



Child Care
Resource & Referral

■ WILL ■ GRUNDY ■ KENDALL ■ KANKAKEE COUNTIES

July to
December
2019

Provider Training Calendar

"Together we are changing children's outcomes."

**Welcome to Child Care Resource & Referral SDA 5
Serving Will, Grundy, Kankakee, and Kendall Counties**

Child Care Resource & Referral (CCR&R) promotes and facilitates affordable, quality child care through assistance, education and advocacy. Founded in 1991, CCR&R collaborates as part of the Illinois statewide CCR&R system of the Department of Human Services (IDHS). CCR&R is a nonprofit agency providing services to families, child care providers, and employers.

For questions or more information regarding CCR&R please contact:

Valerie Varju, CCR&R Director SDA 5
vvarju@childcarehelp.com or 815-741-1163 Ext. 267

Provider Services

Providing child care is both challenging and rewarding. CCR&R is dedicated to supporting child care professionals. Benefits to providers listed with CCR&R include:

- Information and resources on starting a child care business
- Program referrals
- Training opportunities
- Group training packages
- Technical assistance
- Training and accreditation scholarships
- Quality improvement grants

For all types of training at CCR&R pre-registration and pre-payment is required. Please feel free to contact one of our provider services staff members to enroll.

Ezohn Smith, Training Coordinator
esmith@childcarehelp.com or 815-741-1163 Ext. 355

Debra Wells, Health & Safety Monitor Manager
dwells@childcarehelp.com or 815-741-1163 Ext. 228

Rebecca Kroiss, Infant/Toddler Specialist
rkroiss@childcarehelp.com or 815-741-1163 Ext. 271

Rachel Gabriel, Quality Specialist
rgabriel@childcarehelp.com or 815-741-1163 ext. 250

Professional Development Requirements to Care for Child Care Assistance Program (CCAP) Children

The Illinois Department of Human Services (IDHS) partners with child care providers to serve income eligible families through the Child Care Assistance Program (CCAP). To ensure the health and safety of children, the Federal government is now requiring that providers who receive CCAP payments complete specific child development, health, and safety trainings, and have current CPR/First Aid certifications to receive CCAP payments.

Child care providers receiving CCAP funds **MUST** be members of the Gateways Registry and track their training, Credentials and certifications in the Registry. Registry membership must be renewed every year.

Please visit <https://www.ilgateways.com/professional-development/ccap-providers> or <http://www.dhs.state.il.us/page.aspx?item=87061> for more information.

To register for upcoming CPR and First Aid classes, please contact:

Aarty Singla, Recruitment and Retention Specialist
asingla@childcarehelp.com or 815-741-1163 Ext. 349

Based on funding from the Illinois Department of Human Services, CCR&R offers free CPR and First Aid classes to the following:

- **For Day Care Centers** (licensed/ license exempt), that includes: Director(s), teachers (lead, assistant, aide), support staff *if they have responsibility in a classroom on a regular basis*, student workers.
- **For Day Care and Group Homes** (license / license exempt): the primary caregiver, this is defined as the person that signs the CCAP application asking to be an approved provider.
- **Summer programs** – see listing under Day Care Centers

Please note that registration is on a **first-come basis and spaces are limited**. Priority will be given to the above mentioned positions and current providers. If there is space and priority has been given to required attendees, registration will be extended to new providers and day care home assistants.

For questions regarding requirements for [Licensed Exempt Child Care Providers](#) please contact:

Debra Wells, Health & Safety Monitor Manager
dwells@childcarehelp.com or 815-741-1163 Ext. 228

ExceleRate Illinois: Quality Rating Improvement System (QRIS)

ExceleRate Illinois includes Illinois Department of Children and Family Services (IDCFS) Licensed Child Care Centers, Licensed Family Child Care Homes, Illinois State Board of Education (ISBE) Preschool for All and Center-Based Prevention Initiative Programs, Head Start/Early Head Start Programs, and Chicago Public School Preschool Programs.

Early learning and development programs operate in different settings and demonstrate their quality in various ways, including compliance with licensing standards, federal and state grant requirements, and accreditation systems. ExceleRate Illinois focuses on programs individually, by allowing programs to meet consistent standards through providing different forms of evidence.

ExceleRate Illinois offers distinctive benefits for early learning and development programs, including:

- It details a process for making quality an ongoing priority.
- It keeps providers focused on whole child development.
- It clearly defines a consistent set of standards for quality improvement.
- It enables providers to focus on the individual quality issues that are most relevant to their practices.
- It recognizes and rewards a wide variety of quality improvement achievements.
- It helps providers access and stay current with emerging research, best practices and information and training resources.
- It connects providers with expert consultants and assessment professionals.

Ultimately, Illinois children will reap the rewards from a state wide system that stresses quality in early learning and development programs and prepares them for success in school and life.

For more information please visit <http://www.exceleRateillinoisproviders.com/>.

Interested in learning more about ExceleRate Illinois or need technical assistance for your licensed child care? Please reach out to one of our consultants:

Rachel Gabriel, Quality Specialist
rgabriel@childcarehelp.com or 815-741-1163 Ext. 250

Rebecca Kroiss, Infant/Toddler Specialist
rkroiss@childcarehelp.com or 815-741-1163 Ext. 271

Child Care Program Quality Improvement Funds

Based on available funding, CCR&R offers funds to support continued quality improvement for child care programs. Quality Improvement Funds are designed to assist child care programs to improve program quality and achieve/advance an ExceleRate Illinois Circle of Quality. Funds are provided by the Illinois Department of Human Services (IDHS).

Quality Rating & Improvement System (QRIS) Cohorts

Two cohort groups will be offered throughout the 2020 fiscal year for programs working to improve the quality of care and working towards or maintaining an ExceleRate Illinois Circle of Quality. Upon completion of the cohort requirements and the program's self-assessment, programs may request funds to help achieve objectives noted on the program's Continuous Quality Improvement Plan (CQIP).

Training Stipend

Licensed child care programs working towards achieving or maintaining an ExceleRate Illinois Circle of Quality may apply for an ExceleRate Illinois training stipend. The stipend is available for ExceleRate Illinois Circle of Quality required trainings.

