

Training Calendar

- ▶ Registration and payment are required in advance for all classes
- ▶ Save 10% when you register online at www.howardcountymd.gov/training
- ▶ To register by phone or for additional information, call 410-313-1442



JAN • FEB • MAR • APR 2017

Workshops are held at the Office of Children and Families
3300 N. Ridge Road, Suite 360, Ellicott City, MD 21043, unless otherwise noted.

JANUARY

More Literacy + More Math = Much More Fun

Mon., Jan. 9 / 6:30 - 9:30 PM / \$28

S. Peyser / 3 hrs CUR

Developing an engaging and fun curriculum is easy when math and literacy activities are combined throughout the day. Using current math standards as a foundation, this workshop will engage participants in hands-on materials to develop a deeper understanding of the domain. Children's literature will also be explored, with activities to demonstrate integrating the domains in a unique way to engage all learners.



Multiple Intelligences: Discovering Gifts & Empowering Children

Thurs., Jan. 12 / 6:30 - 9:30 PM / \$28

N. Pierre / 3 hrs (1 CUR, 2 SN)

Every child learns in a different way. Some children learn best by listening (auditory), some learn best by seeing (visual), and some learn best by doing (kinesthetic). Learn ways to promote learning environments that meet the needs of all children.

Including All Children and the ADA

Wed., Jan. 18 / 6:30 - 9:30 PM / \$28

C. Bethke / 3 hrs SN

Including all children in your child care program can be challenging if you don't understand what you are required to do. Come explore the requirements of ADA for early care programs, examine best inclusionary practices and learn about resources which can support you and your families.

Supporting Breastfeeding in Child Care

Thurs., Jan. 19 / 6:30 - 7:00 PM / \$5

Session meets the training requirements for the MSDE regulation regarding supporting breastfeeding in child care. Receive ideas to welcome breastfeeding families in your program and resources to support nursing mothers and their babies.

SIDS: Sudden Infant Death Syndrome

Thurs., Jan. 19 / 7:00 - 9:00 PM / \$20

J. Johnson / 3 hrs (2 HSN)

SIDS is the sudden, unexplained death of a healthy infant under 12 months. The cause of SIDS is unknown, but there are ways to make babies in your care safer. A SIDS class is required for family child care applicants and for any family provider seeking to become licensed for infant care.

Sensory Sensitivity

Wed., Jan. 25 / 6:30 - 9:30 PM / \$28

B. Egerton / 3 hrs (2 SN, 1 CUR)

Gain a greater understanding of sensory integration and how sensory issues can impact all children, especially those with autism spectrum disorders. Learn sensory activities that will assist children to be successful in their learning environments.

NEW! Fit From the Start

Thurs., Jan. 26 / 6:30 - 9:30 PM / \$28

C. Lothen-Kline / 3 hrs (1.5 HSN, 1.5 CUR)

Preventing childhood obesity starts with a foundation of healthy eating habits. Participants will learn current information related to childhood obesity and strategies to encourage healthy eating habits and movement in young children.

Infant/Child and Adult CPR/AED Certification

Sat., Jan. 28 / 8:00 - 10:30 AM / \$40

Certification Only - Approved for Licensing / 1st Alert

Certified by the American Heart Association and valid for two years. Approved for child care licensing.

First Aid Certification

Sat., Jan. 28 / 10:45 - 1:15 PM / \$40

Certification Only - Approved for Licensing / 1st Alert

Certified by the American Heart Association and valid for two years. Approved for child care licensing.



Training Calendar

NEW! Building Classroom Communities

Mon., Jan. 30 / 6:30 - 9:30 PM / \$28

S. Peysler / 3 hrs (1.5 CUR, 1.5 COM)

In a supportive classroom community, teachers and children come to know and care about each other and develop mutual regard and concern for each other, so that everyone can learn and grow. This workshop explores the elements of a caring classroom community along with practical strategies to create a personalized action plan for building a classroom community in your program.

Creating a Compassionate Classroom

Tues., Jan. 31 / 6:30 - 9:30 PM / \$28

J. Lentz / 3 hrs (2 CUR, 1 CD)

Creating a caring early childhood environment reduces the need for children to assert themselves through negative behavior such as teasing and bullying. It is essential to address this undesired behavior before it takes root and grows. Learn strategies to create safe and compassionate environments where all children feel welcome, accepted and respected.

