



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.
- 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.
- Failure to cancel 2 days before the date of the training will result in forfeiture of the registration fee.
- 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.
- 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 Laura Villegas at (704) 630-9085.



**Registration Form
SMART START ROWAN
January, February, March 2020**

Name: _____

First MI Last

Home address: _____ City: _____ Zip _____

Cell phone number: _____ Work phone number: _____

(By providing your cell phone #, we will send a text reminder before each training in which you registered)

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 9		Effective Communication in the Workplace (6:30-8:30pm) (Smart Start Rowan)	2	\$15
January 11		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
January 15		Positive Guidance for Infants, Toddlers and Two's (6:30-8:30pm) (Smart Start Rowan)	2	\$15
January 20		NC Child Care Regulations Boot Camp (6:30-8:30pm) (Smart Start Rowan)	2	\$15
January 30		Using Positive Discipline to Manage Challenging Behavior (6:30-8:30pm) (Smart Start Rowan)	2	\$15
February 6		ITS SIDS (6:30-8:30pm) (Smart Start Rowan)	2	\$15
February 8		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
February 12		How do I stop putting out fires; Leading when no one wants to follow (6:30-8:30pm) (Smart Start Rowan)	2	\$15
February 17		Self-Regulation Starts with Teaching Children Breathing Techniques (6:30-8:30pm) (Smart Start Rowan)	2	\$15
February 24		Introduction to Social Emotional Learning for Young Children (6:30-8:30pm) (Smart Start Rowan)	2	\$15
March 2		Exploring Social/Emotional Behavior (6:30-8:30pm) (Smart Start Rowan)	2	\$10
March 7		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
March 11		Supervision (6:30 – 8:30) (Smart Start Rowan)	2	\$15
March 17 & March 19		Prevention Strategies for Addressing Undesirable Behaviors: Designing a Prosocial Atmosphere (6:30 – 8:30) (Smart Start Rowan) *Must attend both sessions for credit	4	\$25

Check # _____
Amount _____



Training & CEU Opportunities



January 2020

Effective Communication in the Workplace	Description: This course is designed to enhance communication skills amongst co-workers and families. Participants will learn the difference between effective communication strategies and ineffective communication strategies. Participants will discuss various conflict resolutions strategies. Participants will also be able to test their knowledge by developing a plan to improve communication with co-workers, parents, and students making communication in the workplace more effective overall.	January 9 6:30-8:30pm 2 DCDEE Credits Trainer: Danielle Talford	Location: Smart Start Rowan Fee: \$15
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	January 11 8:30am-1:30pm 5 DCDEE Credits Trainer: Tracy Webb-Goodman	Location: Smart Start Rowan Fee: CPR \$50 FA \$30 Both \$60
Positive Guidance for Infants, Toddlers and Two's	Description: So you think you know how to play with very young children? Is your environment set-up for maximum learning experiences; or are the children hitting pushing and biting? Did you know that you can begin guiding children toward appropriate behavior choices with even the youngest infant? Let's discover together the importance of creating an optimal atmosphere for the growth and development of very young children while learning to embrace Responsive Guidance Techniques that calm the most spirited infant, toddler or two-year-old.	January 15 6:30-8:30pm 2 DCDEE Credits Trainer: Romy Allen	Location: Smart Start Rowan Fee: \$15
NC Childcare Regulations Boot Camp	Description: This training will help participants understand; 1) how to read the North Carolina childcare regulations that pertain to NC licensed programs, 2) how to stay in compliance with regulations by using best practices in classrooms 3) how to articulate the relationship between NC childcare regulation, targeted instructional practices, NC Foundations for Early Learning and Development, NC professional teaching standards and Environmental Rating Scales. Teachers will leave with a great understanding of the components needed for high quality early childhood education and a knowledge of recent regulation changes.	January 20 6:30-8:30pm 2 DCDEE Credits Trainer: Doreen Aristy	Location: Smart Start Rowan Fee: \$15
Using Positive Discipline to Manage Challenging Behavior	Description: This course is designed to help teachers understand why challenging behaviors exists and how to react with positive discipline strategies. Participants will learn best practice for discipline and behavior management.	January 30 6:30-8:30pm 2 DCDEE Credits Trainer: Danielle Talford	Location: Smart Start Rowan Fee: \$15

