At the end of September, we will be sending out our annual whole record update. We wanted to take a moment and let you know why we send this every year.

Having this information helps us better serve you!

Keeping things up-to-date means that referrals will be more accurate and you will be less likely to receive calls that do not match what you offer. What you will receive from us are calls from parents looking for just the services you offer. What we need you to pay special attention to are the ages, hours & school transportation sections of the update form. These are the most requested criteria in a referral search.

Also, by filling out the whole record update you are providing us with valuable information which we compile and send to the State Office of Child Care. Even if you do not receive referrals from our office, you will receive benefits when the State has the most recent information on hand when making policies that affect your business such as how much to pay for child care subsidies. Please pay special attention to the rates & enrollment sections of the update form.

A special thanks to those of you who help us each year by sending in this survey!

On another note, you may have noticed that we’ve grown a bit. We have been fortunate enough to have added two new positions. Many of you will get to know Megan and Rachel over the next few months. Megan has written an introduction for this newsletter. Look for more information on Rachel next quarter!
Statistics for Northern Region:
*This is how many requests we had for Child Care between May 15th – Aug 15th:

<table>
<thead>
<tr>
<th>Area</th>
<th>Requests</th>
</tr>
</thead>
<tbody>
<tr>
<td>North Ogden / Pleasant View</td>
<td>101</td>
</tr>
<tr>
<td>Harrisville</td>
<td>75</td>
</tr>
<tr>
<td>Ogden North (North of 12th, South of North Ogden)</td>
<td>167</td>
</tr>
<tr>
<td>Ogden South (North of W. Terrace, South of 30th)</td>
<td>158</td>
</tr>
<tr>
<td>West Weber West (West Weber, Warren, Taylor)</td>
<td>18</td>
</tr>
<tr>
<td>Hooper/West Haven</td>
<td>46</td>
</tr>
<tr>
<td>Roy North East (East of 3500 W, North of 5600 S)</td>
<td>103</td>
</tr>
<tr>
<td>Riverdale</td>
<td>58</td>
</tr>
<tr>
<td>South Ogden / Uintah (South of 40th, East of Harrison)</td>
<td>144</td>
</tr>
<tr>
<td>Mountain Green</td>
<td>0</td>
</tr>
<tr>
<td>Sunset</td>
<td>37</td>
</tr>
<tr>
<td>West Point / Clinton West (West of 3000 W)</td>
<td>53</td>
</tr>
<tr>
<td>Syracuse West (Below the Bluff)</td>
<td>50</td>
</tr>
<tr>
<td>South Clearfield (pocket South of Antelope Dr)</td>
<td>93</td>
</tr>
<tr>
<td>Layton</td>
<td>150</td>
</tr>
<tr>
<td>Kaysville East (East of 115)</td>
<td>39</td>
</tr>
<tr>
<td>Farmington</td>
<td>22</td>
</tr>
<tr>
<td>Bountiful / NSL/ WX West (West of 115)</td>
<td>63</td>
</tr>
<tr>
<td>Clearfield (Main part of Clearfield)</td>
<td>117</td>
</tr>
<tr>
<td>West Point / Clinton East (East of 3000 W)</td>
<td>58</td>
</tr>
<tr>
<td>Syracuse</td>
<td>64</td>
</tr>
<tr>
<td>Layton West (West of Main St)</td>
<td>134</td>
</tr>
<tr>
<td>Layton East (84040 zip)</td>
<td>127</td>
</tr>
<tr>
<td>Kaysville West (West of 115)</td>
<td>39</td>
</tr>
<tr>
<td>Centerville</td>
<td>22</td>
</tr>
<tr>
<td>Bountiful / NSL / WX East (East of 115)</td>
<td>64</td>
</tr>
</tbody>
</table>

<table>
<thead>
<tr>
<th>Area</th>
<th>Requests</th>
</tr>
</thead>
<tbody>
<tr>
<td>Ogden Valley</td>
<td>1</td>
</tr>
<tr>
<td>Ogden Middle (North of 30th, South of 12th)</td>
<td>155</td>
</tr>
<tr>
<td>Ogden West (West Ogden &amp; Industrial Park)</td>
<td>57</td>
</tr>
<tr>
<td>West Weber East (Plain City, Marriott-Slaterville, Farr West)</td>
<td>53</td>
</tr>
<tr>
<td>Roy West (West of 3500 W)</td>
<td>92</td>
</tr>
<tr>
<td>Roy South East (East of 3500 W, South of 5600 S)</td>
<td>99</td>
</tr>
<tr>
<td>South Ogden / W. Terrace (South of 40th, West of Harrison)</td>
<td>120</td>
</tr>
<tr>
<td>South Weber</td>
<td>27</td>
</tr>
<tr>
<td>Morgan</td>
<td>2</td>
</tr>
<tr>
<td>Morgan</td>
<td>2</td>
</tr>
<tr>
<td>Morgan</td>
<td>2</td>
</tr>
<tr>
<td>Morgan</td>
<td>2</td>
</tr>
</tbody>
</table>

*If the parent was looking for care in more than one area, then their children may be counted more than once among these numbers You should only consider the area in which you live.

