



SPRING 2010

EARLY CHILDHOOD & SCHOOL AGE  
TRAINING CALENDAR



**Center for Children's Initiatives**  
*Building Bright Futures for Children*  
(Formerly Child Care Inc.)

## **STARTING A CHILD CARE CENTER 2010**

Are you interested in opening a new child care site or expanding an existing one? This workshop will cover topics including start-up-costs, operating costs, sources of revenue, the impact of regulatory requirements and assessing the suitability of a site.

When: Tuesday, **March 16<sup>th</sup>**

Time: **9:00 – 4:00 pm**

Cost: **\$100**

Workshop ID: **XECC1500**

## **RECOGNIZING & IDENTIFYING CHILD ABUSE**

Learn about the four types of child abuse, how to recognize the signs and the responsibility of early childhood and school age staff as mandated reporters

Date: **March 11<sup>th</sup> or May 13<sup>th</sup>**

Time: **9:30 – 1:30 pm**

Cost: **\$55**

Workshop ID: **XECC1501 or 1502**

## **OBTAINING RESOURCES TO SERVE SPECIAL NEEDS CHILDREN**

You suspect that one or more of the children in your program have special needs. Now what?? This session will show you how to access resources provided by the Dept. of Early Intervention (ages 0-3), pre-school transitioning (ages 3-5) and state agencies funded by the Office of Mental Retardation and Developmental Disabilities (OMRDD) (ages 5-up). A directory of provider agencies will be provided

Date: **April 15<sup>th</sup>**

Time: **9:30 – 1:30 pm**

Cost: **\$55**

Workshop ID: **XECC1503**

## **EARLY CHILDHOOD 3-DAY MINI SERIES**

**March 25<sup>th</sup>**

**Team Building In the Classroom**

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**April 22<sup>nd</sup>**

**Sensitivity in the Classroom:  
A focus on Special Needs Children**

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**May 20<sup>th</sup>**

**Parents as Partners**

Time: **9:30 – 12:30 pm**

Cost:

**\$140.00 for series or \$50 per day**

Workshop ID: **XECC1505**

## **CREATIVE CURRICULUM FOR PRESCHOOLERS**

This three-day training includes: A wide range of implementation strategies for using the Creative Curriculum books & materials including your own copy of The Creative Curriculum for Preschool. Content will include: Guidance in setting up the learning environment; Understanding how and what young children learn; The teacher's role and the family's role; Helping team members plan effective curriculum. Two training days in a row with the space for the training to "sink in" and begin implementation. The third day includes sharing implementation experiences and continuation of learning based on greater understanding.

Dates: **March 4<sup>th</sup>, 5<sup>th</sup> & 18<sup>th</sup>**

Time: **9:00 am – 4:00 pm**

Cost: **\$400**

Workshop ID: **XECC1504**



# EARLY CHILDHOOD

## QUEST FOR QUALITY **WINTER** SERIES

(for Program Administrators)

**Quest for Quality**, a three-part sequence of workshops, to help you develop a system for assessing and addressing quality issues. Quality New York will help you use standards, assessments, classroom observation, portfolios, administration, and leadership to implement supports for continuous quality improvement.

### Session I: Step In to Quality

The quality continuum:  
What defines quality?  
Date: **February 10<sup>th</sup>**  
Time: 9:30 – 12:30 pm

### Session II: Quality in Action:

Classroom observation and portfolios  
Date: **February 25<sup>th</sup>**  
Time: 9:30 – 12:30 pm

### Workshop III: Quality Assured

Leadership & Management  
Date: **March 10<sup>th</sup>**  
Time: 9:30 – 12:30 pm  
**Cost: \$125 for whole series**  
QFQ QNY(CCI) - WINTER 2010

## QUEST FOR QUALITY **SPRING** SERIES

### Session I: Step In to Quality

The quality continuum:  
What defines quality?  
Date: **April 14<sup>th</sup>**  
Time: 9:30 – 12:30 pm

### Session II: Quality in Action:

Classroom observation and portfolios  
Date: **April 28<sup>th</sup>**  
Time: 9:30 – 12:30 pm

### Workshop III: Quality Assured

Leadership & Management  
Date: **May 12<sup>th</sup>**  
Time: 9:30 – 12:30 pm

### Cost: \$125 for whole series

QFQ QNY(CCI) - SPRING 2010



## NEW DIRECTORS INSTITUTE

Are you a new (or nearly new) director?  
This series is for you!