February 2020

<p>ITS SIDS</p>	<p>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.</p>	<p>February 6 6:30-8:30pm 2 DCDEE Credits Trainer: Danielle Talford</p>	<p>Location: Smart Start Rowan Fee: \$15</p>
<p>CPR/First Aid: Above and Beyond</p>	<p>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.</p>	<p>February 8 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>How do I stop putting out fires; Leading when no one wants to follow</p>	<p>Description: Do you wonder who is going to call in sick today? Are you going to have to juggle personnel around just to maintain coverage? Are you tired of constantly dealing with nagging issues in your daily operations? Then stop the cycle and learn how to communicate with your staff so you can get them on board. This training is developed for Supervisors/Directors.</p>	<p>February 12 6:30-8:30pm 2 DCDEE Credits Trainer: Romy Allen</p>	<p>Smart Start Rowan Fee: \$15</p>
<p>Self-Regulation Starts with Teaching Children Breathing Techniques</p>	<p>Description: Children need a teacher that role models social and emotional skills. In this two-hour training teachers will learn positive guidance techniques with young children in a classroom. Participants will learn how children develop and the research that supports teaching young children social emotional lessons. We will review the components of a self-regulating corner (aka cozy corner, safe place, etc.) and the materials that should be included. In this workshop participants will walk away with breathing techniques that can be used for calming down. Participants will engage in activities to produce materials to bring back to their own classroom.</p>	<p>February 17 6:30-8:30pm 2 DCDEE Credits Trainer: Doreen Aristy</p>	<p>Smart Start Rowan Fee: \$15</p>
<p>Introduction to Social Emotional Learning for Young Children</p>	<p>Description: This interactive workshop will provide participants the opportunity to explore common barriers to Social Emotional Learning program implementation. Participants will gain knowledge about proven successful implementation approaches. Tools and strategies will be shared that address program launching. Participants will be exposed to materials designed to support successful implementation in the classroom. Building a relationship between children and a teacher is the first element needed for children to learn in a classroom. This workshop adds fun simple activities for teachers to build a relationship with young children. Teachers will learn components that define a school family. Participants will engage in activities to produce materials to bring back to their own classroom.</p>	<p>February 24 6:30-8:30pm 2 DCDEE Credits Trainer: Doreen Aristy</p>	<p>Smart Start Rowan Fee: \$15</p>

March 2020

<p>Exploring Social/Emotional Behavior and Development</p>	<p>Description: Through supportive relationships, infants and toddlers develop a sense of trust, how to interact with others and eventually how to express empathy. Strong, nurturing relationships are key to healthy development for infants and toddlers. This professional development event will explore social and emotional development within the context of relationships. Participants will learn how providing responsive care through the process of getting in tune will help infants and toddlers form secure relational attachments and develop a strong foundation for which they can explore their environment. This training provides information that supports the ITERS-R subscales" Listening and Talking and Interactions.</p> <p>***You must register for this class through Child Care Resources. You can use the following link to go directly to the class registration or contact Child Care Resources Inc. https://stage.worklivesystems.com/training/27?classId=17640</p> <p>Child Care Resources Inc. 4600 Park Rd, Suite 400 Charlotte, NC 28209 Phone: 704.376.6697 Fax: 704.376.7865 www.childcareresourcesinc.org</p>	<p>March 2 6:30-8:30pm 2 DCDEE Credits Trainer: Priscilla Hayes</p>	<p>Smart Start Rowan Fee: \$10</p> <p>Fee must be paid to Child Care Resources. Smart Start will not accept payment for this class!</p>
<p>CPR/First Aid: Above and Beyond</p>	<p>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.</p>	<p>March 7 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>Supervision</p>	<p>Description: This course is designed to help teachers understand how company policy, state guidelines, Environmental Rating Scales and NAEYC play a role in understanding best practice for the supervision of young children. Participants will discuss challenges in supervising young children in their facility. They will also develop a supervision improvement plan to avoid unnecessary mishaps and injuries.</p>	<p>March 11 6:30-8:30pm 2 DCDEE Credits Trainer: Danielle Talford</p>	<p>Location: Smart Start Rowan Fee: \$15</p>
<p>Prevention Strategies for Addressing Undesirable Behaviors; Designing a Prosocial Atmosphere</p>	<p>Description: We all know that young children learn through play. However, did you know that part of play is introducing a healthy social and emotional learning environment? This is so that children can learn from you and each other through positive interactions which mean spending less time arguing and acting out. If there are less undesirable behaviors then there are less refereeing battles in the classroom while simultaneously protecting your "last nerve." This session will provide you with knowledge for embracing a pro-social early childhood atmosphere that yields positive performance outcomes for children.</p>	<p>March 17 & 19 6:30-8:30pm 4 DCDEE Credits Trainer: Romy Allen *Must attend both sessions for credit</p>	<p>Smart Start Rowan Fee: \$25</p>