*This is the breakdown on the ages that care was requested between May 15th – Aug 15th:

<table>
<thead>
<tr>
<th>Age Group</th>
<th>Requests</th>
</tr>
</thead>
<tbody>
<tr>
<td>Infants: birth-1 year old</td>
<td>187</td>
</tr>
<tr>
<td>Infants: 1 year to 2 years old</td>
<td>156</td>
</tr>
<tr>
<td>Toddlers: 2 years old</td>
<td>84</td>
</tr>
<tr>
<td>Preschool: 3 years old</td>
<td>90</td>
</tr>
<tr>
<td>Preschool: 4-5 Years old</td>
<td>127</td>
</tr>
<tr>
<td>School-Age: Kindergarteners</td>
<td>125</td>
</tr>
<tr>
<td>School Age: Grades 1-6</td>
<td>259</td>
</tr>
</tbody>
</table>

*This statistic counts each child only once.

In Ogden the average monthly rates are:

<table>
<thead>
<tr>
<th>Age Group</th>
<th>Center Child Care</th>
<th>Family Child Care</th>
</tr>
</thead>
<tbody>
<tr>
<td>Under 2</td>
<td>$582.77</td>
<td>Under 2</td>
</tr>
<tr>
<td>2 Years Old</td>
<td>$468.89</td>
<td>2 Years Old</td>
</tr>
<tr>
<td>3 Years Old</td>
<td>$442.14</td>
<td>3 Years Old</td>
</tr>
<tr>
<td>4-5 Years Old</td>
<td>$434.10</td>
<td>4-5 Years Old</td>
</tr>
<tr>
<td>School Age</td>
<td>$417.30</td>
<td>School Age</td>
</tr>
</tbody>
</table>

We would like to congratulate our latest update drawing winners!

Amy MacDonald, Adrianne Labrum & Dawn Nielson

They have received a fun prize packet to use in their child care.

Remember we conduct a monthly drawing that only those who contact our agency to update are entered in. You can call our office at 801-626-7837 or visit our website at weber.edu/ccrr go to the provider page and then follow the update link on the left side of the screen.

Thank you to all of you who sent in your updates, this helps our office offer the best child care referrals possible to the parents who use our service.
HOW TO TALK TO CHILD CARE LICENSING

Have you ever had a question about the Child Care Licensing rules? Have you had concerns about what happens during an inspection from Child Care Licensing? Listed below are several ways to have your questions answered and how to let Child Care Licensing know what you think.

Child Care Licensing website: www.health.utah.gov/licensing
On the website you will find the Child Care Licensing Interpretation Manuals. The Interpretation Manual will tell you what the rules are, why we have that rule, and how Child Care Licensing will enforce the rule.

Licensing Specialist:
Your Licensing Specialist has been to your facility and has seen you in action. They have more information that can help to answer questions about your specific situation. You can find the phone number of your Licensing Specialist on our website, www.health.utah.gov/licensing, then click on "contacts".

Regional Program Manager:
If you need more clarification on an answer you receive from your Licensing Specialist, or are concerned about what happened during an inspection, please contact the Regional Program Manager. This person supervises the Licensing Specialists in their region. The Program Managers are:
Jessica Strout, 801-525-1400, ext. 203, North Region, serving home programs in Box Elder, Cache, Davis, Morgan, Rich and Weber counties.
Donna Thomas, 801-273-6613, Central Region, serving all child care programs in Tooele, Summit, Wasatch, and Salt Lake counties and center programs in Box Elder, Cache, Davis, Morgan, Rich and Weber counties.
Lynda Worthington, 801-374-7803, South Region, serving all child care programs in Beaver, Carbon, Duchesne, Emery, Garfield, Grand, Iron, Juab, Kane, Millard, Piute, San Juan, Sanpete, Sevier, Uintah, Utah, Washington and Wayne counties.

Training Specialist:
The Training Specialist can clarify and answer questions about the Child Care Licensing rules. The Training Specialists are:
Joyce Hasting, Center Training Specialist, 801-584-8281, and
Karrie Phillips, Home Provider Training Specialist, 801-584-8292.

Background Screening Supervisor:
Licensing’s Background Screening Supervisor is Joan Isom. Joan can answer any questions regarding the Background Screening rules and the required forms. Her phone number is 801-883-4675.

