Calling all child care providers and caregivers, there is news that is important for you all to be aware of.

First, we want to remind all providers how easy it is now to have your indicators verified by your licensor. In the past, providers had to take pictures and upload other documentation to have indicators awarded. That system was time consuming to both the provider and to those who were approving them. Now, you can save time by taking a few minutes to log in to your Licensing Portal and select to have your indicators verified. In the little time that it takes to do that, you will be on your way to having your indicators verified on your next unannounced inspection. Please call us if you have any questions.

Second, as we start our new fiscal year there are a few changes in the area of education. Our agency will no longer be issuing a paper certificate upon completion of a class. Certificates will be emailed to all participants after the class ends. This process will ensure that no certificate will be lost in the mail. Certificates can be printed if you need paper documentation. Also, if you have not been in classes in the last few months you will need to be aware that our training space has moved. Classes are now held in room 10. That is just down the hall from our office.

Third, we will be changing the format of our newsletter a bit. Larger newsletters will be sent out in the first and third quarters, and smaller ones in the second and fourth quarters. All newsletters will contain the new training schedule and announcements from the Office of Child Care.

Last, we wanted to share just a brief message about the hard work you do and the reward that sometimes take all too long to receive. You have chosen your career because of your love for children and for your desire to provide them with a loving a caring place while their parents are at work. Your hard work in establishing routines, providing activities and educating yourself is something that brings so much to the lives of the children you care for. We understand that yours is a job that takes a lot of energy and patience. Please know we are here to support you!

We would like to thank all those who came to our provide appreciation event. This year we had 300 participants! The smiles on the faces of caregivers and their family members was so much fun to see. We hope you all know how much we appreciate you.
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>
<th>Slots</th>
<th>Vacancies</th>
</tr>
</thead>
<tbody>
<tr>
<td>Bountiful</td>
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<td>422</td>
<td>69</td>
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<tr>
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<tr>
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<td>South Weber</td>
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<tr>
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<td>Sunset</td>
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<tr>
<td>Hooper</td>
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<td>5</td>
<td>Syracuse</td>
<td>442</td>
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<tr>
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<td>24</td>
<td>Uintah</td>
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<tr>
<td>Layton</td>
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<td>Washington Terrace</td>
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<tr>
<td>Morgan</td>
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<td>West Bountiful</td>
<td>171</td>
<td>13</td>
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<tr>
<td>North Ogden</td>
<td>120</td>
<td>0</td>
<td>West Haven</td>
<td>56</td>
<td>2</td>
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</table>

Average Monthly Rates in Ogden City

Center:

<table>
<thead>
<tr>
<th>Age Group</th>
<th>Under 2</th>
<th>2 years</th>
<th>3 years</th>
<th>4-5 years</th>
<th>Kindergarten</th>
<th>School Age</th>
</tr>
</thead>
<tbody>
<tr>
<td></td>
<td>$745</td>
<td>$632</td>
<td>$603</td>
<td>$583</td>
<td>$557</td>
<td>$553</td>
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</table>

Family Child Care:

<table>
<thead>
<tr>
<th>Age Group</th>
<th>Under 2</th>
<th>2 years</th>
<th>3 years</th>
<th>4-5 years</th>
<th>Kindergarten</th>
<th>School Age</th>
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<tbody>
<tr>
<td></td>
<td>$543</td>
<td>$516</td>
<td>$513</td>
<td>$507</td>
<td>$467</td>
<td>$439</td>
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</tbody>
</table>

If you are interested in the average rates for your city, call us at 801-626-7784 or email bmontgomery@weber.edu.
Thank you to all those who called, emailed or used our online web update form! Here are the latest winners of our monthly update prize drawings

**February:** Margaret Bailey  
**March:** St Paul Lutheran Child Care  
**April:** Anel Bowman

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/cac/receiving-referrals.html](http://programs.weber.edu/cac/receiving-referrals.html)

If you are familiar with the Care About Childcare website, you can update information while logged in to that website. Just be sure to update your vacancies in addition to whatever else you wish to change and your name will be entered into the monthly drawing.