FEBRUARY

Project Security Blanket

Thurs., Feb. 2 & 9 / 6:30 - 9:30 PM / \$15

J. Johnson / 6 hrs (3 PRO, 3 HSN)

Develop a comprehensive plan to follow when a disaster occurs. Natural disasters, medical emergencies, technological hazards and family and community concerns will be covered. Ensure that your plan addresses special needs, notifying parents, sheltering, resources, evacuation and more! **Must attend both nights to receive credit.**



Anti-Bias/Cultural Competence Awareness

Mon., Feb. 6 / 6:30 - 9:30 PM / \$28

N. Pierre / 3 hrs COM

Understanding diversity and inclusion is an important part of providing high quality child care. Gain a greater understanding of the value of a child's family and community dynamics while identifying materials and activities which promote children's self-esteem and foster an appreciation of similarities and differences.

Inclement Weather Cancellations

Howard County Office of Children and Families follows the Howard Community College inclement weather policy

To receive immediate notification of cancellations, sign up for

HCC Mobile Alerts www.howardcc.edu

Updates are also available at 410-313-1940 and at www.howardcountymd.gov/children

Including All Children and the ADA

Tues., Feb. 7 / 6:30 - 9:30 PM / \$28

B. Egerton / 3 hrs SN

Including all children in your child care program can be challenging if you don't understand what you are required to do. Come explore the requirements of ADA for early care programs, examine best inclusionary practices and learn about resources which can support you and your families.

Strategies for Monitoring Media & Maximizing Movement

Wed., Feb. 8 / 6:30 - 9:30 PM / \$28

C. Lothen-Kline / 3 hrs HSN

Promoting health and wellness is an important aspect of a child care program. Learn skills to promote healthy habits within your childcare setting, and ways to educate and support others. Topics will include developing wellness policies, including technology in a healthy way and talking with families about sensitive health issues.

Medication Administration

Sat., Feb. 11 / 8:30 AM - 3:00 PM / \$55

C. Kemp / 6 hrs HSN

This MSDE-designed workshop will teach providers what they need to know when administering medication to children. Learn how to give oral, topical, inhaled and emergency medicines to infants and children; how to keep accurate records; regulations for hygiene, safety and measurement. **Please bring a bagged lunch.**

But He Hit Me First

Mon., Feb. 13 / 6:30 - 9:30 PM / \$28

C. Bethke / 3 hrs (2 CD, 1 SN)

Examining our own attitudes about early childhood and how discipline influences a child's development and self-control is an important part of any provider's professional growth and development. Explore positive discipline and develop strategies to implement in your program which are sensitive and responsive to each child's individual needs.

On Track: All Aboard for Developmental Progress

Wed., Feb. 15 & 22 / 6:30 - 8:30 PM / \$35

J. Lentz / 4 hrs (2 PRO, 2 CD)

Join us for an overview of the developmental screening tools and the benefits of using one. A review of the MSDE/OCC regulation, effective communication with families and the referral process will be addressed. Discuss how to choose a developmental screening tool, appropriate collection of information regarding children and the on-going process of screening children. **Must attend both sessions to receive a certificate.**



Training Calendar

Introduction to Observation and Assessment

Thurs., Feb. 16 / 6:30 - 9:30 PM / \$23

S. Peyser / 3 hrs CD

Asking questions, building relationships and making purposeful decisions can help you become more responsive. Discuss and practice important observation and assessment skills and learn how to reflect on what children are thinking, feeling and learning.

Infant/Child and Adult CPR/AED Certification

Sat., Feb. 25 / 8:00 - 10:30 AM / \$40

Certified by the American Heart Association and good for two years. Acceptable for child care licensing.

First Aid Certification

Sat., Feb. 25 / 10:45 AM - 1:15 PM / \$40

Certified by the American Heart Association and good for two years. Acceptable for child care licensing.

CPR and First Aid Re-Certification

Sat., Feb. 25 / 1:30 - 5:00 PM / \$80

If your First Aid and CPR certifications are current and unexpired, you may attend this brief re-certification course. This workshop will review and test skills for both First Aid and Infant/Child and Adult CPR under the American Heart Association; certification is good for two years.