Professional Development Funds

Professional development funds are designed to support individual pursuit of professional development in early care and education. Funding is also available for the following credentials:

- CDA (Child Development Associate)—Council for Professional Recognition
- CCP (Child Care Professional)—National Child Care Association
- Illinois Gateways to Opportunity Early Childhood Education Credential (ECE) Levels 2-6
- Illinois Gateways to Opportunity Directors Credential (IDC)
- Illinois Gateways to Opportunity Infant Toddler Credential (ITC)

Accreditation Assistance

Accreditation is a voluntary process that provides child care programs the opportunity to examine their services based on recognized standards of high quality. The Accreditation Assistance option is for child care programs that are applying for or maintaining an ExceleRate Illinois Silver or Gold Circle of Quality. The following systems are currently approved for assistance:

- COA—Council on Accreditation (School Age Credential)
- NAC—National Association of Child Care Professionals (National Accreditation Commission)
- NAFCC—National Association of Family Child Care
- NAEYC: National Association for the Education of Young Children

Health & Safety Improvement Funds

Health & Safety Improvement grants are available to Child Care Assistance Program (CCAP) **Licensed Exempt Child Care providers** to fund materials and equipment needed to address health and safety needs. Priority will be given to Licensed Exempt providers whose requests are supported by a Health & Safety Monitoring visit. For the purpose of this document, "child care provider" includes family child care and child care centers. This grant is administered by the CCR&R and funded by the Illinois Department of Human Services (IDHS).

Basic Eligibility for Quality Improvement Funds

- Program must be listed on the local CCR&R provider database.
- Must currently be providing child care services in Will, Grundy, Kankakee, or Kendall counties.
- Programs must currently be caring for children whose care is paid for by the IDHS Child Care Assistance Program (CCAP).
- Have no unpaid financial obligation to CCR&R agency or IDHS Bureau of Child Care & Development.

Priority Programs

- Programs currently caring for children whose care is paid for by the IDHS CCAP, with greater priority given to those with 50% or more of their enrollment consisting of IDHS CCAP funded children.
- Programs are full year (at least 47 weeks)/full day (at least 8 hours).
- Programs that are currently caring for infants and toddlers.
- For ExceleRate Illinois Cohort—first time applicant programs are a priority for cohort participation.

Please visit www.childcarehelp.com for more information or to download an application. You can also contact:

Rachel Gabriel, Quality Specialist
rgabriel@childcarehelp.com or 815-741-1163 Ext. 250

Ezohn Smith, Training Coordinator
esmith@childcarehelp.com or 815-741-1163 Ext. 355

**Updated forms and applications will be available after September 1, 2019.
Please visit www.childcarehelp.com often for updated application processes,
cohort dates, and submission deadlines.**

July 2019

Recognizing and Reporting Child Abuse: Training for Mandated Reporters*

Date & Time: July 13, 2019 from 9:00 am to 11:00 am

Location: Kankakee Community College located at 100 College Drive, Kankakee, IL

Cost: No Fee

Presenter: Rachel Gabriel

CCAP Provider Requirement: Yes. Also available online.

Credential Information: CDA 8

Description: The purpose of this in-person training is to help all Illinois Mandated Reporters understand their critical role in protecting children by recognizing and reporting child abuse. Everyone who suspects child abuse or neglect should call the Illinois Department of Children and Family Services Child Abuse Hotline to make a report, but Mandated Reporters are required by law to do so. This also meets the DCFS requirement for licensed early childhood providers.

Child Development, Health & Safety Basics*

Date & Time: July 12, 2019 from 12:00 pm to 4:00 pm

Location: Kankakee Community College located at 100 College Drive, Kankakee, IL

Cost: No Fee

Presenter: Rebecca Kroiss

CCAP Provider Requirement: Option 1

Credential Information: CDA 8

Description: This training will provide participants an overview of child development, health, and safety issues for children birth through early school-age. Emphasis will be on understanding patterns of development, developmental domains, and the role of nutrition in development. In addition, health and safety issues will address supporting the growth of healthy children - from the basics such as handwashing to more in-depth practices surrounding healthy procedures and disease prevention. Participants will learn more about emergency planning/preparedness and first aid as well as identify tips for maintaining safe indoor/outdoor environments.

An Introduction to the Environment Rating Scales (ERS)

Date and Time: July 23, 2019 from 6:00 pm to 9:30 pm

Location: Children of America located at 741 Prairie Point Drive, Yorkville, IL

Cost: **\$10.00**

Presenter: Tamara Notter

CCAP Provider Requirement: No

Credential Information: CDA 4

Description: This training is for center-based programs and family child care providers and offers an overview of the Environment Rating Scales. The Environment Rating Scales are user-friendly assessment tools that measure the quality of the learning environment for infants through school-age children. After completing this training, participants will be able to use the tool(s) for program self-assessment and improvement planning.



■ WILL ■ GRUNDY ■ KENDALL ■ KANKAKEE COUNTIES

July to December 2019

What is CCAP? (Child Care Assistance Program)*

Date and Time: July 27, 2019 from 9:00 am to 11:00 am

Location: Kankakee Community College located at 100 College Drive, Kankakee, IL

Cost: No Fee

Presenter: Monica Lara

CCAP Provider Requirement: Yes (for directors and primary caregivers). Also available online.

Credential Information: CDA 5

Description: Join this informative session to become more familiar with the Illinois Child Care Assistance Program's (CCAP) policy and procedures, including the application process, provider qualifications, the payment process and parent co-payments. The CCAP is funded by the IL Department of Human Services.

Starting Point

Date and Time: July 30, 2019 from 6:00 pm to 8:00 pm

Location: Fountaindale Public Library located at 300 W. Briarcliff Rd, Bolingbrook, IL

Cost: No Cost

Presenter: Aarty Singla

CCAP Provider Requirement: No

Credential Information: N/A

Description: The purpose of the Starting Point workshop is to provide startup information and technical assistance to those interested in providing care in their home as a profession. This workshop will give you an overview of the licensing regulations and the business like aspects of opening a family child care home. Topics covered include contracts, parent / provider relationship, insurance issues and other business aspects of opening and running a family child care home.

August 2019

Language and Interactions in Early Childhood Classrooms

Date & Time: August 7, 2019 from 6:00 to 8:00 pm

Location: KinderCare Learning Center located at 10003 W. Lincoln Hwy. Frankfort, IL

Cost: No Fee

Presenter: Rachel Gabriel

CCAP Provider Requirement: No

Credential Information: N/A

Description: Through varied experiences and professional reflection, participants will take a closer look at the ITERS-R and ECERS-3 Interactions and Language Reasoning/Listening and Talking subscales. Providers will investigate the different types of language use in a classroom and how to integrate high quality language and interactions throughout routine and play.

