The winter season is here and this is a wonderful time to remind our providers and caregivers of winter information & policies. First, our course cancellation policy will follow Weber State’s policy for class cancellation. We will call all course participants to let them know the class is cancelled. Our main line will also have a message that will allow participants to know the class is cancelled. The decision is usually made by 4:00pm on the day of the class. Class participants and instructor will then work to reschedule the class at a time that works for the majority of the participants.

We also want to remind course participants of the need to take care of yourself. If you are feeling sick, please know we support you in staying home to take care of yourself and not attending the session for the evening. Hand washing is the best defense against germs and we want to remind you of some ways to encourage children to wash their hands upon entry in your program. Providers can place reminder signs by their sign in sheets or by the computer, caregivers can remind children and their parents when they enter the room. Placing information about how washing hands defends against the spread of germs in easy to see areas can also be useful.

One last reminder, each season it can be useful to check your emergency plan and your provisions for providing care during emergency situations. Some things to check are extra clothing for children; are they appropriate for the weather? Your evacuation plan; are you keeping evacuation paths free of snow if they are not your general entrance paths, such as evacuation through a window, through a back fence etc? Have you thought about vulnerable children and their care during emergencies, such as nursing infants; do you have a supply of breast-milk, what about children who need medication, do you have extra on hand for emergency? Have you updated your plan to meet your current needs?

We hope that all our providers and caregivers have a wonderful holiday season and stay safe during these cold snowy months.

Care About Childcare WSU is...

Chloe Merrill PhD, Executive Director
Crystal Knippers, Director: 801-626-8083
Brooke Montgomery, Data & Referral Specialist: 801-626-7784
Dawn Polson, Professional Development Assistant: 801-626-7837
Janet Wahlquist, CCQS / Professional Dev. Specialist: 801-626-7861
Gina O’Driscoll, Region Anchor/ EC Specialist: 801-626-7662
Tara Facer, Early Childhood Specialist: 801-626-7708
Megan Jolley, Early Childhood Specialist: 801-626-8047
Simone St Laurent, Early Childhood Specialist: 801-626-7719
Vivian Hardy, Family Child Care Specialist: 801-626-7815

Office Hours
Mon - Thur: 7am - 4pm
Fri: 7am - 1pm

Main Phone Line
801-626-7837

Email
careaboutchildcare@weber.edu

Website
weber.edu/cac

Funding is provided by the Child Care & Development Fund, Department of Workforce Services, Office of Child Care
Dear Child Care Professional,

This is your monthly update reminder from Care About Childcare at Weber State University. We would like to give you the opportunity to update your vacancies at a time that would be best for you during your busy schedule. Remember, when you call us, fill out the form online or email us your update you are entered into a monthly drawing for items to use in your child care.

We want to encourage you to go to careaboutchildcare.utah.gov and view your own record as a parent would. This way you can review what your profile looks like to parents and see what they see when they run a search on their own.

Please visit our web site, or click on the link at the top of the email, http://programs.weber.edu/cac/receiving-referrals.html to update your vacancies.

You can also call us Monday through Thursday 7:30 a.m. - 4 p.m. or Friday 7:30 a.m. - 1 p.m. at 801-626-7837 or toll free 1-888-970-0101.

You may also choose to log on to your Care About Childcare account at careaboutchildcare.utah.gov and update your file directly.

Thank you so much for your time and we look forward to hearing from you.

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Information

Inclined Sleepers—CPSC recall

Please be sure the following recalled products are not being used:

Fisher-Price Rock 'n Play Sleepers,
Kids II Rocking Sleepers,
Fisher-Price Ultra-Lite Day & Night Play Yards,
Eddie Bauer Slumber Soothe Rock Bassinet and
Disney Baby Doze and Dream Bassinet.

This years Drawing Prize:

Playground ball,
Mighty Fine Motor Fun book, and
Water Blocks

UPDATE WINNER

The update winner for Nov. was Jeanette Groves. Thank you to all that have updated through email, online or phone call.
Save the Date

The 45th Annual
Utah Early Childhood Conference
March 27 & 28, 2020
Weber State University

Keynote Speakers:
Susan MacDonald of Inspiring New Perspectives
&
Denita Dinger of Play Counts

Quality Resources

Did you miss the recent webinar for the Family Child Care CCQS? That webinar and many other CCQS resources can be found on the Utah Office of Child Care’s website.

https://jobs.utah.gov/occ/provider/quality.html

There you will find links to valuable resources including; information on what to expect during an observation, timeline and documentation checklists, information on the enhanced subsidy grants for centers, and professional development cost sharing. CCQS forms are also available on this website.