MARCH

Center Aide Orientation

Wed., Mar. 1 / 6:30 - 9:30 PM / \$28

T. Harris / 3 hrs PRO

As a new Aide in the world of child care, there is a lot to know about your new career! Learn strategies for appropriate supervision, get tips on to communicate professionally with parents and discuss the ins and outs of child care. This workshop meets the Center Aide Orientation requirement.

MSDE Accreditation: Orientation

Wed., Mar. 1/c 1:00 - 3:00 PM / FREE

J. Johnson / 2 hrs PRO

Overview of the early childhood accreditation and validation process. Become acquainted with standards, focus areas, supporting documents, self-appraisal and rating process. Learn about the validation process and discuss selecting a self-appraisal team. This workshop is required for child care centers pursuing MSDE Accreditation. For additional information regarding MSDE Accreditation, please contact Joan Johnson, 410-313-1432 or email jmjohnson@howardcountymd.gov.

Launch Into Learning School Readiness Series

Introducing a unique new training partnership between Howard County Public Schools (HCPSS) and the Howard County Office of Children and Families (OCF). The Launch Into Learning School Readiness Series, facilitated by HCPSS staff, focuses on what kindergarten readiness looks like and how early care and education professionals can support young children and families from birth to kindergarten.

Each session focuses on a specific domain of learning that is aligned with the NEW Maryland standards to ensure the children in your program have support in all areas of development. Participants will learn effective strategies, activities and resources to support children and their families.

Participants that complete all six sessions will receive a completion certificate from HCPSS to market their participation to child care families.

Launch Into Learning Series - \$65, 12 hours (6 CUR, 6 CD)

Instructors will be HCPSS Staff

All sessions will be held on Tuesdays from 6:30 to 8:30 PM at the Office of Children and Families Training Room located at 3300 North Ridge Rd., Ste. 360, Ellicott City, MD 21043.

Register at www.howardcounty.gov/training for a 10% discount



Training Calendar

Early Learning Assessment ELA

**Sat., Mar. 4 & 11 / 8:30 AM - 3:30 PM / \$50 includes lunch
J. Johnson & N. Pierre / 12 hrs (8 PRO, 4 CD)**

The Early Learning Assessment is a FREE tool through MSDE that was created to monitor a child's progress over time, ensure that children are on the path to kindergarten readiness, and to individualize learning opportunities for children. By using the ELA, programs can align their assessments and instruction with the public school systems standards. The training series is required for educators to access the Early Learning Assessment (ELA) and to use the tool kit in their early childhood program for children age 3-PreK. Participants who register for this training series need previous training in early childhood assessment and observation to successfully complete the series and the assessment. For more information about the ELA, or to register for the training, contact Nikki Pierre, Training Coordinator, at npierre@howardcountymd.gov or 410-313-1923.

Science, You Can Do It Too!

**Mon., Mar. 6 / 6:30 - 9:30 PM / \$28
C. Bethke / 3 hrs CUR**

Science for young children is all about discovery. We facilitate learning when we create a sense of wonder and authentically engage in the process of hypothesis and investigation. It's not about finding the right answer, it's about asking the right questions along the way.

Conflict Resolution Strategies

**Wed., Mar. 8 / 6:30 - 9:30 PM / \$28
T. Green / 3 hrs PRO**

When conflicts arise in child care, it's important to know how to professionally and appropriately address the situation. Come examine what causes conflict, how to prevent conflict, strategies for handling a conflict and ways to build and maintain positive relationships with coworkers, families, and friends.



Working with Mixed Age Groups

**Thurs., Mar. 9 / 6:30 - 9:30 PM / \$28
M. Curran / 3 hrs (2 CD, 1 CUR)**

Working with a group of children who are different ages presents child care providers with unique challenges and opportunities. Learn strategies to overcome challenges, create daily schedules and meet the needs of each child. **Meets first year training requirement of Working with Mixed Age Groups.**

Clean, Green Eating Machine

**Wed., Mar. 15 / 6:30 - 9:30 PM / \$28
C. Lothen-Kline / 3 hrs HSN**

Explore ways to make healthy and sustainable food choices that include green foods and products. Learn how to reduce, reuse, and recycle within your program to promote a healthy body, environment and future for children and families.