The six full day sessions (9:00 to 3:30) will include the following topics:

**Managing and Staffing a Center:** Managing all the components; Policies every program needs; Finding, hiring and keeping staff

When: **Tuesday, February 23, 2010**

Workshop ID: **XECC1506**

**Supervising to Keep and Develop Your Staff:** Becoming the "Boss"; Components of Supervision; Leadership Styles; Observation and Feedback; Successful Delegation; Motivation

Date: **Tuesday, March 9, 2010**

Workshop ID: **XECC1507**

**Staff Development:** Creating Learning Environments; Conferencing; Effective Workshops; One-on-One Staff Development

Date: **Tuesday, March 23, 2010**

Workshop ID: **XECC1508**

**Performance Appraisal:** Outline of a Performance Appraisal System; Types of Performance Assessment; Keys to Effective Performance Appraisal Conferences; Developing Performance Appraisal Tools

Date: **Tuesday, April 13, 2010**

Workshop ID: **XECC1509**

**Progressive Discipline: The Process;** working with Marginal Employees; Power and Assertiveness; Disciplinary Conferences; Documentation

Date: **Tuesday, April 27, 2010**

Workshop ID: **XECC1510**

**Stress and Laughter:** Managing stress and using laughter for a more productive and relaxed life

Date: **Tuesday, May 11, 2010**

Workshop ID: **XECC1511**

**Cost: \$500/Full Institute or \$100/per day**

**INFANT & TODDLER CHILD CARE:  
WELCOME TO MY WORLD**  
Meeting the Emotional, Developmental &  
Learning Needs of Toddlers & Two's

Planning a relationship-based, developmentally appropriate learning environment for toddlers & two's requires professionals to link their knowledge of child development, temperament, learning needs & styles, family & cultural expectations & best practices to program planning

If you are working with very young children, this workshop is designed for you!

Workshop objectives:

- Moving from pre-school to toddlers & two's
- Opportunities, challenges, what's on your mind
- Learning about toddlers & two year olds
  - ★ Overview of Development
  - ★ Developmental differences, possible developmental delays & services for children and families
  - ★ Classroom environment – space and materials
  - ★ Curriculum – What is appropriate for this age group?
  - ★ Communicating with families
  - ★ Caring for the caregivers!!

Date: **Tuesday, February 2<sup>nd</sup>**

Time: **9:30 – 1:30 pm**

Cost: **\$55**

Workshop ID: **XBB1506**

**INFANT & TODDLER CHILD CARE:  
BEHAVIOR HAS MEANING:**  
Understanding and Addressing Challenging  
Behaviors in Toddlers and Two's

Teachers and caregivers play a powerful role, alongside families, in contributing to the social and emotional skills and well-being of children from birth to age 3.

Workshop Objectives:

- Describe the key social-emotional needs of toddlers and two's
- Discuss the developmental goals for social-emotional well-being 0-3 yrs.
- Reflect on your attitudes and feelings about challenging behaviors
- Observe, discuss, identify the meaning(s) of challenging behaviors
- Developing an action support plan
- Support continued success

Date: **Thursday, April 8<sup>th</sup>**

Time: **9:30 – 1:30 pm**

Cost: **\$55**

Workshop ID: **XBB1507**



**INFANT TODDLER  
TRAININGS**

# SCHOOL AGE TRAININGS

## SCHOOL AGE DIRECTORS TRAINING PART A – New Directors

The After-School Directors' Training Part A will provide five full days of training and 30 training hours. Topics will include supervision, the director as trainer, program development and quality improvement, life awareness & safety and introduction to the NAA Accreditation.

Dates: **Feb 24, Mar. 3<sup>rd</sup>, 10<sup>th</sup> 17<sup>th</sup> & 24<sup>th</sup>**

Or

**April 14<sup>th</sup>, 21<sup>st</sup> 28<sup>th</sup>, May 5<sup>th</sup> & 12<sup>th</sup>**

Time: **9:00am – 3:00pm**

Cost: **\$400**

Workshop ID: **XSAC1503**

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## SCHOOL AGE DIRECTORS TRAINING PART B – Advanced Directors

The After-School Directors' Training Part B will provide five full days of training and 30 training hours for experienced directors. It will include many topics building on the content of Part A as well as some additional topics. It is designed for directors who have taken school age directors training in the past.

Dates: **May 19<sup>th</sup>, 26<sup>th</sup> June 2<sup>nd</sup>, 9<sup>th</sup> & 16<sup>th</sup>**

Time: **9:00am – 3:00pm**

Cost: **\$400**

Workshop ID: **XSAC1502**

## NYS SCHOOL AGE CARE CREDENTIAL COURSE

*The New York State School Age Credential* is an intensive, exciting and practical professional development opportunity for school age and youth development directors and staff. If you are a school age professional who is committed and determined to make a difference, this is for you! It is a competency-based program that provides specific standards and practices that give you the necessary tools to run a well-managed quality program. The Credential is geared towards adult learners and includes lectures, field studies, portfolio development and one-on-one work with an advisor---totaling over 120 training hours.

