Get the picture!

How many times have you wished parents would get the picture of what your program is about and what it has to offer children? Have you had parents come for interviews with no idea what a quality environment for family or center care looks like or can look like? Some parents are getting a much different picture of what child care has to offer and they are concerned. In a recent survey of parents who have received referrals from the Child Care Resource and Referral Northern, some parents had concerns about their experience in searching for and visiting child care facilities. One parent made this comment about her search and visit to child care facilities for her child, “The quality of care in the programs I was referred was unsatisfactory. The one that seemed the most promising has not called me back; the other would work but seemed unclean.” Another parent wished for “more enforcement and involvement with a regulatory agency.” Now while this represents only a few parents and there are many more who are happy with the care they are receiving for their children, is there more we can do to demonstrate quality and help these children have a more favorable leap in life?

As many of you know the child care community is continuing to raise the bar and help providers along the way as they strive for quality. It is not always easy and is sometimes a hard long lonely road if you are working on a lot of it alone. There are a variety of ways to demonstrate to parents the amazing things you have to offer and there is help available to make those dreams a reality for your own child care. I have met with amazing providers who just needed a little push to help them demonstrate to parents all the great things they were doing by applying for indicators on the Care About Childcare website. What services are there to help you in increasing your professionalism and helping you take those steps toward offering more in your child care facility?

- Mentoring for family child care providers: In this program family providers are able to have our consultant come out and help them work towards goals the provider has set. These goals can be adding more or different activities for the children, creating a lesson plan, working on professional development or even just setting up the environment so that it works for the provider. For more Information on Mentoring please call Rachel at 801-626-7815

- CDA advisement: If you are interested in obtaining your Child Development Associate credential contact us and we would be happy to assist you in creating your plan and supporting you as you move through this process. If you have your CDA and need to renew call us and we will be happy to help you with that. For more information on the CDA consultation program please call Megan at 801-626-8047

- Marketing your child care on the Care About Childcare website: We would be happy to assist you in uploading pictures, writing a marketing statement, and even going through the criteria with you to help you recognize those you already do and what you can do to achieve others. For assistance with the Care About Childcare program please call Crystal at 801-626-8083

Child Care Resource & Referral, Northern Region is a program of the Child & Family Studies Department at Weber State University. Funding for this program is made possible by a grant from the Department of Workforce Services, Office of Work & Family Life, Office of Child Care.
Statistics for Northern Region:

*Families who contacted us for referrals between May 15th – Aug 15th were located in the following cities:

<table>
<thead>
<tr>
<th>City</th>
<th># of families</th>
<th>City</th>
<th># of families</th>
</tr>
</thead>
<tbody>
<tr>
<td>Bountiful</td>
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<td>North Ogden</td>
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</tr>
<tr>
<td>Centerville</td>
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<tr>
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<td>88</td>
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<td>Plain City</td>
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<tr>
<td>Eden</td>
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<td>Pleasant View</td>
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<tr>
<td>Farmington</td>
<td>7</td>
<td>Riverdale</td>
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</tr>
<tr>
<td>Farr West</td>
<td>5</td>
<td>Roy</td>
<td>26</td>
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<td>Fruit Heights</td>
<td>2</td>
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<td>11</td>
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<tr>
<td>Hooper</td>
<td>1</td>
<td>South Weber</td>
<td>2</td>
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<tr>
<td>Huntsville</td>
<td>2</td>
<td>Sunset</td>
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<tr>
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<td>9</td>
<td>Syracuse</td>
<td>6</td>
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<tr>
<td>Layton</td>
<td>47</td>
<td>Washington Terrace</td>
<td>3</td>
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<tr>
<td>Morgan</td>
<td>2</td>
<td>West Haven</td>
<td>4</td>
</tr>
<tr>
<td>Mountain Green</td>
<td>1</td>
<td>West Point</td>
<td>4</td>
</tr>
<tr>
<td></td>
<td></td>
<td>Woods Cross</td>
<td>2</td>
</tr>
</tbody>
</table>

*This statistic counts each family only once, each family could have one or multiple children or be looking for care outside of the city in which they live.

Thank you to all those who called, emailed or used our online web update form!
Here are the latest winners of our update drawings

Busy Bees, Tanya Spangler & OWATC Children’s School

Keeping your record up-to-date means parents will have the latest information about your care. It will also ensure that you will only be sent referrals to fill the needs you have.