An Introduction to ASQ-3 and ASQ Online

**Thurs., Mar. 16 / 6:30 - 9:30 PM / \$28
J. Johnson / 3 hrs (1.5 CD, 1.5 COM)**

Take a more in-depth look at the Ages and Stages screening tool, an approved MSDE tool. Learn how to properly administer the screening and interpret the scoring. Gain confidence to not only administer the tool, but how to discuss this screening tool with your staff and parents.

Medication Administration

**Sat., Mar. 18 / 8:30 AM - 3:00 PM / \$55
C. Fleming / 6 hrs HSN**

This MSDE-designed workshop will teach providers what they need to know when administering medication to children. Learn how to give oral, topical, inhaled and emergency medicines to infants and children; how to keep accurate records; regulations for hygiene, safety and measurement. **Please bring a bagged lunch.**

How to Teach Mindfulness & Relaxation Skills to Children

**Thurs., Mar. 23 / 6:30 - 9:30 PM / \$28
B. Cassels / 3 hrs (1 CUR, 1 CD, 1 SN)**

Participants will learn how to incorporate mindful techniques and activities into their environment to help children feel more relaxed, aware and focused. Participants will experience firsthand how there is a quality of harmony and calm in an environment where mindfulness is practiced. This workshop will be interactive and participants are encouraged to dress comfortably to participate fully in activities such as simple stretches and relaxation techniques.

Infant/Child and Adult CPR/AED Certification

Sat., Mar. 25 / 8:00 AM - 10:30 AM / \$40

Certified by the American Heart Association and good for two years. Also acceptable for child care licensing.

First Aid Certification

Sat., Mar. 25 / 10:45 AM - 1:15 PM / \$40

Certified by the American Heart Association and good for two years. Acceptable for child care licensing.



Training Calendar

Family & Community Partnerships

Mon., Mar. 27 / 6:30 - 9:30 PM / \$28

S. Burke / 3 hrs COM

Gain a greater understanding of the importance of being an advocate for children and families through community partnerships. Participants will increase their awareness of the resources that are available in the community and develop strategies to increase family involvement.

NEW! How to Create a Meaningful Lesson Plan

Wed., Mar. 29 / 6:30 - 8:30 PM / \$20

L. Watson / 2 hrs CUR

Using developmentally appropriate practices when planning lessons for preschool children is an essential skill to master when preparing curriculum. Participants will learn the importance of lesson planning and effective strategies to make learning engaging and meaningful.

On Track: All Aboard for Developmental Progress

Thurs., Mar. 30 & Apr. 6 / 6:30 - 8:30 PM / \$35

J. Johnson / 4 hrs (2 PRO, 2 CD)

Join us for an overview of the developmental screening tools and the benefits of using one. A review of the MSDE/OCC regulation, effective communication with families and the referral process will be addressed. Discuss how to choose a developmental screening tool, appropriate collection of information regarding children and the on-going process of screening children. **Must attend both sessions to receive a certificate.**

APRIL

Building Strength-Based Teams

Mon., Apr. 3 / 6:30 - 9:30 PM / \$28

T. Harris / 3 hrs PRO

Participants will gain a greater understanding of the components of effective communication and how to use effective communication strategies to promote a solid foundation with co-workers. Essential to teamwork is an understanding of what a team is, how to build and maintain a team and what each member contributes to a team.

Positive Child Guidance and Discipline Theory

Wed., Apr. 5 / 6:30 - 9:30 PM / \$28

T. Green / 3 hrs CD

Do you really know what positive discipline is? Do you need some appropriate techniques to use when children exhibit challenging behaviors? Learn how motivation drives behaviors, what positive guidance is all about and how to make it work for all of your children.

Medication Administration

Sat., Apr. 8 / 8:30 AM - 3:00 PM / \$55

C. Kemp / 6 hrs HSN

This MSDE-designed workshop will teach providers what they need to know when administering medication to children. Learn how to give oral, topical, inhaled and emergency medicines to infants and children; how to keep accurate records; regulations for hygiene, safety and measurement. **Please bring a bagged lunch.**

Play...A Young Child's Work

Mon., Apr. 10 / 6:30 - 9:30 PM / \$28

S. Peyser / 3 hrs (1.5 CD and 1.5 CUR)

Children learn through play, so adults need to know how to nurture, facilitate and encourage it! Learn why play is important, how it can promote literacy, the adults' role in play and how you can create social settings to encourage literacy and play.