Evaluation Form:
At the end of an inspection or training, you have an opportunity to complete an evaluation form. You can return this form with any comments, concerns, or suggestions you have after an inspection or training. The Child Care Licensing Administrator and Managers read every evaluation that is returned. At Child Care Licensing, we do value your opinion as professional child care providers and welcome your input and suggestions. We thank you for all you do to give Utah children a safe and healthy environment in which they can learn and grow while their parents are working!
Hello Everybody! My name is Megan Jolley. Many of you might know me if you have taken any of our Guidance and Emotional Wellness classes. I have been a trainer for CCR&R for the past 8 ½ years. I have loved teaching training classes and now I am excited to be involved in a new program we are offering.

We are starting a new center CDA consultation program that will benefit any of you who would like to obtain your CDA. This new program will provide you with many types of individual support as you go through the process of receiving your CDA. Some of the benefits of the program are:

1. Evaluate what training you might need, and help you decide what subject area your training will go in.
2. Provide help in creating your Professional Resource File.
3. Assist you in writing your competency statements and autobiography.
4. Provide you with an informal observation and a formal observation to strengthen your credential.
5. Provide CDA packets and CDA support class materials.
6. Answer any questions you have during the process.

Obtaining your CDA is a valuable goal to reach. You will be awarded a national credential that is recognized by early childhood educators nationwide. This is a great way to promote the quality and experience you and your center have. It can lead to different career opportunities. You will also gain knowledge and experience that will help make your job easier. It is a rewarding experience.

If you would be interested in this program and would like more information please contact the office at 801-626-7837. I am excited to work with you as you reach this goal of receiving your CDA.

---

**8th Annual Child Care Professional Development Conference**

**Building Blocks for Success: Fostering Emotional Wellness**

Featuring a Keynote Address from Dr. Judith Miller, Ph.D

Recognizing Early Emotional Wellness Concerns and Ways to Address Them

**October 23, 2010**

Cottonwood High School (5715 S 1300 E, Murray UT 84121)

The 8th Annual Child Care Professional Development Conference is all about building a solid foundation for a happier learning environment for both children and providers. We invite all child care, early education and school-age providers to join us in our fun, informative breakout sessions and learn & take activities.

We will also be offering NAC hours and CEU's

We're excited to see you there!

For more information contact CCPDI at 801-957-4496 or visit their website at www.slcc.edu/ccpdi
Community Training Calendar
These classes are not offered by the CCR&R, please contact the numbers provided below for more information.

These ongoing Family Child Care licensing rules classes are free and they count toward your annual training requirements:

**Sept 23rd**: Supervision, Ratios & Personnel
**Oct 21st**: Indoor & Outdoor Environment, Injury Prevention
**Nov 18th**: Infection Control, Diapering, Child Health & Medications
**Dec 16th**: Activities, Child Discipline, Transportation & Napping

To register for any of these classes you **must** call Karrie Phillips at 801-538-6107
Classes will be held in Clearfield at the Licensing Office, 189 S. State Street, #200, 7 to 9:30 pm

Also from licensing…
The Bureau of Child Care Licensing has a **Center Training Specialist, Joyce Hasting**, who offers training on the licensing rules for child care center staff. These trainings are free of cost for centers, and can be taught on-site at your center. The training time can be counted toward your required annual training hours. Classes can be taught in the daytime, evening, or on Saturdays. If you are interested in scheduling training, call Joyce at 801-584-8281.

---

The Playroom Inc,
All of the following classes are held in Layton, call Jan @ 774-0074 to register:

<table>
<thead>
<tr>
<th>Class</th>
<th>Date &amp; Time</th>
<th>Cost</th>
</tr>
</thead>
<tbody>
<tr>
<td>Learning Environment</td>
<td>Oct 13, 20 &amp; 27 6:30pm</td>
<td>$25</td>
</tr>
<tr>
<td>CPR &amp; First Aid</td>
<td>Oct 9 9am</td>
<td>$35 for one, $40 at the door $50 for both, $60 at the door</td>
</tr>
<tr>
<td>Program Management</td>
<td>Nov 3, 10 &amp; 17 6:30pm</td>
<td>$25</td>
</tr>
<tr>
<td>CPR &amp; First Aid</td>
<td>Nov 13 9am</td>
<td>$35 for one, $40 at the door $50 for both, $60 at the door</td>
</tr>
</tbody>
</table>

---

If you need to renew your CPR/First Aid certifications, here are a few numbers you can call:
American Red Cross – (Weber / Morgan / N Davis) 801-627-0000  (S Davis) 801-323-7000
American Heart Association – 1-800-523-7472
National Safety Council – 1-800-933-5943
US Training Council – 801-776-6431
Lakeview Hospital – 801-299-2249
McKay Dee Hospital – 801-387-7800
Bountiful City Fire Department – 801-298-6230
Kinder Academy – 801-458-4032
The Playroom – 801-774-0074
Davis Hospital (CPR only) - 807-7023
Ogden Regional (CPR only) - 479-2017
We would like to congratulate the following Child Care Providers!

