



## 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  
January, February, & March**

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
January 8		<b>Beyond Band Aids</b> (6:30-8:30pm) (Smart Start Rowan)	<b>2</b>	\$10
January 12		<b>Stewards of Children</b> (8:30-10:30am) (Smart Start Rowan)	<b>2</b>	\$10
January 24		<b>ITS SIDS</b> (6:30-8:30pm) (Smart Start Rowan)	<b>2</b>	\$10
January 26		<b>How to Incorporate Yoga into the Classroom</b> (9:00-12:00pm) (Smart Start Rowan)	<b>3</b>	\$20
January 31		<b>Get Ready, Get Set, Go!</b> (6:30-8:30pm) (Smart Start Rowan)	<b>2</b>	\$10
February 2		<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
February 7 & 14		<b>Linking NC Foundations for Early Learning and Development to Curriculum Planning for Infants and Toddlers</b> (6:30-8:30pm) (Smart Start Rowan) <b>**Participants must attend both sessions. ***Register through CCR&amp;R</b>	<b>0.5 CEU</b>	\$25
February 21		<b>ITS SIDS</b> (6:30-8:30pm) (Smart Start Rowan)	<b>2</b>	\$10
February 26		<b>Developmentally Appropriate Behaviors: But I'm supposed to act like this!</b> (6:30-8:30pm) (Smart Start Rowan)	<b>2</b>	\$10
March 2		<b>How to Incorporate Yoga into the Classroom</b> (9:00-12:00pm) (Smart Start Rowan)	<b>3</b>	\$20
March 9		<b>Stress Relief Practices for the Educator: Because stress really doesn't go with my lesson plan</b> (9:00am-1:00pm) (Smart Start Rowan)	<b>4</b>	\$20
March 23		<b>Playground Safety</b> (9:00am-1:00pm) (Partners In Learning) <b>2386 Robin Rd. Salisbury, NC 28144</b>	<b>4</b>	\$20

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

Amount \_\_\_\_\_



# Training & CEU Opportunities



## January 2019

<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.	January 8 6:30-8:30pm 2 DCDEE Credits Trainer: Quyona Rawley	Smart Start Rowan Fee: \$10
<b>Stewards of Children</b>	<b>Description:</b> Preventing child abuse is an adult's responsibility. Darkness to Light's Stewards of Children is a 2 hour evidence-informed educational program designed to teach adults how to prevent, recognize, and react responsibly to child sexual abuse. The training incorporates a documentary style video along with discussion and a workbook. Expected outcomes include changes in knowledge, attitudes, and child protective behaviors.	January 12 6:30-8:30pm 2 DCDEE Credits Trainer: Todd Hildebran	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.	January 24 6:30-8:30pm 2 DCDEE Credits Trainer: Quyona Rawley	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..	January 26 9:00am-12:00pm 3 DCDEE Credits Trainer: Kim Weaks	Smart Start Rowan Fee: \$20
<b>Get Ready, Get Set, Go!</b>	<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.	January 31 6:30-8:30pm 2 DCDEE Credits Trainer: Quyona Rawley	Smart Start Rowan Fee: \$10

# February 2019

<p><b>CPR/ First Aid: Above and Beyond</b></p>	<p><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></p>	<p>February 2 8:30am-1:30pm 5 DCDEE Credits Trainer: Tracy Webb- Goodman</p>	<p>Smart Start Rowan Fee: CPR \$50 FA \$30 Both \$60</p>
<p><b>Linking NC Foundations for Early Learning and Development to Curriculum Planning for Infants and Toddlers</b></p>	<p><b>Description:</b> Do you want to understand how to align your infant and toddler activity plans with the Foundations for Early Learning and Development? Then this CEU course is for you. This five-hour course will provide participants with an introduction to the Foundations, help you navigate your way through the document and identify strategies that support children’s development and learning. Participants will spend time observing children in their classroom setting to create intentional activity plans that align with the five developmental domains of development. Participants are encouraged to bring a copy of NC Foundations for Early Learning and Development and a blank copy of the activity plan you use in your program. This training provides information that supports the ITERS-R subscales: Listening and Talking, Activities, Interaction and Program Structure and NCFELD Domains: All. (DCDEE 1, 2, 3, 5, 7, 8,9)</p>	<p>February 7 &amp; 14 6:30-8:30pm .5 CEUs Trainer: Karen Mintz</p>	<p>Smart Start Rowan Fee: \$25</p>
<p><b>ITS SIDS</b></p>	<p><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.</p>	<p>February 21 6:30-8:30pm 2 DCDEE Credits Trainer: Quyona Rawley</p>	<p>Smart Start Rowan Fee:\$10</p>
<p><b>Developmentally Appropriate Behaviors: But I’m supposed to act like this!</b></p>	<p><b>Description:</b> Children use many different kinds of behavior as they grow and test their skills. Some of these behaviors, although appropriate for their developmental age, are still very challenging for teachers. This session focuses on understanding when children can be expected to acquire certain social-emotional skills and guides participants toward understanding, respecting and responding to developmentally appropriate behaviors.</p>	<p>February 26 6:30-8:30pm 2 DCDEE Credits Trainer: Ellyn Andrews</p>	<p>Smart Start Rowan Fee: \$10</p>

# March 2019

<p><b>How to Incorporate Yoga into the Classroom</b></p>	<p><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..</p>	<p>March 2 9:00am-12:00pm 3 DCDEE Credits Trainer: Kim Weaks</p>	<p>Smart Start Rowan Fee: \$20</p>
<p><b>Stress Relief Practices for the Educator: Because stress really doesn't go with my lesson plan</b></p>	<p><b>Description:</b> Whether it is dealing with challenging behaviors, communicating with parents, meeting deadlines or just keeping up with the daily demands of the preschool classroom, there is no doubt, being an educator is often a stressful experience. Even the most seasoned teacher can become overwhelmed. In this training you will learn practical solutions for stress relief, including creating your own body scrub and ideas on creating a peaceful space in your classroom or home. In addition, you'll practice exercise through dance that will help both yourself and your children manage stress more effectively and build resilience in the face challenges.</p>	<p>March 9 9:00am-1:00pm 4 DCDEE Credits Trainer: Quyona Rawley &amp; Denita Caldwell</p>	<p>Smart Start Rowan Fee: \$20</p>
<p><b>Playground Safety</b></p>	<p><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.</p>	<p>March 23 9:00am-1:00pm 4 DCDEE Credits Trainer: Quyona Rawley</p>	<p>Smart Start Rowan Fee: \$20</p>