



## Smart Start Rowan Resource & Referral



### Training Policy & Procedures

#### **Registration**

- All participants must sign up and pay for trainings two days prior to the day of the class.
- Registration can be done in person or by mail to: Smart Start Rowan, 1329 Jake Alexander Blvd. S., Salisbury, NC. 28146.
- Several trainings are provided by non-Smart Start Rowan employees. Registration instructions are indicated on the training calendar. Smart Start Rowan CANNOT accept registration or payment for these trainings.

#### **Payment**

- Participants must pay for the training before they can be registered.
- Anyone owing fees for past trainings will not be allowed to register for additional trainings until payment is received.
- Payments are accepted via check made payable to Smart Start Rowan or in cash.

#### **Cancelations & Refunds**

- Participants may cancel up to two days prior to the date of training, in order to receive credit toward another training. Participants may also send a substitute in their place.
- Registered participants who do not attend a session, or series of sessions in the entirety, and have not cancelled per the policy guidelines, will not receive a refund, nor will they be permitted to transfer registration fees to another learning event.
- In the event that Smart Start Rowan must cancel a training due to inclement weather, a staff emergency or lack of registered participants, the fee can be applied to another training or a refund can be requested.
- Failure to cancel 2 days before the date of the training will result in forfeiture of the registration fee.
- Money credited for cancelled trainings will expire 6 months from the date it is issued.
- If there are less than 8 participants registered, the training may be cancelled. Registered participants will be notified by telephone if there is a cancellation. Smart Start Rowan cannot be responsible for messages not relayed to participants.

#### **General Guidelines**

- Please arrive 10 – 15 minutes prior to the start of the training to allow time for check in.
- Events begin promptly at the established time. Out of respect for the presenter, the door will be locked 10 minutes after the training has begun and new participants will not be permitted to enter.
- Due to the lack of facilities and supervision, Smart Start Rowan cannot allow children or unregistered adults to attend trainings.
- Please have transportation available at the end of each training. Please check the address on the training to ensure on-time arrival.
- Participants should come prepared for training events and are expected to actively engage in the session.
- Electronic devices such as cell phones must be silenced or turned off. Disruptive behavior such as texting or talking is not acceptable. Smart Start Rowan will notify programs of any staff who disrupt trainings and may ask participants to leave the training without receipt of the training certificate or a refund.

#### **Off-Site Trainings**

We are available to provide trainings off-site for a fee of \$50 per hour with a 2-hour minimum. Trainings generating CEU's can be provided for a fee of \$35 per participant with a minimum of 8 participants.

#### **Training Certificates**

- Training certificates are distributed to participants when the session concludes for most trainings.
- For some learning events such as CEU courses, certificates are mailed after successful completion of the training.
- Some trainings are offered as a series with additional assignments to be completed outside of the scheduled training. Participants must attend all the sessions in the series & complete any assignments to receive the training certificate.
- Replacement training certificates cannot be provided. Smart Start Rowan can however issue an official letter verifying participation in a training within 2 years from the date of the training event. Please provide the title and date of the training, as well as the participant's name. There will be no charge for the first official letter verifying participation. Afterwards, a small fee of \$3.00 will be charged for this service.