Recognizing and Reporting Child Abuse: Training for Mandated Reporters*

Date & Time: August 17, 2019 from 9:30 am to 11:30 am

Location: CCR&R located at 801 N. Larkin Ave. Joliet, IL, Suite 202

Cost: No Fee

Presenter: Debra Wells

CCAP Provider Requirement: Yes. Also available online.

Credential Information: CDA 8

Description: The purpose of this in-person training is to help all Illinois Mandated Reporters understand their critical role in protecting children by recognizing and reporting child abuse. Everyone who suspects child abuse or neglect should call the Illinois Department of Children and Family Services Child Abuse Hotline to make a report, but Mandated Reporters are required by law to do so. This also meets the DCFS requirement for licensed early childhood providers.

Child Development, Health & Safety Basics*

Date & Time: August 17, 2019 from 12:00 pm to 4:00 pm

Location: CCR&R located at 801 N. Larkin Ave., Joliet, IL, Suite 202

Cost: No Fee

Presenter: Debra Wells

CCAP Provider Requirement: Option 1

Credential Information: CDA 8

Description: This training will provide participants an overview of child development, health, and safety issues for children birth through early school-age. Emphasis will be on understanding patterns of development, developmental domains, and the role of nutrition in development. In addition, health and safety issues will address supporting the growth of healthy children - from the basics such as handwashing to more in-depth practices surrounding healthy procedures and disease prevention. Participants will learn more about emergency planning/preparedness and first aid as well as identify tips for maintaining safe indoor/outdoor environments.

SAYD Credential Level 1 Module 1: Introduction to Child and Youth Development*

Date and Time: August 17, 2019 from 9:00 am to 12:00 pm

Location: CCR&R located at 801 N. Larkin Ave., Joliet, IL, Suite 202

Cost: No Fee

Presenter: Tamara Notter

CCAP Provider Requirement: No

Credential Information: CDA 6; CDA 8

Description: Participants will receive a brief introduction to child and youth development from ages 5 – 21. They will be introduced to the stages of development, along with the physical, cognitive, language, and social/emotional characteristics of development that will be used throughout the entire training series.

SAYD Credential Level 1 Module 2a: School-Age Development (Ages 5-12)*

Date and Time: August 17, 2019 from 12:30 pm to 12:30 pm

Location: CCR&R located at 801 N. Larkin Ave., Joliet, IL, Suite 202

Cost: No Fee

Presenter: Tamara Notter

CCAP Provider Requirement: No

Credential Information: CDA 8

Description: This session will explore the general characteristics and what to look for when work with children ages 5 – 12. It will also discuss what to do and how to address children or youth who may have special needs. Participants will also discuss protective factors and how to offer a safety net for children and youth who may be struggling. The session will also introduce five goals that will help guide your approach when working with children and youth.

Starting Point

Date and Time: August 20, 2019 from 6:00 pm to 8:00 pm

Location: Bourbonnais Public Library located at 250 W. John Casey Rd., Bourbonnais, IL

Cost: No Cost

Presenter: Aarty Singla

CCAP Provider Requirement: No

Credential Information: N/A

Description: The purpose of the Starting Point workshop is to provide startup information and technical assistance to those interested in providing care in their home as a profession. This workshop will give you an overview of the licensing regulations and the business like aspects of opening a family child care home. Topics covered include contracts, parent / provider relationship, insurance issues and other business aspects of opening and running a family child care home.

**The Creative Curriculum for Preschool: Exploring the Curricular Foundation—6th Edition
Two Day Training (must attend both sessions)**

Dates and Times: August 24, 2019 & September 7, 2019 from 9:30 am to 3:30 pm

Location: CCR&R located at 801 N. Larkin Ave. Joliet, IL, Suite 202

Cost: **\$20.00** (one-time fee covers both sessions)

Presenter: Tamara Notter

CCAP Provider Requirement: No

Credential Information: CDA 1; CDA 2; CDA 3; CDA 7; CDA 8

Description: Through varied experiences and individual reflection, teachers will understand the framework of The Creative Curriculum for Preschool. We will examine the ten interest areas and explore how to make them engaging to young children. Providers will be able to use the five volumes; establish a positive social-emotional environment in their program; design effective programs; establish positive messages in the environment; develop a daily schedule that is based on their program's needs and informed by the Objectives for Development & Learning.

What is CCAP? (Child Care Assistance Program)*

Date and Time: August 24, 2019 from 9:00 am to 11:00 am

Location: CCR&R located at 801 N. Larkin Ave. Joliet, IL, Suite 202

Cost: No Fee

Presenter: Monica Lara

CCAP Provider Requirement: Yes (for directors and primary caregivers). Also available online.

Credential Information: CDA 5

Description: Join this informative session to become more familiar with the Illinois Child Care Assistance Program's (CCAP) policy and procedures, including the application process, provider qualifications, the payment process and parent co-payments. The CCAP is funded by the IL Department of Human Services.

Illinois Early Learning Guidelines: (IELG)*

Date and Time: August 31, 2019 from 9:00 am to 1:00 pm

Location: CCR&R located at 801 N. Larkin Ave. Joliet, IL, Suite 202

Cost: No Cost

Presenter: Rebecca Kroiss

CCAP Provider Requirement: No.

Credential Information: CDA 3; CDA 7; CDA 8

Description: This training gives early childhood practitioners an overview of program guidelines for children birth to age three. The training creates a foundational understanding for providers and practitioners in the field of what children birth to age three are expected to know and do across multiple domains.

Level 1 Early Childhood Training: Module 1 (Child Development Overview)*

Date and Time: August 31, 2019 from 9:00 am to 12:00 pm

Location: CCR&R located at 801 N. Larkin Ave. Joliet, IL, Suite 202

Cost: No Fee

Presenter: Debra Wells

CCAP Provider Requirement: Option 2 & Option 4

Credential Information: CDA 1; CDA 3; CDA 8

Descriptions: Participants receive an overview in child development for children birth through early school-age. Emphasis will be on understanding basic milestones in development as well as on strategies used to promote the healthy development of children.

Level 1 Early Childhood Training: Module 2a (Health Issues for Children in Group Care)*

Date and Time: August 31, 2019 from 12:30 pm to 3:30 pm

Location: CCR&R located at 801 N. Larkin Ave. Joliet, IL, Suite 202

Cost: No Fee

Presenter: Debra Wells

CCAP Provider Requirement: Option 2 & Option 4

Credential Information: CDA 1

Description: Ensuring a child's health and wellbeing requires more than basic first aid and emergency contacts. In this class, you will learn how to help the growth of healthy children—from the basics like hand washing to a more in-depth look at various practices surrounding health care.