Start Date:

➤ **February 26<sup>th</sup>**

Every Monday & Friday to **June 5<sup>th</sup>** ◀

Time: **9:30 am – 1:30 pm**

Fee: **\$2,000**

A Deposit of **\$500.00** is required before start-date (**no exceptions**)

(\* EIP **may** be able to pay for the course.

For information and how to apply visit

<http://www.ecetp.pdp.albany.edu>. Please

note: **deposit is still required!**)

Workshop ID: **XSAC1500**



# STAFF DEVELOPMENT

Topics Include but are not limited to:

## PERSONALIZE YOUR STAFF DEVELOPMENT

**\*\*Let us be your personal shopper!\*\***

*Choose any of these topics or create a topic of interest for your program*

\$750/half-day session

\$1,500/full-day session

(partner with a nearby center and share the cost!)

### CHILD DEVELOPMENT

Looking at physical, emotional, social and cognitive dev. and what it means for program planning in early childhood

### CHILD ABUSE & MALTREATMENT

Learn about the 4 types of abuse and maltreatment and how to spot them.

### EFFECTIVE DISCIPLINE W/O CHILD ABUSE

Strategies to help children develop self-discipline, concern for others and conflict resolution skills

### MANAGING CHALLENGING BEHAVIORS

#### Taking an inward look

We will explore the origins of children's behavior and why they act as they do.

### ASSESSING PROGRAMS AND CHILDREN

We will look at assessment tools, time mgmt., and using assessment results to improve your program.

### HEALTH, SAFETY & NUTRITION

Developing and implementing detailed policies and procedures to ensure the health and well being of children and adults in your program

### BUILDING SUPPORT SYSTEMS

Developing and Maintaining Team Effort— Getting and keeping everyone on board, including communication, gossip, professionalism and more!

### PROGRAM PLANNING

Looking at the role of the planning in the development of a positive, creative learning environment.

### CHILDREN, FAMILIES & COMMUNITIES: MAKING IT ONE

Exploring urban communities, schools and community based organizations and resources. Working with diverse families.

### KEEPING IT TOGETHER

Staying inspired and creative. Keeping informed and staying on top of the world of early childhood education.

### LINKING CHILD DEV. TO CURRICULUM PLANNING FOR INFANTS, TODDLERS & TWO'S

Using developmental knowledge, recognizing developmental & learning differences, on-going observation and communication with parents in curriculum development.

### THE VALUE OF SELF ASSESSMENT: Using the IT Environmental Rating Scale – ITERS

Assist directors and teachers in assessing the I/T classrooms incl. the physical environment, personal care routines, language dev., activities, interaction & program structure.

### INFECTIOUS DISEASES

We will fully train your staff on NYC DOH regulations. We will review common contagious diseases, how its spread, prevention, immunization and short-term care.

Contact Sabretta Alford @ 212-929-7604 ext 3036 for further info.

# WORKSHOP REGISTRATION FORM

Please fill out one registration form per participant

First Name: \_\_\_\_\_ Last Name \_\_\_\_\_  
Organization: \_\_\_\_\_  
Site Name: \_\_\_\_\_  
Site Address: \_\_\_\_\_  
City: \_\_\_\_\_ State: \_\_\_\_\_ Zip: \_\_\_\_\_  
Phone: \_\_\_\_\_ Fax: \_\_\_\_\_  
Email: \_\_\_\_\_

## PAYMENT METHOD

- EIP (Please submit a copy of your application with this form)  
 Check: Name on Check \_\_\_\_\_  
 Check # \_\_\_\_\_ Check Amount: \_\_\_\_\_  
 Credit Card: **Visa** or **Mastercard** (Circle one) Signature: \_\_\_\_\_

Print Name on Card: \_\_\_\_\_  
Card#: \_\_\_\_\_ Expiration Date: \_\_\_\_\_  
Billing Address: \_\_\_\_\_

Please fax or mail workshop registration form to:

### Center for Children's Initiatives

322 8th Avenue,  
4th floor, NY NY 10001  
Fax: 212-929-5785  
Attn: Sabretta Alford

For additional information on how to register call 212-929-7604 ext 3036 or  
Email:  
salford@centerforchildrensinitiatives.org



Center for Children's Initiatives  
Building Bright Futures for Children

Workshop ID	Workshop Name	Date of Workshop	Fee