**For more information on trainings, please contact Quyona Rawley at (704) 603-3351.**



**Registration Form  
SMART START ROWAN  
October, November, & December**

Name: \_\_\_\_\_

First MI Last

Home address: \_\_\_\_\_ City: \_\_\_\_\_ Zip \_\_\_\_\_

Home phone number: \_\_\_\_\_ Work phone number: \_\_\_\_\_

Employed by: \_\_\_\_\_ Location (county): \_\_\_\_\_

*(center, family child care home, school, or preschool)*

Date	Check trainings you plan to attend (✓)	Training	Training Credits	Registration Fee
October 4		<b>Solutions to the Dilemma: Reducing Suspension &amp; Expulsion in ECE Programs</b> (6:30-8:00pm) (Smart Start Rowan)	1.5	No Cost
October 9		<b>Causes of Misbehavior: Why Do They Act That Way?</b> (6:30-8:30pm) (Smart Start Rowan)	2	\$10
October 11		<b>How to Incorporate Yoga into the Classroom</b> (5:30-8:30pm) (Smart Start Rowan)	3	\$20
October 13		<b>CPR/First Aid: Above and Beyond (Please circle what you need.)</b> (8:30am-1:30pm) (Smart Start Rowan) <b>**Make checks payable to Tracy Webb-Goodman</b>	<b>CPR 3.5 FA 1.5 Both 5</b>	Both CPR FA \$60 \$50 \$30
October 23		<b>Beyond Band Aids</b> (6:30-8:30pm) (Smart Start Rowan)	2	\$10
October 25		<b>Fire Safety</b> (6:30-8:30pm) (Smart Start Rowan)	2	\$10
October 30		<b>ITS SIDS</b> (6:30-8:30pm) (Smart Start Rowan)	2	\$10
November 13		<b>Understanding Monitoring and Developmental Screening</b> (6:30-9:00pm) (Smart Start Rowan)	2.5	\$10
November 15		<b>Early Childhood Environment Rating Scale: An ECERS-R Overview</b> (6:30-8:30pm) (Smart Start Rowan)	2	\$10
November 29		<b>Get Ready, Get Set, Go!</b> (6:30-8:30pm) (Smart Start Rowan)	2	\$10
December 1		<b>Playground Safety</b> (9:00am-1:00pm) (Partners In Learning) 2386 Robin Rd. Salisbury, NC 28144	4	\$20
December 13		<b>ITS SIDS</b> (6:30-8:30pm) (Smart Start Rowan)	2	\$10

Check # \_\_\_\_\_  
Amount \_\_\_\_\_



# Training & CEU Opportunities



## October 2018

<b>Solutions to the Dilemma: Reducing Suspension &amp; Expulsion in ECE Programs</b>	<b>Description:</b> Suspension and expulsion from child care can have long-lasting negative effects on both children and families. It is the intent of the NC DCDEE to severely limit the use of these exclusionary practices in programs serving children birth—five. This informational meeting will acquaint facility administrators and owners with NC’s new Suspension/Expulsion Policy and explore the importance of promoting healthy social-emotional development in preventing the challenging behaviors which often lead to suspension/expulsion. Also included are effective program policies and procedures which support the shift from exclusion to retention of young children.	October 4 6:30-8:00pm 1.5 DCDEE Credits Trainer: Sonya Sumner	Smart Start Rowan Fee: No Cost
<b>Causes of Misbehavior: Why Do They Act That Way?</b>	<b>Description:</b> Why do some children come to depend on challenging behaviors while others discover better, more effective ways to get what they want? Generally, children use negative behavior when they lack the skills that would help them meet their needs. Teachers who take time to assess the reason for misbehavior are better able to teach children new social-emotional skills. This session focuses on the common reasons that children misbehave, a crucial first step in determining how to prevent/reduce challenging behaviors.	October 9 6:30-8:30pm 2 DCDEE Credits Trainer: Ellyn Andrews	Smart Start Rowan Fee: \$10
<b>How to Incorporate Yoga into the Classroom</b>	<b>Description:</b> How to Incorporate Yoga in the Classroom is a hands on training that offers insight on yoga and the benefits it offers in the Pre-K classroom. The participants will learn basic breathing techniques and yoga movements. We will also cover affirmation and meditation. The second half of the training will focus on ways to incorporate the Yoga Basic Elements into the daily lesson plan. Yoga Basic Elements are inclusive and can be used to accommodate multiple learning styles, abilities and life experiences..	October 11 5:30-8:30pm 3 DCDEE Credits Trainer: Kim Weaks	Smart Start Rowan Fee: \$20
<b>CPR/First Aid: Above and Beyond</b>	<b>Description:</b> This training will go above and beyond regular CPR and First Aid. It is child oriented along with adult CPR. Participants will learn how to use a defibrillator and other lifesaving props. Participants will receive a Pediatric CPR and First Aid book along with handouts specific to your needs. After completing this session, participants should be able to demonstrate CPR and First Aid techniques for infants and adults. DCDEE approved instructor. <b>**Checks MUST be written out to the trainer: Tracy Webb-Goodman</b>	October 13 8:30am-1:30pm 5 DCDEE Credits Trainer: Tracy Webb-Goodman	Smart Start Rowan Fee: CPR \$50 FA \$30 Both \$60
<b>Beyond Band Aids</b>	<b>Description:</b> It’s a fact of life that children at home or in child care will become sick, get hurt, or need to take medicine. Dealing with these situations safely is a serious task. This workshop contains guidelines for responding appropriately to accidents and illness. It also describes careful procedures for administering medication.	October 23 6:30-8:30pm 2 DCDEE Credits Trainer: Quyona Rawley	Smart Start Rowan Fee: \$10
<b>Fire Safety</b>	<b>Description:</b> This session will address fire county codes and guidelines for general precautions, emergency planning and fire drills, equipment services features and systems, fire related construction and protection, restriction for interior wall and ceiling covering in the classrooms, means of egress, and the use of portable fire extinguishers. This session will provide information on how to ensure compliance for fire safety.	October 25 6:30-8:30pm 2 DCDEE Credits Trainer: TBA	Smart Start Rowan Fee: \$10
<b>ITS SIDS</b>	<b>Description:</b> Developed by the NC Healthy Start Foundation's ITS-SIDS Project, this session meets state requirements for ITS-SIDS training. Participants will learn to reduce the risk of SIDS through safe sleep practices for infants. Participants will also review Safe Sleep Policy guidelines, NC Division of Child Development and Early Education licensing rules, and maintenance of the proper forms. SIDS-related materials and resources will be available.knowledge, and tools to prepare early educators for many types of emergencies.	October 30 6:30-8:30pm 2 DCDEE Credits Trainer: Quyona Rawley	Smart Start Rowan Fee: \$10

