in their reasoning skills. Describe and ask questions – two key elements in expanding vocabulary and teaching children how to problem solve. Join us as we explore the possibilities. | Cost: $10 per personRegistration Deadline: October 19 |
| Tuesday, Nov 76:30 p.m.-8:30 p.m.RCC | **Staying on Track (2 CHC)** **Trainer: Karen Walker**Why are daily classroom routines and schedule so important in the daily lives of teachers and young children?  How does following a consistent daily schedule with embedded routines support the social and emotional development of the children in your class?  What can we do to help children ‘stay on track’ as they move through a typical preschool day?  Through this training, you will receive answers to these questions and develop a deeper understanding of the role of schedules and routines in supporting healthy social-emotional development for all children.   | Cost: $10 per personRegistration Deadline: October 24 |
| Tuesday, Nov 146:30 p.m. - 8:30 p.m.RCPC | **An Overview of the Infant Toddler Environment Rating Scales-Revised Edition (ITERS-R) (2 CHC)****Trainer: Sandra Newkirk** | Cost: $10 per personRegistration Deadline:October 31 |
| **December** | **Asthma in Childcare (2 CHC)****Trainer: Robin McLean**Attendees review rules and standards in regard to children with special healthcare needs, with an emphasis on asthma and care plans for children.  |
| Saturday, Dec 29:00 a.m.-12:00 noonRCPC | **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 personRegistration Deadline: November 17  |