There are 4 ways you can be entered in our monthly update prize drawing:

1. You can call our office at 801-626-7837 and tell us how many vacancies you have.
2. You can email us at kpolson@weber.edu or bmontgomery@weber.edu
3. You can use the online update form at [http://programs.weber.edu/cac/receiving-referrals.html](http://programs.weber.edu/cac/receiving-referrals.html) just scroll down to the bottom of the screen.
4. Finally, you can update directly through the careaboutchildcare.utah.gov website. If you aren’t sure of what your username and password is, use the reset password option located above the login fields. An email will be sent to you with instructions on how to log in. You can always call our office at 801-626-7837 if you have any questions.

**now what?**

Free activities, games, and resources for parents and caregivers of children under 5 sent right to your cell phone

**text**

**UTFAMILY** to **274448**

*bMessage and data rates may apply. Text STOP to 274448 to STOP.*

[logo of United Way of Northern Utah and Ogden United Promise Neighborhood]
This year’s view from the PARK

Thank You for joining us!

We hope to see you all next year
Attention Family Child Care Providers!

The Office of Child Care has something NEW!
Designed specifically just for you!

Come to the family child care quality information meeting!

Providers **must attend** to receive application to participate

- Excellent opportunities for growing your program
- Technical assistance and coaching
- Connect with other family providers
- Quality Improvement Grant
  Licensed up to 8 children $3000
  Licensed up to 16 children $6000

**Date:** June 19, 2018

**Time:** 7:00—8:00 pm

**Location:**
Weber State University
1351 Edvalson Street,
Ogden
David O MacKay Education Building, Room 16

**Courtesy RSVP**
Phone: 801-626-7815
Email: vivianhardy@weber.edu

Funding is made possible through the Child Care and Development Fund, the Department of Workforce Services - Office of Child Care.
TOP Star Training

Join us for a FREE 2-part provider training and earn up to 10 Career Ladder AND up to 10 Licensing Credits! Training covers six topics:

- Childhood Obesity
- Child Nutrition
- Physical Activity for Children
- Personal Health & Wellness
- Working With Families
- Supporting Breastfeeding Mothers

Registration is required. Deadline to register: September 5
Register online at http://goo.gl/forms/vaLyllpmbc5rmkus

Questions?
Contact: Kristen Brimley (kbrimley@co.davis.ut.us, 801-525-5077)
or Sunny Hayes (shayes@co.weber.ut.us)

Healthy 4th of July Ideas

TOP Star is all about healthier options for celebrating! In our monthly newsletters sent out to endorsed providers, we give ideas for how to celebrate the holidays with healthy treats and fun activities instead of unhealthy sweets and screen time. Here’s a sample of some fun ideas to celebrate the 4th of July. Enjoy!

- American Flag Fruit Kabobs
- Patriotic Yoga
- Patriotic Smoothie
- 4th of July Toast
- Fireworks Painting
- Patriotic Yoga Cards
Earn One (1) Career Ladder Training Hour Through

Childcare Providers Introduction to Shaken Baby Syndrome Online Training

Developed by experts at the National Center on Shaken Baby Syndrome
DontShake.org

Training Includes the Latest Information on:

- Basics of Shaken Baby Syndrome
- The Period of PURPLE Crying
- Soothing a Crying Baby
- Coping with a Crying Baby
- Recognizing Child Abuse
- Reporting Child Abuse

Only $5 per User

Register at http://training.dontshake.org
The following books can be found in our lending library.

**I Love You Rituals**  
-Becky A Bailey Ph.D

I Love You Rituals offers more than seventy delightful rhymes and games that send the message of unconditional love and enhance children's social, emotional, and school success. Winner of a 1999 Parent's Guide Children's Media Award, these positive nursery rhymes, interactive finger plays, soothing games, and physical activity can be played with children from infancy through age eight. In only minutes a day, these powerful rituals:

- Prime a child's brain for learning
- Help children cope with change
- Enhance attention, cooperation, and self-esteem
- Help busy families stay close
- Affirm the parent-child bond that insulates children from violence, peer pressure, and drugs, and much more.

Easy to learn and especially effective in stressful situations, I Love You Rituals gives parents, grandparents, caregivers, and teachers inspiring tools to help children thrive.