Understanding ADHD

Tues., Apr. 18 / 6:30 - 9:30 PM / \$28

B. Egerton / 3 hrs SN

Learn what Attention Deficit Hyperactivity Disorder really is and how ADHD is diagnosed. Discuss what you can do to assist a child and family if a child is diagnosed with ADHD/ADD. Learn what the latest research indicates and learn teaching strategies that can assist a child with ADHD.



Taking Learning Outside

Wed., Apr. 19 / 6:30 - 9:30 PM / \$28

C. Bethke / 3 hrs CUR

Gain a greater understanding of how outdoor learning environments and play space can assist with development and learning. Explore activity planning, environment design and material and equipment selection to take your classroom outside.

SIDS: Sudden Infant Death Syndrome & Supporting Breastfeeding in Child Care

Thurs., Apr. 20 / 6:30 - 9:00 PM / \$25

J. Johnson / 2.5 hrs (2 HSN + .5 hrs CT)

SIDS is the sudden, unexplained death of a healthy infant under 12 months. The cause of SIDS is unknown, but there are ways to make babies in your care safer. A SIDS class is required for family child care applicants and for any family provider seeking to become licensed for infant care.

Infant/Child and Adult CPR/AED Certification

Sat., Apr. 22 / 8:00 - 10:30 AM / \$40

Certified by the American Heart Association and good for two years. Acceptable for child care licensing.

First Aid Certification

Sat., Apr. 22 / 10:45 AM - 1:15 PM / \$40

Certified by the American Heart Association and good for two years. Acceptable for child care licensing.

CPR and First Aid Re-Certification

Sat., Apr. 22 / 1:30 - 5:00 PM / \$80

If your First Aid and CPR certifications are current and unexpired, you may attend this brief re-certification course. This workshop will review and test skills for both First Aid and Infant/Child and Adult CPR under the American Heart Association; certification is good for two years.



Playground Safety

Mon., Apr. 24 / 6:30 - 9:30 PM / \$28

J. Lentz / 3 hrs HSN

Enhance your knowledge of playground safety and the role you play in supervision and implementation of safety measures. Identify appropriate materials and equipment, examine appropriately designed and accessible playgrounds and develop strategies to conduct safety checks.

Reporting Child Abuse & Preventing Bullying

Thurs., Apr. 27 / 6:30 - 9:30 PM / \$28

T. Harris / 3 hrs (2 HSN, 1 CD)

Learn how to recognize signs of abuse and how to report suspected abuse in Howard County. Discuss ways you can help prevent abuse in your community.

Medication Administration

Sat., Apr. 29 / 8:30 AM - 3:00 PM / \$55

M. Conway / 6 hrs HSN

This MSDE-designed workshop will teach providers what they need to know when administering medication to children. Learn how to give oral, topical, inhaled and emergency medicines to infants and children; how to keep accurate records; regulations for hygiene, safety and measurement. **Please bring a bagged lunch.**

Current OCC Workshop Training Requirements

Family Child Care - New Applicant (1/1/2016)

- ◆ All six 4-hour Initial Training Modules
- ◆ 6-hour class in Emergency and Disaster Preparedness
- ◆ 6-hour Medication Administration
- ◆ 3-hours Including All Children and the ADA
- ◆ Infant/Child/Adult CPR and First Aid Certifications
- ◆ SIDS: Sudden Infant Death Syndrome and Supporting Breastfeeding in Child Care

Family Child Care - First Renewal Year

(applied for license prior to 2016)

- ◆ 3-hours of training in each of four areas: Child Development, Mixed Age Groups, Health/Safety/Nutrition, and Professionalism
 - ◆ Current First Aid and CPR certifications
 - ◆ 6-additional hours of approved training in any area
- Applicants prior to Jan. 1, 2016, may need other specific training if not taken before registered. Verify requirements with your licensing specialist prior to workshop registration.