September 2019

Recognizing and Reporting Child Abuse: Training for Mandated Reporters*

Date & Time: September 7, 2019 from 9:00 am to 11:00 am

Location: CCR&R located at 801 N. Larkin Ave. Joliet, IL, Suite 202

Cost: No Fee

Presenter: Rachel Gabriel

CCAP Provider Requirement: Yes. Also available online.

Credential Information: CDA 8

Description: The purpose of this in-person training is to help all Illinois Mandated Reporters understand their critical role in protecting children by recognizing and reporting child abuse. Everyone who suspects child abuse or neglect should call the Illinois Department of Children and Family Services Child Abuse Hotline to make a report, but Mandated Reporters are required by law to do so. This also meets the DCFS requirement for licensed early childhood providers.

Child Development, Health & Safety Basics*

Date & Time: September 7, 2019 from 12:00 pm to 4:00 pm

Location: CCR&R located at 801 N. Larkin Ave., Joliet, IL, Suite 202

Cost: No Fee

Presenter: Rebecca Kroiss

CCAP Provider Requirement: Option 1

Credential Information: CDA 8

Description: This training will provide participants an overview of child development, health, and safety issues for children birth through early school-age. Emphasis will be on understanding patterns of development, developmental domains, and the role of nutrition in development. In addition, health and safety issues will address supporting the growth of healthy children - from the basics such as handwashing to more in-depth practices surrounding healthy procedures and disease prevention. Participants will learn more about emergency planning/preparedness and first aid as well as identify tips for maintaining safe indoor/outdoor environments.

The Creative Curriculum for Preschool: Exploring the Curricular Foundation—6th Edition Two Day Training (Must have attended the August 24th session)

Date and Time: September 7, 2019 from 9:30 am to 3:30 pm

Location: CCR&R located at 801 N. Larkin Ave. Joliet, IL, Suite 202

Cost: **\$20.00** (one-time fee covers both sessions)

Presenter: Tamara Notter

CCAP Provider Requirement: No

Credential Information: CDA 1; CDA 2; CDA 3; CDA 7; CDA 8

Description: Through varied experiences and individual reflection, teachers will understand the framework of The Creative Curriculum for Preschool. We will examine the ten interest areas and explore how to make them engaging to young children. Providers will be able to use the five volumes; establish a positive social-emotional environment in their program; design effective programs; establish positive messages in the environment; develop a daily schedule that is based on their program's needs and informed by the Objectives for Development & Learning.

Language and Interactions in Early Childhood Classrooms

Date & Time: September 14, 2019 from 8:30 am to 10:30 am

Location: Play Palz located at 201 N. Wall St. Kankakee, IL

Cost: No Fee

Presenter: Rachel Gabriel

CCAP Provider Requirement: No

Credential Information: N/A

Description: Through varied experiences and professional reflection, participants will take a closer look at the ITERS-R and ECERS-3 Interactions and Language Reasoning/Listening and Talking subscales. Providers will investigate the different types of language use in a classroom and how to integrate high quality language and interactions throughout routine and play.

The Creative Curriculum for Infants, Toddlers and Twos: 3rd Edition—Implementing the Foundations Volumes—Two Day Training (must attend both sessions)

Dates and Times: September 14, 2019 & September 21, 2019 from 9:30 am to 3:30 pm

Location: CCR&R located at 801 N. Larkin Ave. Joliet, IL, Suite 202

Cost: **\$20.00** (one-time fee covers both sessions)

Presenter: Catie Carter

CCAP Provider Requirement: No

Credential Information: CDA 1; CDA 2; CDA 3; CDA 7; CDA 8

Description: This hands-on session guides teachers and caregivers through every component of the expanded Creative Curriculum® for Infants, Toddlers & Twos, a research-based, comprehensive curriculum that focuses on building warm, nurturing relationships with the youngest learners and intentionally promoting their development and learning in all areas. Participants first explore the three curriculum volumes to plan and implement meaningful routines and intentional experiences for all the children in a language-rich environment. To strengthen assessment skills, teachers will use Volume 3: Objectives for Development & Learning, Birth through Third Grade to practice documenting their observations of young children and to plan for and scaffold their learning.

ExceleRate Illinois Orientation for Licensed Child Care Centers (LCC)*

Date and Time: September 18, 2019 from 7:00 pm to 9:00 pm

Location: CCR&R located at 801 N. Larkin Ave. Joliet, IL, Suite 202

Cost: No Fee

Presenter: Rachel Gabriel

CCAP Provider Requirement: No.

Credential Information: N/A

Description: ExceleRate™ Illinois is the new quality rating and improvement system for licensed child care centers, Head Start, and Preschool for All programs. This orientation provides child care centers an overview of the goals, quality indicators, benefits of participation, application process, and the system supports available for success at reaching each Circle of Quality.

Illinois Early Learning & Development Standards (IELDS)*

Dates and Time: September 21, 2019 from 9:00 am to 3:30 pm

Location: CCR&R located at 801 N. Larkin Ave. Joliet, IL, Suite 202

Cost: No Cost

Presenter: Tamara Notter

CCAP Provider Requirement: No

Credential Information: CDA 5; CDA 7

Description: This training gives early childhood practitioners an overview of the revised learning and development standards for preschool children ages three to five. Through discussion and small group activities, training participants will learn how to connect the standards with daily practice in their programs.

What is CCAP? (Child Care Assistance Program)*

Date and Time: September 21, 2019 from 9:00 am to 11:00 am

Location: Kankakee Community College located at 100 College Drive, Kankakee, IL

Cost: No Fee

Presenter: Monica Lara

CCAP Provider Requirement: Yes (for directors and primary caregivers). Also available online.

Credential Information: CDA 5

Description: Join this informative session to become more familiar with the Illinois Child Care Assistance Program's (CCAP) policy and procedures, including the application process, provider qualifications, the payment process and parent co-payments. The CCAP is funded by the IL. Department of Human Services.

Creating Individual Professional Development Plans*

Date and Time: September 24, 2019 from 6:30 pm to 9:30 pm

Location: CCR&R located at 801 N. Larkin Ave. Joliet, IL, Suite 202

Cost: \$10.00

Presenter: Tamara Notter

CCAP Provider Requirement: No

Credential Information: CDA 6

Description: Participants will define and explain the value of professional development. This training will assist in recognizing the relationship of staff development to Continuous Quality Improvement. Participants will also be able to identify the components of an effective professional development plan.