**My Big World of Wonder: Activities for Learning About Nature and Using Natural Resources Wisely**  
-Sherri Griffin

My Big World of Wonder allows teachers to heighten young children's awareness of nature and develop an understanding of our natural resources at the same time. This easy-to-use activity book explores how we use-and gives ways to preserve-all natural resources: air, water, minerals, soil, land, and all life forms. Designed for use both inside and outside of the classroom, this helpful resource contains over 80 stimulating activities organized by season-each focusing on the three core principles of conservation: preservation, restoration, and management.

ISBN: 978-1929610570
Child Care Licensing Rules Training

These classes are to help you better understand the Child Care Licensing rules and their assessment. **Pre-registration is required.** Please register for the class of your choice by calling the North Region office at 801-273-6617. You could also call or text Charlotte Woodward at 801-828-8497 or email her at cwoodward@utah.gov.

**Classes are held at venues independent of the Child Care Licensing Program.** If you have any questions about the class, please DO NOT contact the venue.

**Classes are taught according to the Care About Childcare specifications.** In order to receive Career Ladder credit, you must be there for the entire class. If you do not attend the entire class, you will get a certificate that includes the numbers of hours you did attend.

**Classes include hands-on activities.**

If no one is registered within 48 hours, the class will be canceled.

**Child Care Center Licensing Rules Training**

**June 25th – Center Rules Session 1**
- Weber State University, David O McKay Education Building, Room 6, 6:30 – 9pm
- To register online go to: [https://goo.gl/forms/HLaKUD3nOGqA1y1](https://goo.gl/forms/HLaKUD3nOGqA1y1)

**June 27th – Center Rules Session 2**
- Weber State University, David O McKay Education Building, Room 6, 6:30 – 9pm
- To register online go to: [https://goo.gl/forms/cxamFmUA7qLxLbSD2](https://goo.gl/forms/cxamFmUA7qLxLbSD2)

**June 27th – All Center Rules**
- Edu-Care Early Learning Center, 2182 N Hill Field Road Suite #4, Layton, UT 84041
- To register online go to: [https://goo.gl/forms/vumbqVmkmM1cigwx1](https://goo.gl/forms/vumbqVmkmM1cigwx1)

More information on these sessions can be found online at [http://childcarelicensing.utah.gov/Trainings.html](http://childcarelicensing.utah.gov/Trainings.html)

If you need to renew your CPR and/or First Aid certifications, here are a few numbers you can call:

- **Red Cross: (Weber/Morgan/N. Davis)** 801-627-0000
  - (South Davis) 801-323-7000
- **American Heart Association:** 1-877-242-4277
- **US Training Council:** 1-877-554-8500, extension 2
- **Lakeview Hospital:** 801-299-2246
- **McKay Dee Hospital:** 801-387-7800
- **Bountiful City Fire Department:** 801-298-6230
- **Steve Thorlakson:** 801-201-0699
- **Becky Erkkila:** 801-678-4233
- **Save-A-Heart:** 801-582-7144
- **Davis Hospital (CPR only):** 801-807-7023
- **Ogden Regional Hospital (CPR only):** 801-479-2017
We’d like to congratulate the following providers on their accomplishments within the Professional Development Program T.E.A.C.H. Early Childhood, a scholarship program of UAEYC is now accepting applications for those wanting to begin an Associate degree in Fall 2018.

This scholarship is available to those currently employed full time in a licensed child care program, as a teacher or an administrator. T.E.A.C.H. Early Childhood has been providing Utah early childhood providers with a debt free path to a college education for 2 years.

Those interested in applying can download an application from the UAEYC Website: http://www.uaeyc.org/t.e.a.c.h.-early-childhood.html

Applications for Fall 2018 must be received by July 1, 2018. Applications received after that date will be considered for Spring 2019.

For more information please call 801-456-5797 or email TEACH@uaeyc.org.
Steps to Earn Your CDA Credential

Prepare

Anytime before I apply

- Earn a high school diploma, GED, or be enrolled as a junior or senior in a high school career and technical program in early childhood education.
- Complete 120 hours of formal early childhood education training, covering the growth and development of children ages 3 to 5 years old, with no fewer than 10 training hours in each of the eight CDA subject areas.