You can update by calling our office at 801-626-7837 or go to our website at http://programs.weber.edu/ccrr/provreferrals.htm

Here are the slots and vacancies currently listed in our database:

<table>
<thead>
<tr>
<th>City</th>
<th>Slots</th>
<th>Vacancies</th>
<th>City</th>
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<td>16</td>
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<td>96</td>
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<tr>
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<tr>
<td>North Ogden</td>
<td>133</td>
<td>19</td>
<td>West Point</td>
<td>77</td>
<td>29</td>
</tr>
<tr>
<td>North Salt Lake</td>
<td>242</td>
<td>47</td>
<td>Woods Cross</td>
<td>32</td>
<td>3</td>
</tr>
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</table>
Care About Child Care Tip Sheet

One of the indicators for Care About Childcare under “The Program” is having a curriculum plan to support children in physical development. Listed below are ways to help children increase their physical activity.

Increasing children’s physical activity:

Preschoolers love to move! But they need encouragement, instruction, and practice to develop basic motor skills. Use the following 12 tips to help preschoolers learn and explore different movement skills. By showing children the importance of physical activity, you are being a positive role model and setting children up for a lifetime of healthy habits.

1. **Decorate** the walls with photographs or pictures of young children being active.
2. **Have** children mimic having objects, such as a kites, car, or butterfly.
3. **Use** ordinary objects as equipment (for example, wide masking tape as a balance beam).
4. **Use** movement-exploration techniques, such as “How can you move from here to there?” and “Show me all the ways that you can move the ball.”
5. **Give** very specific feedback (for example, “Remember that hopping uses only one foot” instead of “Remember to hop and not to jump”).
6. **Teach** children how to use one piece of equipment in multiple ways (for example, rolling, bouncing, tossing, throwing, and dribbling a ball).
7. On the class word wall, **list** the names of skills and concepts that children have practiced.
8. **Organize** chase-and-flee games, when space allows, for children to raise their heart rate.
9. **Include** motor skill challenges during transition times (for example, “Please hop back to your seat”).
10. **Ask** the children what they enjoyed most, least, and why.
11. **Remind** parents that children should come to school with proper outdoor clothing (for example, heavy jacket, hat, gloves) so that they can play outside even in cool weather.
12. **Modify** equipment (for example, underinflated beach balls) for greater success.

**Know yourself**

- Make a list of physical activities you loved to do as a child. Recall the times you felt strong and in charge of your body. How can you share these joyful experiences with the children in your group as you use the tips offered here?
- What is your reaction when you see children use big movements that include power, adventure, challenge, and risk? How might your reaction enhance or distract from their physical development?

**Seek the children’s point of view**

- Observe children to see the different ways they move. What do children love about moving their bodies? What physical skills do they already have? For example, how many ways can they jump, climb, or use a ball?
- Generate your own list of activities using the children as your inspiration. Use the list to reinforce joyful, active dispositions to move!

*Reproduced from the Teaching Young Children vol 4 no 3 magazine*
Information on Activity Level

What Is It?
Young children need to pay attention to and persist at a task in order to learn from their activities. They also learn through hands-on exploration. They have high activity levels, and most don’t attend to any one thing for very long. Depending on the activity, a two-year-old child can usually sit and be engaged for two to three minutes, and a five-year-old child for fifteen to twenty minutes. While a high amount of energy is normal, some children with high activity levels may be easily distracted, have difficulty finishing projects, and act without considering the consequences of their behavior.

Observe and Respond
You can help your child learn to focus his or her attention and persist at tasks. Let your child move and release energy by getting outside at least once a day. Provide ways for your child to move indoors too. Throwing rolled up socks into a basket, jumping across parallel tape lines on the floor, dropping pegs into a plastic jar, or dancing to music helps burn off youthful energy. It may be tempting to sit your child in front of the TV or computer, but these activities may increase the amount of energy and restlessness your child exhibits. Limiting these activities increases your child’s ability to focus.

Join your child in playing with a favorite toy. Often your presence helps expand the length of play time. Be sure to notice and comment when your child engages in an activity, and offer positive attention for time spent concentrating. When your child seems ready to move on, ask for one more action with the toy, such as feeding the doll or parking the toy car in the garage.