Family Child Care - After First Renewal

- ◆ 6 hours of approved Core of Knowledge training
- ◆ 6 additional hours of approved training in any area
- ◆ Current First Aid and CPR certifications

Child Care Center Staff

For current staff staying in the same positions:

- ◆ Aide/Assistant 6 hours per year
- ◆ Child Care Teacher 12 hours per year
- ◆ Child Care Director 12 hours per year

New hires and staff moving to new positions are subject to additional requirements which may include:

- ◆ Center Aide Orientation
- ◆ 9-hour Communication Course
- ◆ Including All Children and the ADA
- ◆ Supporting Breastfeeding in Child Care

Questions about Training Requirements?

- ◆ Contact Joan Johnson, Technical Assistance Specialist at jmjohnson@howardcountymd.gov or 410-313-1432.
- ◆ Contact the Howard County Office of Child Care at 410-750-8771.
- ◆ Contact your county's Child Care Resource Center or the Maryland State Department of Education at MSDE Office of Child Care.

Workshop Registration and Participation Guidelines



REGISTRATION is on a first-come, first-served basis. Payment is required at the time of registration. All receipts are e-mailed to the address provided at registration. This receipt is your confirmation of registration. Reminder emails are a courtesy and should not be viewed as the sole indication of registration. Pre-registration is required for all workshops. Your registration and payment must be received by 4:00 p.m. on the day of the workshop for all weekday workshops (by Friday for weekend workshops). Same-day registrations are accepted online until noon and by phone until 4:00 p.m. if space permits. Call 410-313-1442 (voice/relay) to check availability. Walk-ins will not be permitted to stay in workshops.

PAYMENT TYPES/FEES: You may register online, by phone (credit cards only), by mail or in-person (credit card, check or money order). Credit card charges may appear as ACT*Registration on your statement. There is a \$25 fee for returned checks.

LATE ARRIVALS: Workshops begin at the time stated in the calendar and on your receipt. Plan to arrive 10-15 minutes early to sign in. If you arrive after the workshop begins, you will be asked to leave. You will not be eligible for a certificate, credit or refund.

CERTIFICATES: Certificates will be mailed to participants who attend a workshop within 10 business days. All workshops are open to the public and are approved by the MSDE under training approval number CKO-30733.

CHANGE/CANCELLATION: If you cannot attend a workshop you have registered for, notify us at least 24 hours in advance to receive a credit for future use. Refunds will not be given unless OCF cancels the workshop. If there are extenuating circumstances which require you to cancel, call 410-313-1442 and leave a detailed message. Messages must be left on the day of the workshop to be considered, and are handled on a case-by-case basis. OCF reserves the right to change the location or instructor of a workshop. If a workshop is canceled due to weather, instructor illness, etc., participants will be notified by phone by 4:00 p.m. If possible, the workshop will be rescheduled; participants will be notified by phone or email.

REPLACEMENT CERTIFICATES may be requested by emailing children@howardcountymd.gov or calling 410-313-1442 (voice/relay). There is a \$5 fee per replacement certificate within the past 12 months and \$10 for certificates older than 12 months.

WORKSHOPS DESIGNED FOR ADULTS ONLY
Please make child care arrangements in advance.

This publication was produced as a work for hire for the benefit of, and with funds from, the Maryland State Department of Education.



MARYLAND
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NETWORK
Leading Maryland's
Child Care Resource Centers



Howard County OCF Training Workshop Registration

NAME _____ BIRTHDATE (MM/DD/YY) _____

MAILING ADDRESS _____

PHONES (H) _____ (W) _____ (C) _____

EMAIL _____

POSITION TYPE FAMILY CC CENTER STAFF OWNER/DIRECTOR OTHER _____

WORKSHOP	TITLE DATE	COST
1) _____	_____	_____
2) _____	_____	_____
3) _____	_____	_____
4) _____	_____	_____

Please indicate if you require any special accommodations and our staff will contact you _____

Credit Card No. _____ Exp. Date _____ CVV _____

Name on Card _____

Registration and payment are required in advance for all classes and workshops.

Make Check/Money Order Payable to: Howard County Director of Finance

Mail Form and Total Payment to: Howard County OCF, 3300 N Ridge Rd, Suite 380, Ellicott City, MD 21043