# November 2018

<p><b>Understanding Monitoring and Developmental Screening</b></p>	<p><b>Description:</b> Have you ever been approached by a parent that had concerns about their child’s development? Have you ever struggled with talking to a parent when you had concerns about their child’s development? This training is designed for early childhood educators to provide an overview of monitoring children’s developing milestones and developmental screening. The training will explain your role in developmental monitoring and the importance of promoting developmental screening when there is cause for concern. Participants will learn the difference between developmental monitoring and developmental screening, why each is important in supporting children birth to five, how to communicate effectively with parents and how to assist them through the referral process.</p>	<p>November 13 6:30-9:00pm 2.5 DCDEE Credits Trainer: Priscilla Hayes</p>	<p>Smart Start Rowan Fee: \$10</p>
<p><b>Early Childhood Environment Rating Scale: An ECERS-R Overview</b></p>	<p><b>Description:</b> Develop a better understanding of the Early Childhood Environment Rating Scales with this two-hour training. This workshop will explain the organization of the seven subscales used to evaluate programs, as well as the scoring system. Find out what you can do to get prepared for your assessment and maintain quality in your classroom. Participants are encouraged to bring a copy of the spiral bound Early Childhood Environment Rating Scale-Revised edition, but it is not required.</p>	<p>November 15 6:30-8:30pm 2 DCDEE Credits Trainer: Quayona Rawley</p>	<p>Smart Start Rowan Fee: \$10</p>
<p><b>Get Ready, Get Set, Go!</b></p>	<p><b>Description:</b> Would you like to know how to keep children safe during daily routine transportation or on field trips? This workshop contains guidelines for appropriate supervision, accurate attendance taking, vehical inspection and much more.</p>	<p>November 29 6:30-8:30pm 2 DCDEE Credits Trainer: Quayona Rawley</p>	<p>Smart Start Rowan Fee:\$10</p>

# December 2018

<b>Playground Safety</b>	<b>Description:</b> Do you know what makes a playground safe? This session is designed to promote safe play areas for children in child care. Participants will learn about potential hazards on the playground and gain hands-on experience by completing a playground safety check.	December 1 9:00am-1:00pm 4 DCDEE Credits Trainer: Quyona Rawley	Smart Start Rowan Fee: \$20
<b>ITS SIDS</b>	<b>Description:</b> Developed by the NC Healthy Start Foundation's ITS-SIDS Project, this session meets state requirements for ITS-SIDS training. Participants will learn to reduce the risk of SIDS through safe sleep practices for infants. Participants will also review Safe Sleep Policy guidelines, NC Division of Child Development and Early Education licensing rules, and maintenance of the proper forms. SIDS-related materials and resources will be available.	December 13 6:30-8:30pm 2 DCDEE Credits Trainer: Quyona Rawley	Smart Start Rowan Fee: \$10