Level 1 Early Childhood Training: Module 2b (Nutrition Issues for Group Care)*

Date and Time: September 28, 2019 from 9:00 am to 12:00 pm

Location: CCR&R located at 801 N. Larkin Ave. Joliet, IL, Suite 202

Cost: No Fee

Presenter: Debra Wells

CCAP Provider Requirement: Option 2 & Option 4

Credential Information: CDA 1

July to December 2019

Description: Whether you are responsible for providing a quick snack or a well-balanced meal, understanding children's dietary needs creates healthier and happier kids. Learn the basics of good nutrition, food safety, and various practices surrounding nutrition through this class that offers hands-on activities and practical discussions that will make science and good nutrition easy to understand.

Level 1 Early Childhood Training: Module 2c (Safety Issues for Group Care)*

Date and Time: September 28, 2019 from 12:30 pm to 3:30 pm

Location: CCR&R located at 801 N. Larkin Ave. Joliet, IL, Suite 202

Cost: No Fee

Presenter: Debra Wells

CCAP Provider Requirement: Option 2 & Option 4

Credential Information: CDA 1

Description: A child's safety is the number one concern for parents and child care providers alike. In this class, you will identify tips for creating a safer group care environment, confront the issue of abuse and neglect, and learn more about emergency preparedness and first aid.

SAYD Credential Level 1 Module 2b: Early Adolescent Development (Ages 11-16)*

Date and Time: September 28, 2019 from 9:00 am to 12:00 pm

Location: CCR&R located at 801 N. Larkin Ave. Joliet, IL, Suite 202

Cost: No Fee

Presenter: Tamara Notter

CCAP Provider Requirement: No

Credential Information: CDA 8

Description: This session will discuss developmental characteristics of early adolescents and recognize that those in this stage may appear more as a school-age child in some areas, and an adolescent in others. Other topics will include risk taking, looking into the teenage brain, moral development, and "productive engagement".

SAYD Credential Level 1 Module 2c: Late Adolescent/Young Adult Development (Ages 15-21)*

Date and Time: September 28, 2019 from 12:30 pm to 3:30 pm

Location: CCR&R located at 801 N. Larkin Ave. Joliet, IL, Suite 202

Cost: No Fee

Presenter: Tamara Notter

CCAP Provider Requirement: No

Credential Information: CDA 8

Description: This session will focus on supporting the needs of the late adolescents as they transition into adulthood. Topics will include peer leadership, life skill development, supporting their growing independence, and developmentally appropriate practices for young adults ages 15 – 21.

October 2019

ExceleRate Illinois Orientation for Licensed Family Child Care (FCC)*

Date and Time: October 2, 2019 from 7:00 pm to 9:00 pm

Location: CCR&R located at 801 N. Larkin Ave. Joliet, IL, Suite 202

Cost: No Fee

Presenter: Rachel Gabriel

CCAP Provider Requirement: No

Credential Information: N/A

Description: ExceleRate™ Illinois is the quality rating and improvement system for licensed family child care, licensed child care centers, Head Start, and Preschool for All programs. This orientation provides family child care providers an overview of the goals, quality indicators, benefits of participation, application process, and the system supports available for success at reaching each Circle of Quality.

Program for Infant Toddler Care (PITC) Module 1: Social-Emotional Growth & Socialization

Date and Time: October 5, 2019 from 9:00 am to 5:00 pm

Location: CCR&R located at 801 N. Larkin Ave. Joliet, IL, Suite 202

Cost: No Fee

Presenter: Rebecca Kroiss

CCAP Provider Requirement: No

Credential Information: N/A

Description: Social-Emotional Growth and Socialization explores topics on social-emotional development in the first three years, temperaments of children and caregivers, socialization, guidance and discipline, environments, and gaining an understanding of children's behavior. Training will begin with an overview of the basic concepts of early social-emotional growth and socialization and their application to the group care context. An emphasis is placed on the development of a nurturing relationship between the infant and caregiver. The overview addresses the importance of responsive caregiving, the individualization of care through an understanding of developmentally appropriate play strategies with ages of infancy, creating supportive physical environments, and stages of emotional development.

What is CCAP? (Child Care Assistance Program)*

Date and Time: October 10, 2019 from 9:00 am to 11:00 am

Location: CCR&R located at 801 N. Larkin Ave. Joliet, IL, Suite 202

Cost: No Fee

Presenter: Monica Lara

CCAP Provider Requirement: Yes (for directors and primary caregivers). Also available online.

Credential Information: CDA 5

Description: Join this informative session to become more familiar with the Illinois Child Care Assistance Program's (CCAP) policy and procedures, including the application process, provider qualifications, the payment process and parent co-payments. The CCAP is funded by IDHS.

Redleaf Family Child Care Curriculum: Teaching Through Quality Care—Two Day Training

Dates and Times: October 12, 2019 & October 26, 2019 from 8:00 am to 4:30 pm

Location: Grace United Methodist Church located at 1718 Avalon Ave. Joliet, IL

Cost: \$20.00

Presenters: Diane Morrow & Phyllis Norder

CCAP Provider Requirement: No

Credential Information: CDA 1; CDA 2; CDA 7; CDA 8

Description: Family child care providers will explore key elements of curriculum that support children's development through all domains during the early years, infancy through kindergarten age. Five domains of development will be explored: physical, cognitive, communication and language, social and emotional, and approaches to learning. Necessary elements to support high quality family child care programs will be explored, including establishing a safe and supportive family child care program, partnering with families, and establishing program policies and practices.

An Introduction to the Environment Rating Scales (ERS)

Date and Time: October 12, 2019 from 9:00 am to 1:00 pm

Location: CCR&R located at 801 N. Larkin Ave. Joliet, IL, Suite 202

Cost: \$10.00

Presenters: Debra Wells with Rachel Gabriel

CCAP Provider Requirement: No

Credential Information: CDA 4

Description: This training is for center-based programs and family child care providers and offers an overview of the Environment Rating Scales. The Environment Rating Scales are user-friendly assessment tools that measure the quality of the learning environment for infants through school-age children. After completing this training, participants will be able to use the tool(s) for program self-assessment and improvement planning.