CDA Subject Areas
- Planning a safe and healthy learning environment
- Advancing children’s physical and intellectual development
- Supporting children’s social and emotional development
- Building productive relationships with families
- Managing an effective program operation
- Maintaining a commitment to professionalism
- Observing and recording children’s behavior
- Understanding principles of child development and learning

Within 3 years of submitting application:

- Obtain 480 hours of professional work experience in a center-based setting with children ages 3-5 years old.

Within 6 months of submitting application:

- Prepare your CDA Professional Portfolio - You are required to put together a collection of reference materials related to your work. Please follow the detailed instructions in your Competency Standards book to prepare your CDA Professional Portfolio.
- Find a CDA Professional Development (PD) Specialist - To learn more about CDA PD Specialist's role in the CDA credentialing process click here.

Apply

- Apply online for your CDA Credential using the YourCDA online application system or complete a paper application provided in the CDA Preschool CDA Competency Standards Book.
- The non-refundable / non-transferable application fee of $425 must be submitted with your application. Make sure to secure the funds before you submit your application. Learn about CDA scholarships in your state.
- Once your CDA application has been reviewed and accepted you will receive a Ready to Schedule notification from the Council.

Demonstrate

- Once you receive your Ready to Schedule notification from the Council, you are ready to schedule your CDA Verification Visit and CDA Exam.

Earn

- Scores are electronically submitted to the Council by the CDA PD Specialist and Pearson Vue testing center.
- A Council committee will review the results of your assessment and render a decision whether to award you the CDA Credential. If your credential is awarded, the official Child Development Associate® credential will be mailed to you. If the committee decides you need more training, the Council will let you know the next steps to take to earn the Credential.

For more information visit www.cdacouncil.org
CAC - Weber State’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 cannot 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/cac) to see if a class is full or has been rescheduled or cancelled.