Career Ladder Recipients

Level One
- Tracey Brown
- Rosalie Davis

Level Three
- Mallory Pelch

Level Four
- Tammy Merrill
- Deisy Tinti

Level Five
- Celeste Ferguson
- Rubertha Hall
- Ricki Peregrina

Level Six
- Rubertha Hall
- Ricki Peregrina
- Haydee Robles de Silva
- Cher Zimmer

Level Seven
- Farah Gowen
- Mary MacKay
- Jill Miller
- Paige Olson
- Maria Villacis

Level Eight
- Farah Gowen
- Robin Haney
- Thelma Morrison

Level Nine
- Carmen Zuniga

Level Ten
- Tamara Bircumshaw
- Jenifer Evertsen
- Natalie Keddington

Career Ladder Endorsement Recipients

Relationship Touchpoints
- Arene Newman
- Ricki Peregrina

Center Director
- Tracey Brown

School Readiness
- Paige Olson

Training & Longevity Recipients

Nancy Adams-Leonard
- Carmelita Alimbuyao
- Jennifer Bodily
- Megan Brunner

Stacie Chidester
- Peggie Clelland
- Kara Eddington
- Janice Gniot

Rubertha Hall
- Luana Hare
- Susan Jenkins
- Tawnya Jensen

Nicole Lamb
- Mary Manglona
- Carlie Richards
- Tammie Singleton

Maryann Smith
- Nancy Storey
- Pamela Trujillo
- Becky Washburn

That’s $25,700 in awards!!

The Career Ladder Program recognizes and rewards child care professionals for the completion of ongoing training in the child care field. A growing body of research demonstrates that the quality of care children receive is directly tied to the level of training and education of those who care for them. Participants in the Career Ladder Program receive a certification and cash bonus for each level of training they complete. In addition, any Career Ladder course may also be used for required state licensing training hours.

Career Ladder Endorsements offer focused training in specific areas. Each endorsement consists of 40 hours of specialized training.

The Training & Longevity Supplement is an annual award and wage supplement available to individuals employed working with children ages birth through school age in licensed center and family child care programs who participate in the Career Ladder. The purpose of this program is to improve the quality of care children receive by improving training and reducing turnover among their caregivers.

If you have any questions about these programs, you can call our office and speak with Crystal at 801-626-8083 or you can attend one of our Career Ladder Orientation workshops. To see when the next workshop is scheduled, check our Training Schedule in this newsletter.
**CCR&R Northern’s 2010 Fall Schedule**

*If you need directions to any of our locations or want to check to see if a class is full, you can call us at 626-7837 or look at our training schedule online at [http://programs.weber.edu/ccrr/TnSchd.htm](http://programs.weber.edu/ccrr/TnSchd.htm)*

WSU ED13 is Weber State University Main Campus in South Ogden, McKay Education Building, Rm 13

WSU Davis is the Weber State Davis Campus on the Layton/Clearfield border

For information on obtaining CEU credit, visit the UACCRRA website at [http://utahccrra.org](http://utahccrra.org)