SAYD Credential Level 1 Module 3a: Infant/Toddler (Birth-36 Months)*

Date and Time: October 12, 2019 from 9:00 am to 12:00 pm

Location: CCR&R located at 801 N. Larkin Ave. Joliet, IL, Suite 202

Cost: No Fee

Presenter: Tamara Notter

CCAP Provider Requirement: No

Credential Information: CDA 8

Description: The goal of this session is to raise awareness and discuss this important stage of development, offer information, and point to resources for participants to use. One area that will be highlighted is discipline, as the concepts and approach can prove useful with all ages.

SAYD Credential Level 1 Module 3b: Preschool Development (Ages 3-5)*

Date and Time: October 12, 2019 from 12:30 pm to 3:30 pm

Location: CCR&R located at 801 N. Larkin Ave. Joliet, IL, Suite 202

Cost: No Fee

Presenter: Tamara Notter

CCAP Provider Requirement: No

Credential Information: CDA 8

Description: Preschool children are developing quickly in all areas. This session will discuss how providers can support their development by helping them interact within their worlds on many levels: through their senses, through play, and through movement. Their experiences create a framework for learning that will carry them through later stages of development and into adulthood.

Recognizing and Reporting Child Abuse: Training for Mandated Reporters*

Date & Time: October 19, 2019 from 9:00 am to 11:00 am

Location: CCR&R located at 801 N. Larkin Ave. Joliet, IL, Suite 202

Cost: No Fee

Presenter: Rachel Gabriel

CCAP Provider Requirement: Yes. Also available online.

Credential Information: CDA 8

Description: The purpose of this in-person training is to help all Illinois Mandated Reporters understand their critical role in protecting children by recognizing and reporting child abuse. Everyone who suspects child abuse or neglect should call the Illinois Department of Children and Family Services Child Abuse Hotline to make a report, but Mandated Reporters are required by law to do so. This also meets the DCFS requirement for licensed early childhood providers.

Child Development, Health & Safety Basics*

Date & Time: October 19, 2019 from 12:00 pm to 4:00 pm

Location: CCR&R located at 801 N. Larkin Ave., Joliet, IL, Suite 202

Cost: No Fee

Presenter: Rebecca Kroiss

CCAP Provider Requirement: Option 1

Credential Information: CDA 8

Description: This training will provide participants an overview of child development, health, and safety issues for children birth through early school-age. Emphasis will be on understanding patterns of development, developmental domains, and the role of nutrition in development. In addition, health and safety issues will address supporting the growth of healthy children - from the basics such as handwashing to more in-depth practices surrounding healthy procedures and disease prevention. Participants will learn more about emergency planning/preparedness and first aid as well as identify tips for maintaining safe indoor/outdoor environments.

Level 1 Early Childhood Training: Module 3 (Observation and Guidance)*

Date and Time: October 26, 2019 from 9:00 am to 12:00 pm

Location: CCR&R located at 801 N. Larkin Ave. Joliet, IL, Suite 202

Cost: No Fee

Presenter: Debra Wells

CCAP Provider Requirement: Option 4

Credential Information: CDA 3; CDA 7

Description: To know how to best help children in your care, it is important to observe them and identify their specific needs. This session will define the different kinds of observation you can use when caring for children and how to offer more effective guidance and discipline

Level 1 Early Childhood Training: Module 4 (Learning Happens in Relationships)*

Date and Time: October 26, 2019 from 12:30 pm to 3:30 pm

Location: CCR&R located at 801 N. Larkin Ave. Joliet, IL, Suite 202

Cost: No Fee

Presenter: Debra Wells

CCAP Provider Requirement: Option 4

Credential Information: CDA 1; CDA 3

Description: Our kids are constantly responding to family members, teachers, and social relationships that help to shape their understanding of the world around them. This class explores how relationships between families, children, and teachers can help learning, and how crafting the environment around them can help children learn.

November 2019

Caring for Mixed Ages of Children*

Date and Time: November 2, 2019 from 9:00 am to 12:30 pm

Location: Grace United Methodist Church located at 1718 Avalon Ave. Joliet, IL

Cost: \$10.00

Presenters: Diane Morrow & Phyllis Norder

CCAP Provider Requirement: No

Credential Information: CDA 1; CDA 5

Description: In this training, participants will define developmentally appropriate practice (DAP) as well as recognize the importance of DAP when caring for mixed ages of children. Components of a safe and healthy family child care environment serving mixed ages of children will be discussed as well as identifying areas for program improvement.

Off the Shelf and Into Practice: Using Your Curriculum Every Day*

Date and Time: November 2, 2019 from 1:00 pm to 4:30 pm

Location: Grace United Methodist Church located at 1718 Avalon Ave. Joliet, IL

Cost: No Cost

Presenters: Diane Morrow & Phyllis Norder

CCAP Provider Requirement: No

Credential Information: CDA 5

Description: This training gives participants an overview of important factors for implementing a curriculum as well as reviewing indicators of a high-quality curriculum. Participants will identify strategies for using curriculum in their program every day and produce an action plan for implementing curriculum with fidelity into their program.

Program for Infant Toddler Care (PITC) Module 2: Group Care

Date and Time: November 2, 2019 from 9:00 am to 5:00 pm

Location: CCR&R located at 801 N. Larkin Ave. Joliet, IL, Suite 202

Cost: No Fee

Presenter: Rebecca Kroiss

CCAP Provider Requirement: No

Credential Information: N/A

Description: Group Care introduces special considerations in caring for infants and toddlers and six program policies that support the development of emotionally secure relationships and mental health in the group care setting. An overview of the content of Module 2 explores the ideas of primary care, well-designed learning environments, positive impact of responsive caregiving routines, and individualized care on the well-being and development of children from birth to three. Attention is also given to how the policies of primary care, small groups, continuity of care, culturally responsive care, and inclusive care of children with special needs prove the foundation for high quality infant/toddler care. At the end of this module, participants will have the tools to use primary care in their home or classroom, make engaging environments, assist children in daily routines, and individualize care for all children.

Recognizing and Reporting Child Abuse: Training for Mandated Reporters*

Date & Time: November 9, 2019 from 9:30 am to 11:30 am

Location: Kankakee Community College located at 100 College Drive, Kankakee, IL

Cost: No Fee

Presenter: Debra Wells

CCAP Provider Requirement: Yes. Also available online.

