



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.
- Trainings that are \$20 or more, can be paid by credit card over the phone.

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
April, May, & June**

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
April 6		How to Incorporate Yoga into the Classroom (9:00-12:00pm) (Smart Start Rowan)	3	\$20
April 9		Early Childhood Environment Rating Scale: An ECERS-R Overview (6:30-8:30pm) (Smart Start Rowan)	2	\$10
April 13		Stewards of Children (8:30-10:30am) (Smart Start Rowan)	2	\$10
April 18		ITS SIDS (6:30-8:30pm) (Smart Start Rowan)	2	\$10
April 27		CPR/First Aid: Above and Beyond (Please circle what you need.) (8:30am-1:30pm) (Smart Start Rowan) **Make checks payable to Tracy Webb-Goodman	CPR 3.5 FA 1.5 Both 5	Both CPR FA \$60 \$50 \$30
May 4		How to Incorporate Yoga into the Classroom (9:00-12:00pm) (Smart Start Rowan)		\$20
May 7		Beyond Band Aids (6:30-8:30pm) (Smart Start Rowan)	2	\$10
May 18		Stress Relief Practices for the Educator: Because stress really doesn't go with my lesson plan (9:00am-1:00pm) (Smart Start Rowan)	2	\$20
May 21		Please, Teach Me What To Do (6:30-8:30pm) (Smart Start Rowan)	2	\$10
May 23		ITS SIDS (6:30-8:30pm) (Smart Start Rowan)	2	\$10
May 25		CPR/First Aid: Above and Beyond (Please circle what you need.) (8:30am-1:30pm) (Smart Start Rowan) **Make checks payable to Tracy Webb-Goodman	CPR 3.5 FA 1.5 Both 5	Both CPR FA \$60 \$50 \$30
May 28		Language Development and Communication in Infants and Toddlers: What are they talking about? (6:30-8:30pm) (Smart start Rowan)	2	\$10
June 8		Playground Safety (9:00am-1:00pm) (Partners In Learning) 2386 Robin Rd. Salisbury, NC 28144	4	\$20
June 13		Early Childhood Environment Rating Scale: An ECERS-R Overview (6:30-8:30pm) (Smart Start Rowan)	2	\$10
June 20		ITS SIDS (6:30-8:30pm) (Smart Start Rowan)	2	\$10
June 27		Early Brain Development and Toxic Stress (6:30-8:30pm) (Smart Start Rowan)	2	\$10

Check # _____
Amount _____



Training & CEU Opportunities



April 2019

How to Incorporate Yoga into the Classroom	Description: 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..	April 6 9:00am-12:00pm 3 DCDEE Credits Trainer: Kim Weaks	Smart Start Rowan Fee: \$20
Early Childhood Environment Rating Scale: An ECERS-R Overview	Description: Develop a better understanding of the Early Childhood Environment Rating Scales with this two-hour session. 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.	April 9 6:30-8:30pm 2 DCDEE Credits Trainer: Quyona Rawley	Smart Start Rowan Fee: \$10
Stewards of Children	Description: 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.	April 13 8:30-10:30pm 2 DCDEE Credits Trainer: Todd Hildebran	Smart Start Rowan Fee: \$10
ITS SIDS	Description: 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.	April 18 6:30-8:30pm 2 DCDEE Credits Trainer: Quyona Rawley	Smart Start Rowan Fee: \$10
CPR/ First Aid: Above and Beyond	Description: 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. **Checks MUST be written out to the trainer: Tracy Webb-Goodman	April 27 8:30am-1:30pm 5 DCDEE Credits Trainer: Tracy Webb-Goodman	Smart Start Rowan Fee: CPR \$50 FA \$30 Both \$60

May 2019

How to Incorporate Yoga into the Classroom	Description: 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..	May 4 9:00am-12:00pm 3 DCDEE Credits Trainer: Kim Weaks	Smart Start Rowan Fee: \$20
Beyond Band Aids	Description: 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.	May 7 6:30-8:30pm 2 DCDEE Trainer: Quyona Rawley	Smart Start Rowan Fee: \$10
Stress Relief Practices for the Educator: Because stress really doesn't go with my lesson plan	Description: 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.	May18 9:00am-1:00pm 4 DCDEE Credits Trainer: Quyona Rawley	Smart Start Rowan Fee:\$20
Please, Teach Me What To Do	Description: Learning new skills is hard, and when you're a preschooler every skill is new. Learning to manage your own behavior can be the hardest skill of all. Teaching self-management can be an intensive process, but it's a skill that is crucial to kindergarten readiness. When children can navigate the classroom with minimal adult assistance, they learn to take ownership of their own actions and choices, they treat others better, and are better able to calm themselves and to problem solve. Come learn the five steps to teaching self-management skills so you and your children can reap the benefits."	May 21 6:30-8:30pm 2 DCDEE Credits Trainer: Elynn Andrews	Smart Start Rowan Fee: \$10
ITS SIDS	Description: 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.	May 23 6:30-8:30pm 2 DCDEE Credits Trainer: Quyona Rawley	Smart Start Rowan Fee: \$10
CPR/ First Aid: Above and Beyond	Description: 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. **Checks MUST be written out to the trainer: Tracy Webb-Goodman	May 25 8:30am-1:30pm 5 DCDEE Credits Trainer: Tracy Webb-Goodman	Smart Start Rowan Fee: CPR \$50 FA \$30 Both \$60
How to Incorporate Yoga into the Classroom	Description: 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..	May 28 6:30am-8:30pm 3 DCDEE Credits Trainer: Kim Weaks	Smart Start Rowan Fee: \$20

June 2019

Playground Safety	Description: 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.	June 8 9:00am-1:00pm 4 DCDEE Credits Trainer: Quyona Rawley	Smart Start Rowan Fee: \$20
Early Childhood Environment Rating Scale: An ECERS-R Overview	Description: Develop a better understanding of the Early Childhood Environment Rating Scales with this two-hour session. 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.	June 13 6:30-8:30pm 2 DCDEE Credits Trainer: Quyona Rawley	Smart Start Rowan Fee: \$10
ITS SIDS	Description: 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.	June 20 6:30-8:30pm 2 DCDEE Credits Trainer: Quyona Rawley	Smart Start Rowan Fee: \$10
Early Brain Development and Toxic Stress	Description: Science is just beginning to understand the interconnection of mind and body – and how our thoughts, feelings, and experiences affect health, development, and general well-being. This session will explore the development of the brain in the context of early childhood mental health, and learn how important a child's experiences are to the developing brain. We will explore the concept of what STRESS is, and how it affects the brain and the body with a particular focus on babies, toddlers, and young children.	June 27 6:30-8:30pm 2 DCDEE Credits Trainer: Quyona Rawley	Smart Start Rowan Fee: \$10