<table>
<thead>
<tr>
<th>Class Title/Description</th>
<th>Date, Time &amp; Place</th>
<th>Cost</th>
<th>Credit</th>
<th>Career Ladder</th>
</tr>
</thead>
</table>
| **Basics of Child Care**  
Instructor: Shirley Morrison | Oct 2  
9am-2:45pm  
WSU ED13 | $10 | 5 Lic | --- |
| This 5 hour class covers all of the topics required by licensing. It is recommended especially for those just entering the child care field. |
| **Special Needs Course 2: Building Partnership with Parents & Families**  
Instructor: Kylee Cook | Oct 4, 6, 11 & 13  
6:30-9pm  
WSU ED13 | $15 | 10 Lic  
10 CDA  
1 CEU | Level 4-7  
and  
Special Needs Endorsement |
| In this 10 hour course, participants will teach participates about communicating in regards to children with special needs. Topics include building partnerships with families, community resources and supports, facilitating communication with children and families, encouraging speech and basic sign language. |
| **Infant Toddler Course 2: Social & Emotional Growth of Infants**  
Instructor: Gina O'Driscoll | Oct 5, 7, 12 & 14  
6:30-9pm  
WSU ED13 | $15 | 10 Lic  
10 CDA  
1 CEU | Level 4-7  
and  
Infant Toddler Endorsement |
| In this 10 hour course, participants learn about the emotional and social development of infants and toddlers. Areas of focus include: temperaments, responsive caregiving, the caregiver's role in fostering emotional development, socialization, and guidance. |
| **Child Development: Ages & Stages**  
Instructor: Shirley Morrison | Oct 9 & 16  
9am-2:45pm  
WSU ED13 | $15 | 10 Lic  
10 CDA  
NAC | Level 1 |
| In this 10 hour course, participants learn about typical developmental milestones for infants, toddlers, preschoolers, and school age children. Participants also learn basic strategies for working with each of these age groups of children. |
| **CDA Orientation**  
Instructor: Crystal Knippers & Megan Jolley | Oct 12  
6:30-7:30pm  
WSU ED13 | none | --- | --- |
| This 1 hour workshop will cover the steps to getting a CDA. |
| **A Great Place for Kids**  
Instructor: Shirley Morrison | Oct 18, 20, 25 & 27  
6:30-9pm  
WSU ED13 | $15 | 10 Lic  
10 CDA | Level 2 or 3 |
| In this 10 hour course, participants learn how to set up center and home-based child care programs to encourage play, exploration, and learning. Information is included on spaces and materials for block play, dramatic play, puzzles, games, books and literacy activities, art, sensory play, and outdoor play. |
| **Theories and Best Practices, Course 2: Piaget and Brain Development**  
Instructor: Crystal Knippers | Oct 19, 21, 26 & 28  
6:30-9pm  
WSU ED13 | $15 | 10 Lic  
10 CDA  
1 CEU | Level 4-7  
and  
Theory & Best Practice Endorsement |
| This class is recommended only for those who have achieved Level 3 or higher on the Career Ladder.  
In this 10 hour course, participants will learn about Erickson’s life’s work and gain an understanding of his Psychosocial Development Theory. Participants will also learn about levels of Bronfenbrenner’s Ecological Systems Theory and how to apply them to the child care profession. |
| **Learning to Get Along**  
Instructor: Shirley Morrison | Oct 23 & 30  
9am-2:45pm  
WSU ED13 | $15 | 10 Lic  
10 CDA | Level 2 or 3 |
| In this 10 hour course, participants learn effective strategies for supporting young children’s social and emotional development. Areas of focus include: fostering self-esteem and independence, learning to get along in a group, and behavior guidance. |
| **From Preschool to Kindergarten, School Readiness, Course 1: Language & Literacy**  
Instructor Kylee Cook | Nov 1, 3, 8 & 10  
6:30-9pm  
WSU ED13 | $15 | 10 Lic  
10 CDA  
1 CEU | Level 4-7  
and  
School Readiness Endorsement |