Credential Information: CDA 8

Description: The purpose of this in-person training is to help all Illinois Mandated Reporters understand their critical role in protecting children by recognizing and reporting child abuse. Everyone who suspects child abuse or neglect should call the Illinois Department of Children and Family Services Child Abuse Hotline to make a report, but Mandated Reporters are required by law to do so. This also meets the DCFS requirement for licensed early childhood providers.

Child Development, Health & Safety Basics*

Date & Time: November 9, 2019 from 12:00 pm to 4:00 pm

Location: Kankakee Community College located at 100 College Drive, Kankakee, IL

Cost: No Fee

Presenter: Debra Wells

CCAP Provider Requirement: Option 1

Credential Information: CDA 8

Description: This training will provide participants an overview of child development, health, and safety issues for children birth through early school-age. Emphasis will be on understanding patterns of development, developmental domains, and the role of nutrition in development. In addition, health and safety issues will address supporting the growth of healthy children - from the basics such as handwashing to more in-depth practices surrounding healthy procedures and disease prevention. Participants will learn more about emergency planning/preparedness and first aid as well as identify tips for maintaining safe indoor/outdoor environments.

Welcoming Each and Every Child (WEEC)*

Date and Time: November 16, 2019 from 8:30 am to 4:30 pm

Location: CCR&R located at 801 N. Larkin Ave. Joliet, IL, Suite 202

Cost: \$15.00

Presenter: Tamara Notter

CCAP Provider Requirement: No

Credential Information: CDA 8

Description: This training provides information on caring for children with special needs in typical child care settings. The training helps increase the knowledge and comfort level of participants to enhance their ability to care for young children with disabilities in early childhood environments. Adaptations and modifications that will assist all children to participate in activities will be discussed. This meets the DCFS requirement for early childhood providers in special care inclusion training.

Level 1 Early Childhood Training: Module 5 (Family and Community Relationships)*

Date and Time: November 23, 2019 from 9:00 am to 12:00 pm

Location: CCR&R located at 801 N. Larkin Ave. Joliet, IL, Suite 202

Cost: No Fee

Presenter: Debra Wells

CCAP Provider Requirement: Option 4

Credential Information: CDA 4

Description: As our partner in child development, families—especially parents—directly affect a child’s learning. In this class, you will learn new ways of working with parents to help their children enjoy learning. You also will explore the social world of a family to be sure that the learning that takes place in your care is consistent with learning done at home.

What is CCAP? (Child Care Assistance Program)*

Date and Time: November 16, 2019 from 9:00 am to 11:00 am

Location: Kankakee Community College located at 100 College Drive, Kankakee, IL

Cost: No Fee

Presenter: Monica Lara

CCAP Provider Requirement: Yes (for directors and primary caregivers). Also available online.

Credential Information: CDA 5

Description: Join this informative session to become more familiar with the Illinois Child Care Assistance Program’s (CCAP) policy and procedures, including the application process, provider qualifications, the payment process and parent co-payments. The CCAP is funded by the IL. Department of Human Services.

Level 1 Early Childhood Training: Module 6 (Personal and Professional Development)*

Date and Time: November 23, 2019 from 12:30 pm to 3:30 pm

Location: CCR&R located at 801 N. Larkin Ave. Joliet, IL, Suite 202

Cost: No Fee

Presenter: Debra Wells

CCAP Provider Requirement: Option 4

Credential Information: CDA 6

Description: What does it mean to be a child care professional? How can you be sure you are getting the support and supplies you need? How can you set effective limits with parents and children alike? In this final class, you will learn about your own professional development and how to take care of yourself so you can continue to care for others.

December 2019

SAYD Credential Level 1 Module 4a: Health and Nutrition*

Date and Time: December 7, 2019 from 9:00 am to 12:00 pm

Location: CCR&R located at 801 N. Larkin Ave. Joliet, IL, Suite 202

Cost: No Fee

Presenter: Tamara Notter

CCAP Provider Requirement: Option 3

Credential Information: CDA 8

Description: Throughout this module, focus will be on using the National Afterschool Association (NAA) Standards in addressing best practices in health and nutrition issues in school-age and youth.

SAYD Credential Level 1 Module 4b: Safety*

Date and Time: December 7, 2019 from 12:30 pm to 3:30 pm

Location: CCR&R located at 801 N. Larkin Ave. Joliet, IL, Suite 202

Cost: No Fee

Presenter: Tamara Notter

CCAP Provider Requirement: Option 3

Credential Information: CDA 8

Description: Using the National Afterschool Association (NAA) Standards, this session is designed to look at a provider's role and responsibilities when it comes to safety policies and procedures in working with school-age and youth.

Recognizing and Reporting Child Abuse: Training for Mandated Reporters*

Date & Time: December 14, 2019 from 9:00 am to 11:00 am

Location: Kankakee Community College located at 100 College Drive, Kankakee, IL

Cost: No Fee

Presenter: Rachel Gabriel

CCAP Provider Requirement: Yes. Also available online.

Credential Information: CDA 8

Description: The purpose of this in-person training is to help all Illinois Mandated Reporters understand their critical role in protecting children by recognizing and reporting child abuse. Everyone who suspects child abuse or neglect should call the Illinois Department of Children and Family Services Child Abuse Hotline to make a report, but Mandated Reporters are required by law to do so. This also meets the DCFS requirement for licensed early childhood providers.

Child Development, Health & Safety Basics*

Date & Time: December 14, 2019 from 12:00 pm to 4:00 pm

Location: Kankakee Community College located at 100 College Drive, Kankakee, IL

Cost: No Fee

Presenter: Rebecca Kroiss

CCAP Provider Requirement: Option 1

Credential Information: CDA 8

Description: This training will provide participants an overview of child development, health, and safety issues for children birth through early school-age. Emphasis will be on understanding patterns of development, developmental domains, and the role of nutrition in development. In addition, health and safety issues will address supporting the growth of healthy children - from the basics such as handwashing to more in-depth practices surrounding healthy procedures and disease prevention. Participants will learn more about emergency planning/preparedness and first aid as well as identify tips for maintaining safe indoor/outdoor environments.

Level 1 Early Childhood Training: Module 7a (Child Development: Birth to 8 Months)*

Date and Time: December 14, 2019 from 9:00 am to 12:00 pm

Location: CCR&R located at 801 N. Larkin Ave. Joliet, IL, Suite 202

Cost: No Fee

Presenter: Debra Wells

CCAP Provider Requirement: Option 4

Credential Information: CDA 3; CDA 8

Description: Newborns and young babies are developing at an incredible rate, causing them to have special needs unlike older children. In this fourth class, you will understand how children from birth to 8 months learn and grow, and how to individualize their care accordingly.