All training participants must review and sign the Statewide Professional Development System 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 anyone 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 Professional Development System 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/cac. 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 Mon – Thu 8am-4:00pm. You can reach us either at 801-626-7837 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 CAC 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 business days before the class is due to start, 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 emailed to participants after the last day of class. If you do not receive a certificate within two weeks of the final session, contact our office at 801-626-7837.
<table>
<thead>
<tr>
<th>Class Title &amp; Description</th>
<th>Date, Time &amp; Place</th>
<th>Cost</th>
<th>Credit</th>
<th>Career Ladder</th>
</tr>
</thead>
</table>
| **School Age Course 4: Expanded Learning Opportunities**  
Instructor: Vicki Kielsmeier                                                                                 | Saturdays July 7 & 14  
9:00am – 2:30pm  
WSU ED10                                                   | $16   | 10 Lic 1 CEU | Level 5 – 8 School Age Endorsement |  
(10 hours) In this course participants will learn about creating an emergent curriculum for school age children. They will also learn about the role of evaluations and core standards in afterschool programs, as well as leadership and community outreach. |
| **Child Development: Learning in the Early Years**  
Instructor: Celeste Ferguson                                                                                 | Mondays & Wednesdays July 9, 11, 16, & 18  
6:30 – 9pm  
WSU ED10                                                   | $16   | 10 Lic 1 CDA | Level 1                             |  
(10 hours) In this course participants explore how young children learn and develop. Areas of focus include: brain development, learning through play, supporting social and emotional development, and positive guidance. |
| **Advanced Child Development**  
Instructor: Crystal Knippers                                                                                  | Tuesdays & Thursdays July 10, 12, 17, & 19  
6:30pm - 9pm  
WSU ED10                                                   | $16   | 10 Lic 1 CDA | Level 2 – 3                         |  
(10 hours) In this course participants learn basic principles and theories of child development, and how this knowledge can influence their day-to-day work with children. Participants will be introduced to the theories of Maslow, Erikson, Montessori, Piaget, Vygotsky, Kohlberg, Gilligan, and behaviorism. |
| **Infant & Toddler Care Course 3: Learning in Infancy & Toddlerhood**  
Instructor: Simone St Laurent                                                                               | Mondays & Wednesdays July 23, 25, 30 & Aug 1  
6:30 – 9pm  
WSU ED10                                                   | $16   | 10 Lic 1 CEU | Level 5 – 8 Infant & Toddler Endorsement |  
(10 hours) In this course participants explore how infants and toddlers learn. Areas of focus include: cognitive discoveries of infancy, the role of the caregiver in supporting learning, stages of infancy, and language development. |
| **School Readiness Standards Course 4: Additional Core Standards**  
Instructor: Vicki Kielsmeier                                                                                 | Tuesday & Thursday July 31 & Aug 2  
6:30pm - 9pm  
AND Saturday Aug 4  
9am - 2:30pm  
WSU ED10                                                   | $16   | 10 Lic 1 CEU | Level 5 – 8 School Readiness Endorsement |  
(10 hours) In this course, based on Utah’s Early Learning Guidelines, participants will learn how to effectively and appropriately foster preschooler’s development in four additional core areas; Approaches to Learning, Science, Creative Arts, and Physical Development. |
| **Looking to Learn**  
Instructor: Verlina Adame                                                                                     | Mondays & Wednesdays Aug 6, 8, 13, & 15  
6:30 – 9pm  
WSU ED10                                                   | $16   | 10 Lic 1 CDA | Level 2 – 3                         |  
(10 hours) In this course participants learn effective tools and strategies for gathering and using observational information about children. Areas of focus include: learning to observe children accurately and objectively, observation tools and goals, overcoming obstacles to observation, and interpreting and using observation data. |
| **Director’s Toolbox Course 1: Leadership in Action & The Right Fit**  
Instructor: Mary Ogan                                                                                       | Tuesdays & Thursdays Aug 14, 16, 21, & 23  
6:30 - 9pm  
WSU ED10                                                   | $16   | 10 Lic 1 CEU | Level 5 – 8 Center Director’s Endorsement |  
(10 hours) In this course, participants will learn qualities of good leadership, sharing power, and creating a quality center as well as recruiting staff and finding a good match. |
<table>
<thead>
<tr>
<th>Class Title &amp; Description</th>
<th>Date, Time &amp; Place</th>
<th>Cost</th>
<th>Credit</th>
<th>Career Ladder</th>
</tr>
</thead>
<tbody>
<tr>
<td><strong>Strong and Smart: Physical &amp; Intellectual Development</strong></td>
<td>Saturdays Aug 18 &amp; 25 9am - 2:30pm</td>
<td>$16</td>
<td>10 Lic 1 CDA</td>
<td>Level 2 – 3</td>
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<tr>
<td>Instructor: Mary Ogan</td>
<td>WSU ED10</td>
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<td></td>
<td></td>
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<tr>
<td>(10 hours) In this course participants learn practical ways to promote young children's</td>
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<tr>
<td>physical, cognitive, language, and creative development in age-appropriate play and</td>
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<td></td>
<td></td>
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<tr>
<td>learning activities.</td>
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</tbody>
</table>