To help calm or soothe your active child, offer sensory activities, such as pouring sand, playing in water, or working with playdough. Reduce noise and cut back on the number of toys available at one time. Displaying toys attractively makes it easier for your child to make choices.

If your child is moving too quickly to analyze the consequences of action, move close by. Confidently state the rule by saying something like, “It’s not okay to open the guinea pig’s cage. If you open the door he will get out, and we may not be able to find him. What can you do instead?” If necessary, offer choices like “You can open and close the doors on this shape box or draw a picture of the guinea pig.”

Many children who have high activity levels do best with predictable schedules and routines. Arrange your child’s day to include an opportunity to move before and after sedentary activities. Provide a balance between things you must do and things your child wants to do.

Give notice a few minutes before an activity needs to end. This gives your child a chance to complete an activity or mentally prepare to take a break from it. When you must wait for an appointment or in line at a store, bring a bag of books and toys or play a simple guessing game. Keep your child occupied with appropriate things to do.

Reading books together helps your child learn to focus his or her attention. Pique your child’s interest in the story by posing a riddle or question before beginning to read. Keep the book short so your child can successfully focus on it. When you need to draw your child’s attention back to the book, ask a question like “Do you think the boy in the story will run home or to school? Let’s find out.”

Connecting with Support
With your child’s teacher, work to teach your child to slow down and become more attentive. Consistency between home and school will help your child learn more quickly. Determining if your child’s activity level is outside of the norm can be difficult, so try some of the suggestions listed here for three to four months before becoming overly concerned. Then consider if your child is still in constant motion, has difficulty sticking to an activity for more than a few minutes, or continues to have difficulty following routines. If necessary, contact your pediatrician; have your child’s skills screened through the school district; or talk with a family counselor specializing in working with young children.
We would like to congratulate the following Child Care Providers!

### Career Ladder Recipients

<table>
<thead>
<tr>
<th>Level</th>
<th>Recipients</th>
</tr>
</thead>
</table>
| **Level One** | Allison Hayes  
Shane Hill  
Rikki LaRue  
Marina Simmons  
Frances Stenger |
| **Level Two** | Jamie Craythorn  
Abigail Gallegos  
Hilary Perez  
Kirstina Smith  
Jennifer Stark  
Kathleen Worthley |
| **Level Three** | Linda Hawes  
Hilary Perez  
Jeni Taylor |
| **Level Four** | Donna Maupin  
Jessica Stucker |
| **Level Five** | Maria Duran  
Donna Maupin  
Heather Parke  
Jenara Weaver |
| **Level Six** | Donna Maupin  
Jenara Weaver |
| **Level Seven** | Donna Maupin  
Brooke Mounteer  
Jenara Weaver |
| **Level Eight** | Donna Maupin  
Brooke Mounteer  
Britni Rasmussen  
Tracy Rasmussen |
| **Level Nine** |  
|
| **Level Ten** | Bryan Howick  
Stacy Howick |

### Endorsement Recipients

<table>
<thead>
<tr>
<th>Relationship Touchpoints</th>
<th>Guidance &amp; Emotional Wellness</th>
</tr>
</thead>
<tbody>
<tr>
<td>Donna Maupin</td>
<td>Susan Winterton</td>
</tr>
</tbody>
</table>
| Jessica Fletcher  
Lisa Mecham  
Carol Thompson | Maxine Lashley  
Jeni Taylor  
Rebekah Woods |
| Theories & Best Practices | Britni Rasmussen |

### Professional Development Award Recipients – totaling $29,216 in awards

| Karla Arguelles  
Teresa Bell  
Mindi Bingham  
Wendy Byington  
Jamie Craythorn  
Krista Davis  
Maria Duran | KelliAnn Fry  
Mari Gillies  
Alisha Griffin  
Tiffany Hall  
Linda Hawes  
Allison Hayes  
Shane Hill | Donna Holden  
Malinda Houtz  
Mariah Jamison  
Amber Jones  
Rikki LaRue  
Donna Maupin  
Melissa Monsivais | Ramona Morales  
Tisha Morley  
Sarah Morrison  
Brooke Mounteer  
Heather Parke  
Dana Pevey  
Brianna Roylance | Joan Schroeder  
Marina Simmons  
Cynthia K Smith  
Frances Stenger  
Jenara Weaver  
Kathleen Worthley  
Rebekah Wright |

If you have any questions about the Professional Development Award program, you can call our office and speak with Crystal at 801-626-8083.
INFORMATION ON FINGERPRINT CARDS

A fingerprint card is required for any newly covered individual who is 18 years of age or older, and who has not resided in Utah continuously for the past five years. The only exception is if a person turned 18 after they moved to Utah, he/she does not need to submit a fingerprint card and fee. Fingerprint cards are available at the Child Care Licensing offices or by calling Public Safety at 801-965-4445. An acceptable set of fingerprints can be obtained from local law enforcement or Public Safety.