| In this 10 hour course based on Utah’s Early Learning Guidelines, participants will learn how to effectively and appropriately foster preschooler’s language and early literacy development for school readiness. Areas of focus include: phonological awareness, letter knowledge and concepts of print, early writing, and receptive and expressive language development. |
| **Child Development: Healthy Care**  
Instructor: Shirley Morrison | Nov 2, 4, 9 & 11  
6:30-9pm  
WSU ED13 | $15 | 10 Lic  
10 CDA  
NAC | Level 1 |
<p>| In this 10 hour course, participants will learn about child care health and safety issues. Topics include: communicable diseases, SIDS, shaken baby syndrome, child abuse and neglect, injury prevention, emergency procedures, nutrition, sick children, and medication administration. |</p>
<table>
<thead>
<tr>
<th>Course Title</th>
<th>Instructor</th>
<th>Date/Time</th>
<th>Location/Number</th>
<th>Fee</th>
<th>Licenses/Certifications</th>
</tr>
</thead>
<tbody>
<tr>
<td><strong>Basics of Child Care</strong></td>
<td>Shirley Morrison</td>
<td>Nov 6</td>
<td>WSU Davis Rm 104</td>
<td>$10</td>
<td>5 Lic ---</td>
</tr>
<tr>
<td></td>
<td></td>
<td>9am-2:45pm</td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td><strong>Child Development: Learning in the Early Years</strong></td>
<td>Shirley Morrison</td>
<td>Nov 13 &amp; 20</td>
<td>WSU ED13</td>
<td>$15</td>
<td>10 Lic 10 CDA Level 1</td>
</tr>
<tr>
<td></td>
<td></td>
<td>9am-2:45pm</td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td><strong>Special Topic: From Lullabies to Literacy</strong></td>
<td>Crystal Knippers</td>
<td>Nov 15</td>
<td>WSU ED13</td>
<td>None</td>
<td>--- ---</td>
</tr>
<tr>
<td></td>
<td></td>
<td>6:30-9pm</td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td><strong>Looking to Learn</strong></td>
<td>Kylee Cook</td>
<td>Nov 16, 23, 30 &amp; Dec 7</td>
<td>WSU ED13</td>
<td>$15</td>
<td>10 Lic 10 CDA Level 2 or 3</td>
</tr>
<tr>
<td></td>
<td></td>
<td>6:30-9pm</td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td><strong>Career Ladder Orientation</strong></td>
<td>Shirley Morrison</td>
<td>Nov 17</td>
<td>WSU ED13</td>
<td>none</td>
<td>--- ---</td>
</tr>
<tr>
<td></td>
<td></td>
<td>6:30-7:30pm</td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td><strong>Relationship Touchpoints™, Course 2: Toddlers 1-2 Years</strong></td>
<td>Natalyn Shepherd</td>
<td>Nov 18, Dec 2, 9 &amp; 16</td>
<td>WSU ED13</td>
<td>$15</td>
<td>10 Lic 10 CDA Level 4-7 and Touchpoints Endorsement</td>
</tr>
<tr>
<td></td>
<td></td>
<td>6:30-9pm</td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td><strong>Infant Toddler Course 1: Setting Up for Infants &amp; Toddlers</strong></td>
<td>Kylee Cook</td>
<td>Nov 29, Dec 1, 6 &amp; 8</td>
<td>WSU ED13</td>
<td>$15</td>
<td>10 Lic 10 CDA Level 4-7 and Infant Toddler Endorsement</td>
</tr>
<tr>
<td></td>
<td></td>
<td>6:30-9pm</td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td><strong>Guidance &amp; Emotional Wellness Course 1: Setting the Stage</strong></td>
<td>Megan Jolley</td>
<td>Nov 30, Dec 2, 7 &amp; 9</td>
<td>WSU ED13</td>
<td>$15</td>
<td>10 Lic 10 CDA Level 4-7 and Guidance &amp; Emotional Wellness Endorsement</td>
</tr>
<tr>
<td></td>
<td></td>
<td>6:30-9pm</td>
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<tr>
<td><strong>Basics of Child Care</strong></td>
<td>Shirley Morrison</td>
<td>Dec 4</td>
<td>WSU ED13</td>
<td>$10</td>
<td>5 Lic ---</td>
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<td>9am-2:45pm</td>
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<tr>
<td><strong>Creating Good Child Care</strong></td>
<td>Shirley Morrison</td>
<td>Dec 11 &amp; 18</td>
<td>WSU ED13</td>
<td>$15</td>
<td>10 Lic 10 CDA Level 2 or 3</td>
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<td>9am-2:45pm</td>
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</tbody>
</table>