| **Infant & Toddler Care Course 4: Working with Families of Infants & Toddlers**           | Mondays & Wednesdays Aug 20, 22, 27, & | $16   | 10 Lic 1 CDA | Level 5 – 8  
| Instructor: Gina O’Driscoll                                                               | 29 6:30 – 9pm WSU ED10                 |       |              | Infant & Toddler ENDORSEMENT        |
| (10 hours) In this course participants explore positive ways to work with the families of |                                        |       |              |                                    |
| the children in their care. Areas of focus include: partnerships, sharing the care, and  |                                        |       |              |                                    |
| how to be aware of, and sensitive to, cultural differences.                               |                                        |       |              |                                    |
| **Family Child Care Course 3: Developmental Learning Goals & Activities**                 | Thursdays August 23, 30, Sept 6, & 13  | $16   | 10 Lic 1 CDA | Levels 5 – 8 Family Child Care     |
| Instructor: Vivian Hardy                                                                  | 6:30 – 9pm WSU ED10                    |       |              | ENDORSEMENT                        |
| (10 hours) In this family child care course participants learn methods of supporting     |                                        |       |              |                                    |
| the developmental needs of children in the areas of: social and self awareness;         |                                        |       |              |                                    |
| physical, cognitive, and language development; and creativity. Emphasis will be placed   |                                        |       |              |                                    |
| on working with children in mixed-age groups.                                             |                                        |       |              |                                    |
| **Child Development: Ages & Stages**                                                      | Saturdays Sept 8 & 15 9am - 2:30pm     | $16   | 10 Lic 1 CDA | Level 1                            |
| Instructor: Tressie Kearl                                                                | WSU ED10                               |       |              |                                    |
| (10 hours) 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.                         |                                        |       |              |                                    |
| **Professionalism in Child Care: More Than Babysitting**                                  | Mondays & Wednesdays Sept 10, 12, 17 & | $16   | 10 Lic 1 CDA | Level 2 – 3                        |
| Instructor: Ty Singleton                                                                  | 19 6:30 – 9pm WSU ED10                 |       |              |                                    |
| (10 hours) In this course participants learn how to make informed decisions based on     |                                        |       |              |                                    |
| standards for best practices, utilize opportunities for individual professional growth,  |                                        |       |              |                                    |
| and contribute to the early childhood field.                                              |                                        |       |              |                                    |
| **Special Needs Course 4: Teaching Techniques**                                           | Tuesdays & Thursdays Sept 11, 13, 18, &| $16   | 10 Lic 1 CDA | Level 5 – 8  
| Instructor: Mary Ogan                                                                    | 20 6:30pm - 9pm WSU ED10               |       |              | Special Needs ENDORSEMENT           |
| (10 hours) In this course participants will learn the best teaching techniques to use    |                                        |       |              |                                    |
| when working with children who have special needs. Topics include individualizing lesson  |                                        |       |              |                                    |
| plans/activities, proactive techniques, guiding behavior/interventions, and              |                                        |       |              |                                    |
| implementation of successful inclusive programming.                                       |                                        |       |              |                                    |
| **Guidance & Emotional Wellness Course 4: Social Emotional Teaching Strategies**         | Tuesday & Thursday Sept 25, & 27 6:30  | $16   | 10 Lic 1 CDA | Level 5 – 8  
| Instructor: Megan Jolley                                                                 | pm - 9pm AND Saturday Sept 29 9am -    |       |              | Guidance & Emotional Wellness      |
| (10 hours) In this course participants will continue to learn about concepts developed   | 2:30pm WSU ED10                        |       |              | ENDORSEMENT                        |
| by CSEFEL (Center for Social Emotional Foundations for Early Learning). They will learn   |                                        |       |              |                                    |
| about techniques, called Positive Behavior Supports, to help children with behavior      |                                        |       |              |                                    |
| issues. They will discuss the meaning of children's challenging behavior, and learn how  |                                        |       |              |                                    |
| to develop a support plan. They will also learn about the caregiver's role in            |                                        |       |              |                                    |
| supporting children with serious emotional disorders.                                    |                                        |       |              |                                    |
To register by mail, fill out this form and include your payment (check or money order payable to Weber State) to:

CAC - Weber State  
Training Registration  
1351 Edvalson St, Dept 1309  
Ogden, UT  84408-1309

Please remember we only accept registration forms by mail or online.  
Classes close five business days before they start to allow time to gather the materials.  
Only one person per registration form. You may make as many copies of this form as you'd like, be sure to include both pages.  
We cannot accept one-sided or one-page-only forms. The Participant Code of Conduct must be read, signed, and mailed in with each form.

An incomplete registration form could result in a delayed registration.

<table>
<thead>
<tr>
<th>Your full legal name:</th>
<th>Your birthdate:</th>
</tr>
</thead>
<tbody>
<tr>
<td>Home Address:</td>
<td>Cell phone:</td>
</tr>
<tr>
<td>City, State  Zip:</td>
<td>Work phone:</td>
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<tr>
<td>Email Address:</td>
<td></td>
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</table>

<table>
<thead>
<tr>
<th>Name of Child Care you work in:</th>
<th>Start Date:</th>
<th>What is your position at this child care?:</th>
</tr>
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☐ 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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<tr>
<td>☐ School Age Course 4</td>
<td>Jul 7 &amp; 14</td>
<td>$16</td>
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<tr>
<td>☐ Child Development: Learning in the Early Years</td>
<td>Jul 9, 11, 16 &amp; 18</td>
<td>$16</td>
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<td>☐ Advanced Child Development</td>
<td>Jul 10, 12, 17, &amp; 19</td>
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<tr>
<td>☐ Infant &amp; Toddler Care Course 3</td>
<td>Jul 23, 25, 30, &amp; Aug 1</td>
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<tr>
<td>☐ School Readiness Course 4</td>
<td>Jul 31, Aug 2, &amp; 4</td>
<td>$16</td>
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<tr>
<td>☐ Looking to Learn</td>
<td>Aug 6, 8, 13, &amp; 15</td>
<td>$16</td>
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<tr>
<td>☐ Director’s Toolbox Course 1</td>
<td>Aug 14, 16, 21 &amp; 23</td>
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<td>☐ Strong and Smart</td>
<td>Aug 18 &amp; 25</td>
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<td>☐ Infant &amp; Toddler Care Course 4</td>
<td>Aug 20, 22, 27, &amp; 29</td>
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<td>☐ Family Child Care Course 3</td>
<td>Aug 23, 30, Sept 6, &amp; 13</td>
<td>$16</td>
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<tr>
<td>☐ Child Development: Ages &amp; Stages</td>
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<td>$16</td>
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<td>☐ More than Babysitting</td>
<td>Sept 10, 12, 17, &amp; 19</td>
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<td>☐ Special Needs Course 4</td>
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<td>$16</td>
<td></td>
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<tr>
<td>☐ Guidance &amp; Emotional Wellness Course 4</td>
<td>Sept 25, 27, &amp; 29</td>
<td>$16</td>
<td></td>
</tr>
</tbody>
</table>

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

Date received:  
☐ voucher  ☐ Money Order  ☐ check  ☐ ctr pd  
Total Amount Enclosed:

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 business days before the class.
Professional Development System Participant Code of Conduct

1. 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 may be able to 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 instructor 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.

2. Disruptive Behavior: I will be respectful to all personnel that support the Professional Development System (e.g.: Care About Childcare staff, URPD staff, OCC staff, etc.). I will not use obscene, profane, threatening, discriminatory, harassing or abusive language. During class, I will be respectful to the instructor and others in attendance during each class session. I will not engage in any conversation or behavior that is disruptive or disrespectful to the instructor 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 instructor or other class participants.

3. Illegal Activity/Health & Safety: I understand that any illegal activity, including behavior that threatens the health or safety of the instructor 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 Professional Development Incentive, and that such behavior may be reported to law enforcement. I understand that I may be asked to leave a class if my condition prevents me from participating or is disruptive to the class environment.

4. 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.

5. Class Roll: I understand that in order to receive credit for each class session, I must sign my full legal name on 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.

6. 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.

7. Refunds: I understand that class registration fees are non-refundable. I understand that if I notify the host training agency 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 host training agency to make these arrangements.

8. Non-Compliance: I understand that, in cases of infractions of a minor severity (behavior that has been determined to be disruptive but not illegal), 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 Professional Development Incentive 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 Professional Development Incentive System. 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 the Professional Development Incentive System, and that such action may be cause for intervention by law enforcement and/or other legal action.

Print Name ____________________________ Date ____________________________

Last revised: 12 June 2018
We are here to help YOU!

**Referrals**
Every day parents searching for child care contact our agency either online or by phone. Update your information with us and we can add your business to our referral list. It’s the easiest way to advertise! Call us at 801-626-7837 or toll free at 1-888-970-0101 to make sure your name is on the list.

**Fingerprinting**
We have a livescan machine and are one of your options to have fingerprints taken. Call us to make an appointment at 801-626-7837.

**CDA Consultant**
Are you interested in obtaining your Child Development Associate Credential? Our Program Coach, Megan is available to answer all your questions and be your partner through the process. Call 801-626-7837 to get started!

**Professional Development Incentive**
Caregivers who work over 20 hours a week can receive a yearly cash bonus based on their level on the Career Ladder and number of awards previously earned. For assistance on what level you may qualify for or for help in achieving your first or higher level contact us at 801-626-8083.

**Training**
Earn hours for licensing, CDA & the Career Ladder. Training is a great way to increase your knowledge and network with other providers. Call 801-626-7837 or 801-626-7861 with your questions about training.

**Technical Assistance**
Call our office at 801-626-7837 to receive help with an issue you are having whether it is a business, parent or child issue, we can provide you with the resources you need to solve it.

Like us on Facebook
facebook.com/CareAboutChildcareWSU/