A fingerprint card must be filled out correctly for a background check to be completed. The top of the card needs to include: The last, first, and middle name, signature, social security number and birth date of the applicant, and the date and signature of the office taking the fingerprints. Also required is the country of citizenship (USA is sufficient), and place of birth (only the State is required). Abbreviations may be used for the sex and race of the applicant, but please spell out the eye (blue, brown, hazel, green, or black) and hair (brown, blonde, black, bald, red, gray) colors. The applicant’s weight should be in pounds with the height listed in feet and inches.

If you have any questions about background screenings, including how to fill out the required forms, you may contact the Background Screening Unit Supervisor, Joan Isom, at 801-883-4675.

CHANGES are COMING!

Looking for information about the Fall CCPDI conference?

Well we have exciting news! The Fall CCPDI conference is merging into one with the Spring UAEYEC conference!

SAVE THE DATE:
March 23, 2013

We are pleased to have Steve Spangler as our keynote speaker!

www.stevespanglerience.com

More information to follow! Be sure to check out our website for updates:

WWW.UTAHEARLYCHILDHOODCONFERENCE.COM
Here are Child Care Licensing’s upcoming classes

Family Child Care

- **September 6th:** Activities, Child Discipline, Transportation and Napping
- **November 1st:** Infection control, Diapering, Child Health and Medications

Center Child Care

- **October 11th:** Diapering, Infant & Toddler Care, Infection Control
- **November 29th:** Activities, Animals, Parent Notification, Child Security & Medications

To register for any of these on-going licensing classes you must call Karrie Phillips at 801-584-8292.

These classes are free and count toward your annual training requirements.

Classes will be held in South Ogden will be at Weber State in the McKay Education Building Rm 10, 7 to 9:30pm.

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
- 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) – 801-807-7023
- Ogden Regional (CPR only) – 801-479-2017
Congratulations to the latest TEAM Grant Recipients!

Rebekah Woods:  Block Play Kit through Consultation Program
Diane Olds:  Special Needs Kit through Infant Toddler Endorsement
Marta Alyk:   Special Needs Kit through Consultation Program
Thelma Morrison: Infant Toddler Kit through Theories and Best Practices Endorsement
Valerie Ferguson: Special Needs Kit through Special Needs Endorsement
Shirley Morrison: Math and Science Kit through Relationship Touchpoints Endorsement
Jeni Taylor:  Block Play Kit through Infant Toddler Endorsement
Susan Winterton: Special Needs Kit through Guidance and Emotional Wellness Endorsement
Rita Werenskjold: Literacy Kit through Relationship Touchpoints Endorsement

Reminders About CCR&R Training

As we start a new quarter, it is important to have reminders about all things training.

Registering for a Class
- In this newsletter is the registration form and class descriptions of the classes offered October, November & December.
- Remember to register early as classes do fill up quickly.
- We only take registrations through the mail and check or money order only please.
- Make sure to read the Code of Conduct. You will be required to abide by these rules.
- We limit each class to 24 participants.

Accessing the Training Registry
- Did you know there is a place where you can find out about upcoming training, your training history and what classes you are registered for? You can access your training information at careaboutchildcare.utah.gov.
- If you need your username/password just call or email Crystal at 801-626-8083 or cknippers@weber.edu

Career Ladder Levels and Endorsement Classes
- Each level on the Career Ladder requires 40 hours of career ladder training. You can take all 40 hours face to face or you can use a combination of 20 hours face to face and 20 hours of approved Career Ladder online training.
- Each endorsement is 40 hours and there are a variety of endorsements to choose from that are offered at the Child Care Resource and Referral.