Level 1 Early Childhood Training: Module 7b (Child Development: 8 to 18 Months)*

Date and Time: December 14, 2019 from 12:30 pm to 3:30 pm

Location: CCR&R located at 801 N. Larkin Ave. Joliet, IL, Suite 202

Cost: No Fee

Presenter: Debra Wells

CCAP Provider Requirement: Option 4

Credential Information: CDA 3; CDA 8

Description: In this continuation of the first child development class, you will explore development among children 8 to 18 months old. You will identify how this age group differs in growth and their approach to learning, and you will discover toys, games, and songs that are helpful and just right for their development.

What is CCAP? (Child Care Assistance Program)*

Date and Time: December 14, 2019 from 9:00 am to 11:00 am

Location: CCR&R located at 801 N. Larkin Ave. Joliet, IL, Suite 202

Cost: No Fee

Presenter: Monica Lara

CCAP Provider Requirement: Yes (for directors and primary caregivers). Also available online.

Credential Information: CDA 5

Description: Join this informative session to become more familiar with the Illinois Child Care Assistance Program's (CCAP) policy and procedures, including the application process, provider qualifications, the payment process and parent co-payments. The CCAP is funded by the IL Department of Human Services.

Sudden Infant Death Syndrome (SIDS) & Shaken Baby Syndrome and Traumatic Brain Injury*

Time and Date: December 19, 2019 from 7:00 pm to 9:00 pm

Location: CCR&R located at 801 N. Larkin Ave. Joliet, IL, Suite 202

Cost: No Cost

Presenter: Rebecca Kroiss

CCAP Provider Requirement: Option 5

Credential Information: N/A

Description: This training discusses Sudden Infant Death Syndrome (SIDS/SUID/AAP Safe Sleep), including behaviors that increase the risk of SIDS, safe sleep habits, licensing standards, and resources for further information. The successful completion of this course meets DCFS pre-service licensing requirements for home care providers. Licensed providers will also receive training hours for license renewal. This also meets the DCFS requirement for licensed early childhood providers.

This training discusses the signs, symptoms, causes, triggers, prevention, and long-term effects of Shaken Baby Syndrome and Traumatic Brain Injury. The successful completion of this course meets DCFS pre-service licensing requirements for home care providers. Licensed providers will also receive training hours for license renewal. This also meets the DCFS requirement for licensed early childhood providers.

*Also available online. Please visit <https://courses.inccrra.org/> for more information or to enroll in online courses.

Professional Development Policies & Procedures for Training Participants

Child Care Resource & Referral (CCR&R) – SDA 5

Revised July 1, 2019

Registration Policies & Procedures:

1. Participants can register for CCR&R trainings by:
Phone: (815) 741-1163 Ext. 355
Email: esmith@childcarehelp.com
Mail or In-Person: 801 N. Larkin Ave., Suite 202, Joliet, IL. 60435
2. For all types of training at CCR&R pre-registration and pre-payment is required. CCR&R takes participant registrations at a “first come first serve” basis. Prior to the training date a member of the CCR&R staff will confirm with participants their registration. On the day of the training, staff will utilize the DTP (Data Tracking Program) roster to verify registration. **CCR&R cannot guarantee that a “walk in” participant will have a space in a training.**
3. It is recommended to register for a training at least a week in advance. If a CCR&R training reaches full capacity, a waiting list will be maintained. If any openings are available, we will call participants on the list in the order in which the registration requests were received.
4. CCR&R reserves the right to cancel a workshop due to low registration, trainer illness, weather, or other emergencies. Every attempt will be made to notify all registered participants in advance if there is a need to cancel a workshop.
 - **Regarding general training topics**- Low registration is defined as less than 5 “verbal” confirmations or pre-paid participants. This means a training will be cancelled if less than 5 participants are enrolled.
 - **Regarding ITN (Illinois Trainer Network) trainings** – Low registration is defined as less than 10 “verbal” confirmations or pre-paid participants. This means a training will be cancelled if less than 10 participants are enrolled.
5. CCR&R values the professional development experiences that are offered by the agency. To maintain the integrity of the learning experience, participants are expected to arrive to the training on time and stay for the entire duration of the training. We understand that unforeseen circumstances can occur. CCR&R allows participants a 15-minute window of late arrival. If a participant is **later than 15 minutes or leave a training early, they will not receive a training certificate**. This also means that the **training will show up incomplete** on their training record in the statewide DTP system.
6. To verify attendance, all participants will be required to sign-in at the beginning of each training. It is recommended to bring your Gateways Registry member card or have your ID number available in case it is needed on the day of the training for CCR&R staff to verify any information.

7. Participation certificates will be available within 5 business days of the training date. Certificates will be mailed to participants or they can be picked up at the Joliet office by request. If a participant loses a training certificate, CCR&R will charge a \$5.00 replacement fee for the certificate.
8. In order to ensure that all CCR&R training will be a professional learning experience for all adults attending, **children are not permitted to attend.**
9. If a CCR&R Staff or someone representing CCR&R Training Services, is asked to present at a Family Child Care Association meeting this training will be done specifically for members of that association. A member may invite another Family Child Care Provider that is considering becoming a member.
10. If a CCR&R Staff or someone representing CCR&R Training Services, is asked to present at a local AEYC (Association for the Education of Young Children) event. The details of the presentation will be worked out with the AEYC President and CCR&R Training Coordinator.

Training Payment Policies & Procedures: (for Fee-Based Trainings)

1. CCR&R requires pre-payment for all fee-based trainings. In some instances, payments may be collected the day of the scheduled training by a CCR&R staff member. If a CCR&R Staff is not present at the training, Presenters/Trainers are informed to let a participant know that CCR&R will send an invoice to the participant. **Presenters/Trainers that are not CCR&R Staff will not be collecting any payments at the training.**
2. CCR&R gives receipts for payment of cash or money order. CCR&R will not give receipts for payments by check unless the participant requests it.
3. If CCR&R receives any returned checks from a bank, the participant will need to make the training payment with cash or money order. In addition to making the payment a participant will be charged a \$10.00 fee for the returned check.
4. CCR&R will not refund a payment for participants that are “no-shows” to the training. CCR&R will allow the participant to use the **paid** training fee toward another CCR&R sponsored training.
5. If a **paid** participant is a “no-show” for a CPR/First Aid class, the participant can use the payment toward another class within a 45-day time period of the class that was missed.