*Please remember that if you register for this class and then cannot come, you MUST call and cancel.*
To register, fill out this form, include your payment and mail it to:  
Please make check or money order payable to WEBER STATE.

CCR&R Northern,  
Training Registration  
1309 University Circle  
Ogden, UT 84408-1309

Registration is done by pre-payment only. We must receive the registration form in our office 5 business days before the class begins. Only one person per form. You may make as many copies of this form as you’d like, however you must also copy the back or second page of this form. We can not accept one-sided or one-page-only forms. The Participant Code of Conduct must be read signed and mailed in with each form.

To expedite Career Ladder & TLS Applications, CCPDI has asked that we collect the following **bolded information** from training participants. If we do not have this information, we will not be able to enroll you in any classes.

### Your full name: **Your birth date:**

- **Home Address:**  
- **City, State Zip:**

- **Please circle which type of care you work in:**
  - Licensed Family
  - Residential Certificate
  - Licensed Center
  - Exempt Center
  - Other__________

- **Work phone:**  
- **Home phone:**

- **Email Address:**  
- **Business Name:**

- **☐ I have read, and included a signed copy** of the Statewide Training Participant Code of Conduct with this registration form.  
  *(The Code of Conduct can be found on page two of this form.)*

<table>
<thead>
<tr>
<th>Class Title</th>
<th>Date</th>
<th>Class Fee</th>
<th>Amount Enclosed</th>
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<tbody>
<tr>
<td>Basics of Child Care</td>
<td>October 2</td>
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<tr>
<td>Special Needs Course 2</td>
<td>October 4, 6, 11 &amp; 13</td>
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<tr>
<td>Infant Toddler Course 2</td>
<td>October 5, 7, 12 &amp; 14</td>
<td>$15</td>
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<tr>
<td>Child Development: Ages &amp; Stages</td>
<td>October 9 &amp; 16</td>
<td>$15</td>
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<tr>
<td>CDA Orientation</td>
<td>October 12</td>
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<tr>
<td>A Great Place for Kids</td>
<td>October 18, 20, 25 &amp; 27</td>
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<tr>
<td>Theories &amp; Best Practices Course 2</td>
<td>October 19, 21, 26 &amp; 28</td>
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<tr>
<td>Learning to Get Along</td>
<td>October 23 &amp; 30</td>
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<tr>
<td>School Readiness Course 1</td>
<td>November 1, 3, 8 &amp; 10</td>
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<td>Child Development: Healthy Care</td>
<td>November 2, 4, 9 &amp; 11</td>
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<td>Basics of Child Care (Davis Campus)</td>
<td>November 6</td>
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<tr>
<td>Child Development: Learning in the Early Years</td>
<td>November 13 &amp; 20</td>
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<td>Special Topic: From Lullabies to Literacy</td>
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<td>Looking to Learn</td>
<td>Nov 16, 23, 30 &amp; Dec 7</td>
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<td>Career Ladder Orientation</td>
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<td>Relationship Touchpoints Course 2</td>
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<td>Infant Toddler Course 1</td>
<td>November 29, December 1, 6 &amp; 8</td>
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<tr>
<td>Guidance &amp; Emotional Wellness Course 1</td>
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<tr>
<td>Basics of Child Care</td>
<td>December 4</td>
<td>$10</td>
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<tr>
<td>Creating Good Child Care</td>
<td>December 11 &amp; 18</td>
<td>$15</td>
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</tr>
</tbody>
</table>

**Office use only (Please DO NOT WRITE IN THIS SPACE)**

- **Date received:**
  - ☐ voucher (___R or ___G)  
  - ☐ Money order  
  - ☐ check

**Total Amount Enclosed:**

The tuition we collect from participants is only a registration fee and does not offset the actual cost of the training. Funding comes from the Utah Office of Child Care, from Federal Block Grant monies, set aside for enhancing quality in child care. By following the training policies, you are helping us provide excellent training at a reduced cost to you.
Statewide Child Care Resource & Referral (CCR&R)
Training Participant Code of Conduct
Effective Date: July 1, 2007
Revised: July 1, 2010

- **Punctuality / Attendance:** I understand that I must be in class at or before the time scheduled for class to begin in order to obtain credit for the class. If I arrive after the time that class is scheduled to begin, I can use the time that I was actually in attendance for licensing credit, but I will have to repeat the full 2 ½ hour session to get Career Ladder credit for the course. Class will begin when the trainer determines that it is time to start. I understand that if I am not present during the entire class period, that I will not receive Career Ladder credit for the session, and will have to repeat the full 2 ½ hour session in order to receive credit for the course.

- **Disruptive Behavior:** I will be respectful to the trainer and to all others in attendance during each class session. I will not use obscene, profane, threatening, discriminatory, harassing or abusive language. I will not engage in any conversation or behavior that is disruptive or disrespectful to the trainer or other participants in the class. I will attentively participate in class. I will not text message or make cell phone calls during class time. I understand that I am required to turn my cell phone and/or other electronic devices off or turn them to vibrate during class time. I will limit all cell phone calls to break time or after class time. I will not engage in disruptive private conversations during class time. If I must bring food or drink to class, I will eat quietly and will not allow food or drink to become disruptive or distracting to the trainer or other class participants.

- **Illegal Activity / Health & Safety:** I understand that any illegal activity, including behavior that threatens the health or safety of the trainer or another class participant before, during or after class will be cause for my immediate expulsion from class and permanent suspension from participation in the Career Ladder and the Training and Longevity Supplement, and that such behavior may be reported to law enforcement. Providers may be asked to leave a training if their condition prevents them from participating or is disruptive to the class environment.

- **Children:** I understand that adult training classes are not a developmentally appropriate environment for children of any age. I will not bring children to class.

- **Class Roll:** I understand that in order to receive credit for each class session, that I must sign the roll before class begins. I understand that failure to do so will result in my not receiving credit for the class session. I understand that I may not sign the roll for someone else.

- **Refunds:** I understand that class registration fees are non-refundable. I understand that if I notify the CCR&R a minimum of three days in advance that I am unable to attend a course for which I am registered, that my registration fee may be able to be credited toward another class. I understand that it is my responsibility to contact the CCR&R to make these arrangements.

- **Non-Compliance:** I understand that, in cases of infractions of a minor severity (behavior that has been determined to be disruptive but not illegal), that I will be allowed one issued verbal warning upon the first violation of the above listed rules. I understand that upon the second such infraction, I will be suspended from participation in the Career Ladder and Training and Longevity Supplement for one year from that infraction date. I understand that upon the third such infraction I will be permanently barred from participation in the Career Ladder and Training and Longevity Supplement. I understand that upon the first incident of any violation in which I engage in illegal activity (including threatening or intimidating behavior), that I will be permanently banned from participation in the Career Ladder and Training and Longevity Supplement, and that such action may be cause for intervention by law enforcement and/or other legal action.