Family Child Care    Infant Toddler         Guidance & Emotional Wellness
Special Needs       Theories & Best Practices  Relationship Touchpoints
*School Readiness   *School Age
*Currently out of rotation
<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>
<tbody>
<tr>
<td>Infant Toddler, Course 1 Instructor: Gina O’Driscoll In this course participants explore issues to be considered when setting up for infant and toddler care. Areas of focus include: primary caregiving, group size, continuity of care, the physical environment, daily routines, and respectful caregiving.</td>
<td>Oct 1, 3, 8 &amp; 10 6:30 – 9pm WSU ED13</td>
<td>$15</td>
<td>10 Lic 10 CDA 1 CEU</td>
<td>Level 5 – 8 &amp; Infant Toddler Endorsement</td>
</tr>
<tr>
<td>Special Needs, Course 2 Instructor: Lisa Wood In this course, participants will teach participants 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.</td>
<td>Oct 2, 4, 9 &amp; 11 6:30-9pm WSU ED13</td>
<td>$15</td>
<td>10 Lic 10 CDA 1 CEU</td>
<td>Level 5 – 8 &amp; Special Needs Endorsement</td>
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<tr>
<td>Basics of Child Care Instructor: Shirley Morrison This 5 hour class covers all of the topics required by licensing. It is recommended especially for those just entering the child care field.</td>
<td>Oct 6 9am-2:45pm WSU ED13</td>
<td>$10</td>
<td>5 Lic</td>
<td>none</td>
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<tr>
<td>Relationship Touchpoints, Course 2 Instructor: Aziele Jenson This class has a prerequisite of a Level 3 or higher on the Career Ladder. This course, based on the work of Dr. T. Berry Brazelton, focuses on understanding the developmental Touchpoints* of the one-two year old and supporting the child’s development at day care and at home. Instruction will include the Touchpoints* principles &amp; assumptions that strengthen relationships between providers and parents and the parents and child. This training emphasizes the implementation of reflective practice strategies to enhance current and future child care practices.</td>
<td>Oct 13 &amp; 20 9am – 2:45pm WSU ED13</td>
<td>$15</td>
<td>10 Lic 10 CDA 1 CEU</td>
<td>Level 5 – 8 &amp; Relationship Touchpoints Endorsement</td>
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<tr>
<td>Child Development: Healthy Care Instructor: Shirley Morrison In this 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.</td>
<td>Oct 15, 17, 22 &amp; 24 6:30-9pm WSU ED13</td>
<td>$15</td>
<td>10 Lic 10 CDA NAC</td>
<td>Level 1</td>
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<tr>
<td>Theories and Best Practices, Course 2 Instructor: Crystal Knippers This class has a prerequisite of a Level 3 or higher on the Career Ladder. In this 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.</td>
<td>Oct 16, 18, 23 &amp; 25 6:30-9pm WSU ED13</td>
<td>$15</td>
<td>10 Lic 10 CDA 1 CEU</td>
<td>Level 5 – 8 &amp; Theories &amp; Best Practices Endorsement</td>
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<tr>
<td>Learning to Get Along Instructor: Shirley Morrison In this 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.</td>
<td>Oct 27 &amp; Nov 3 9am-2:45pm WSU ED13</td>
<td>$15</td>
<td>10 Lic 10 CDA</td>
<td>Level 2 or 3</td>
</tr>
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<td>Child Development: Ages &amp; Stages Instructor: Shirley Morrison In this 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.</td>
<td>Oct 29, 31 &amp; Nov 5, &amp; 7 6:30-9pm WSU ED13</td>
<td>$15</td>
<td>10 Lic 10 CDA NAC</td>
<td>Level 1</td>
</tr>
<tr>
<td>Course Title</td>
<td>Instructor</td>
<td>Dates</td>
<td>Times</td>
<td>Location</td>
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<td>-------------------------------</td>
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<td>--------------</td>
</tr>
<tr>
<td>Let’s Explore</td>
<td>Crystal Knippers</td>
<td>Nov 1</td>
<td>6:30-9pm</td>
<td>WSU ED13</td>
</tr>
<tr>
<td>Guidance &amp; Emotional Wellness, Course 2</td>
<td>Megan Jolley</td>
<td>Nov 6, 8, 13 &amp; 15</td>
<td>6:30-9pm</td>
<td>WSU ED13</td>
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<tr>
<td>Family Child Care, Course 2</td>
<td>Deann Jones</td>
<td>Nov 10 &amp; 17</td>
<td>9am-2:45pm</td>
<td>WSU ED13</td>
</tr>
<tr>
<td>Looking to Learn</td>
<td>Shirley Morrison</td>
<td>Nov 12, 14, 19 &amp; 21</td>
<td>6:30-9pm</td>
<td>WSU ED13</td>
</tr>
<tr>
<td>Director’s Support Group</td>
<td>Crystal Knippers</td>
<td>Nov 20</td>
<td>6:30-7:30pm</td>
<td>WSU ED13</td>
</tr>
<tr>
<td>A Great Place For Kids</td>
<td>Shirley Morrison</td>
<td>Nov 26, 28 &amp; Dec 3, 5</td>
<td>6:30-9pm</td>
<td>WSU ED13</td>
</tr>
<tr>
<td>CDA Orientation Workshop</td>
<td>Megan Jolley</td>
<td>Nov 27</td>
<td>6:30-7:30pm</td>
<td>WSU ED13</td>
</tr>
<tr>
<td>Basics of Child Care</td>
<td>Shirley Morrison</td>
<td>Dec 1</td>
<td>9am-2:45pm</td>
<td>WSU ED13</td>
</tr>
<tr>
<td>Infant Toddler, Course 2</td>
<td>Gina O’Driscoll</td>
<td>Dec 4, 6, 11 &amp; 13</td>
<td>6:30-9pm</td>
<td>WSU ED13</td>
</tr>
<tr>
<td>Creating Good Child Care</td>
<td>Shirley Morrison</td>
<td>Dec 8 &amp; 15</td>
<td>9am-2:45pm</td>
<td>WSU ED13</td>
</tr>
<tr>
<td>Child Development: Learning in the Early Years</td>
<td>Shirley Morrison</td>
<td>Dec 10, 12, 17 &amp; 19</td>
<td>6:30-9pm</td>
<td>WSU ED13</td>
</tr>
</tbody>
</table>
To register, fill out this form, include your payment (check or money order payable to Weber State), and send to:

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. Please remember we now only accept registrations by mail. Only one person per form. You may make as many copies of this form as you’d like, be sure to include both pages. 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.

Your full legal name:                                                                                                           Your birthdate:

Email Address:                                                                                                                 Home phone:

Home Address: City, State Zip:                                                                                               Work phone:

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

Name of Child Care you work in:

☐ 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>Infant &amp; Toddler Course 1</td>
<td>Oct 1, 3, 8 &amp; 10</td>
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<tr>
<td>Special Needs Course 2</td>
<td>Oct 2, 4, 9 &amp; 11</td>
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<td>Basics of Child Care</td>
<td>Oct 6</td>
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<tr>
<td>Relationship Touchpoints Course 2</td>
<td>Oct 13 &amp; 20</td>
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<td>Child Development: Healthy Care</td>
<td>Oct 15, 17, 22 &amp; 24</td>
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<tr>
<td>Theories &amp; Best Practices Course 2</td>
<td>Oct 16, 18, 23 &amp; 25</td>
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<td>Learning to Get Along</td>
<td>Oct 27 &amp; Nov 3</td>
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<td>Child Development: Ages &amp; Stages</td>
<td>Oct 29, 31 &amp; Nov 5, 7</td>
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<td>Let’s Explore</td>
<td>Nov 1</td>
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<td>Guidance &amp; Emotional Wellness Course 2</td>
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</tr>
</tbody>
</table>

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

Date received: ☐ voucher ( _Rg or _Gt ) ☐ MO ☐ check ☐ ctr pd

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. No refunds are available, but you may receive a credit voucher if you cancel at least three days before the class.
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 1/2 hour session to get Career Ladder credit for the course. This includes returning on time from breaks and lunch. 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, I will not receive Career Ladder credit for the session, and will have to repeat the full 2 1/2 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 I 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. I understand that I may be asked to leave a training if my condition prevents me 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, 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.

Confidentiality: I understand that confidentiality is extremely important. I understand that I must keep all names and other identifying information confidential when I am relating a story during class or asking for guidance regarding certain issues. I also understand that it is my responsibility to keep sensitive issues discussed during class in confidence, and not discuss it with family or friends outside of that classroom setting.

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. Registration forms must be sent through the mail. 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 (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 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
CCR&R Northern
Look for the