**Print Name:**

**Signature:** ___________________________ **Date:** ___________________
CCR&R Northern’s Training Policies

You must pre-register. You will not be considered registered in our classes until we receive the registration form and your payment. We require that you pre-register for our classes for a couple of reasons: 1- Due to the amount of materials we distribute in class, we need to have an accurate count of how many providers will be attending each one and enough time to prepare them. 2- Weber State University has set strict guidelines for us to follow when handling money. They will not allow any money to remain in the office unsecured, overnight. We also do not want to put your information at risk by having it sit on a desk overnight. It is for your privacy and safety that we request you send in your money. If you do not wish to send your money in through the mail you may come into our office during office hours, 8am-4:00pm and register in person. We do not encourage cash, but if that is all you have, please bring exact change.

Money can not be accepted at the training. Each registration form will let you know where to send it. Please check the training schedule page on our website (http://programs.weber.edu/ccrr) to see if a class is full or has been rescheduled or cancelled.

All training participants must review and sign the Statewide CCR&R Training Participant Code of Conduct each time you register. If there is no signature, your registration form will be sent back for you to sign. We will not be able to hold your spot in any class and you may miss out on the class that you want to register for. We are not able to register any one for a class without the signed copy of the Code of Conduct.

The registration form has the information we need for the Utah State Training Registry and must be filled out in full. An incomplete registration form will delay your registration and you may miss the class you are trying to register if it fills before we can collect the information we need. If you have any questions about the information we collect, you can contact our office at 801-626-7784.

If you are sending registrations for more than one person, you must include a registration form for each person and each person must sign the Training Participant Code of Conduct. The form has the information we need for the Utah State Training Registry, without it we cannot register you for any of our classes. Also, each person must sign a copy of the Utah State CCR&R Training Participant Code of Conduct. Without that signature, no one will be able to attend classes.

Registration for each class will close 7 days prior to the start of class. No registrations will be accepted within a week of the class’ start date. This will give us time to prepare the right amount of materials.

We register for classes one quarter at a time. You may register only for the classes listed in our current newsletter. Each quarter’s class schedule and registration form can be found in our quarterly newsletter, the Child Care Connector. The newsletter is published every September, December, March and June. The schedule and registration form will also be posted on our website shortly after it has been sent in the mail.

Sorry, we are not able to issue a refund. If we receive money from you for a class that is already full, we can give you the option of sending the check back to you or sending you a credit voucher. When a class is full, it will be posted on the training schedule page on our website at http://programs.weber.edu/ccrr. You can always call our office at 801-626-7837 to check if the class is full before sending in the registration form or check our online schedule.

If you are unable to attend a class and you call at least three days before the first session starts, we can send you a credit voucher. Sorry, we are not able to refund money. Please be sure to call during office hours 8am-4:00pm. You can reach us either at 801-626-7837, 801-626-7784, or toll free at 1-888-970-0101. We cannot issue a credit voucher if you fail to notify us before the first session of a class.

Each 10 hour class is broken down into four sessions. If you miss one or two session(s) in a class, no money can be refunded. However, you can make it up when that session is taught again, without repaying. You also have the option of making-up the session you missed with another CCR&R agency without having to pay again. We have an agreement with our sister agencies that allows you to make up one or two sessions with them. Just contact them for their times and registration policies.

To register for a make-up session with us, simply fill out the registration form and circle the dates you need to make up, write “make-up” in the amount enclosed section and send it in. Be sure to include the signed Code of Conduct with the form. We have a limited number of make-up slots available for each night so please let us know if you are registered for a make-up session and are unable to attend.

We need to have a minimum number of providers enrolled to conduct the class. Classes, which don’t meet these minimum numbers five days before the class, will be either cancelled or rescheduled. We will notify you and send you a credit voucher for another class.

Classes may be canceled due to weather. We follow Weber State University’s policies regarding this issue. If the campus is closed, our classes will be canceled. If not, classes will be held. You can call Weber State at 801-626-6000 to find out if the campus has been closed. We will also leave a message on our main phone line 801-626-7837. All classes canceled due to weather will be rescheduled.

Certificates are given to participants on the last day of class. If you are making up a session, let the trainer know, they can get the certificate to you sooner. If you do not receive a certificate within two weeks of the final session, contact our office at 801-626-7784. There will be a $5 charge for a replacement certificate.
Training Schedule Inside!

Fall Quarter
CCRR Northern
Look for the