If you have questions about CCQS and want to speak with someone, call Janet in our office at 801-626-7861.
Child Care Licensing Offers Free Training

Completion of Center Rules Trainings and Home Rule Trainings count towards required training hours and topics.

A current schedule of their training opportunities can be found on their website: childcarelicensing.utah.gov.

An online training series is also available to watch on your own time.

Kat Martinez is the trainer for the northern part of the state. You can contact her at 801-698-3244 or katmartinez@utah.gov.

CPR & First Aid Training Sources

CAC-WSU does not offer CPR & First Aid training. Listed below are some organizations and individuals that do. For more information, please call the number provided.

- American Red Cross: (Weber/Morgan/N Davis) 801-627-0000
  (S Davis) 801-323-7000
- American Heart Association: 1-877-242-4277
- US Training Council: 1-877-554-8500, extension 2
- Lakeview Hospital: 801-299-2249
- 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 & Medical Center: 801-807-7023
- Ogden Regional Medical Center (CPR only): 801-479-2017
CAC - Weber State’s Training Policies

• **You must pre-register.** You can register for Care About Childcare - Weber State’s classes online at [cac.utah.gov](http://cac.utah.gov).

• **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 schedule. Each quarter’s class schedule can be found on our website ([weber.edu/cac](http://weber.edu/cac)). Training announcements are sent every September, December, March and June via email.

• **Sorry, we are not able to issue refunds.**

• **If you are unable to attend a class and you call at least three business days before the first session starts,** we can send you a credit voucher. Please be sure to call during office hours Mon – Thu 7am-4:00pm, Fri 7pm - 1pm. You can reach us either at 801-626-7837. We cannot issue a credit voucher if you fail to notify us before the first session of a class. If you have an emergency, please call us and we will discuss your options.

• 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.

• **To register for a make-up session with us,** contact us for a mail-in registration form. (801-626-7837 or careaboutchildcare@weber.edu)

• **To register using a credit voucher,** contact us for a mail-in registration form. (801-626-7837 or careaboutchildcare@weber.edu)

• We need to have a minimum number of providers enrolled to conduct the class. **Classes, which don’t meet these minimum numbers one week before the class is scheduled 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 emailed to participants within one week after the class ends.** If you do not receive a certificate within two weeks of the final session, contact our office at 801-626-7837. If you lose or delete your certificate, there will be a $5 charge for a replacement.
CAC - WSU’s 2020 Winter Professional Development Calendar

Registration for classes takes place online through the Care About Childcare website (cac.utah.gov). You will need to log into your account in order to register. For step by step instructions on how to register online, go to the following webpage: https://careaboutchildcare.utah.gov/pub/OnlineRegistrationSteps.pdf. If you are not sure whether or not you have an account, try the reset password option or call our agency at 801-626-7837.

**Schedule**

**Family Child Care, Course 2: The Home Child Care Environment- Revised 2013**
- **Saturdays:** Jan 4 & 11  
  - **Time:** 9am to 2:30pm  
  - **WSU McKay Education Building Room 10**  
  - **Cost:** $16  
  - **Credit:** 10 Licensing hours, 10 CDA hours  
  - **Instructor:** Vivian Hardy  
  - **Career Ladder:** Levels 5 – 8, Family Child Care Endorsement  

*In this family child care course participants learn practical aspects of setting up a quality home child care program. Instruction will focus on: arrangement of indoor and outdoor space; health, safety, and supervision; schedules, routines, and how to support child-directed activities.*

**Theory and Best Practices, Course 2: Erickson and Bronfenbrenner**
- **Tuesdays & Thursdays:** Jan 7, 9, 14, & 16  
  - **Time:** 6:30pm to 9pm  
  - **WSU McKay Education Building Room 10**  
  - **Cost:** $16  
  - **Credit:** 10 Licensing hours, 10 CDA hours  
  - **Instructor:** Crystal Knippers  
  - **Career Ladder:** Level 5 - 8, Theory & Best Practice Endorsement  

*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.*

**Working Together**
- **Mondays & Wednesdays:** Jan 21, 23, 28, & 30  
  - **Time:** 6:30pm to 9pm  
  - **WSU McKay Education Building Room 10**  
  - **Cost:** $16  
  - **Credit:** 10 Licensing hours, 10 CDA hours  
  - **Instructor:** Tressie Kearl  
  - **Career Ladder:** Levels 2 - 3  

*In this course participants learn effective strategies for establishing and maintaining open and positive relationships with each child’s family, encouraging family involvement in the child care program, and supporting each child’s relationship with his or her family.*

**Director’s Toolbox, Course 2: From the Inside Out & Making the Most of Meetings**
- **Tuesdays:** Jan 22, 29, Feb 5, & 12  
  - **Time:** 6:30pm to 9pm  
  - **WSU McKay Education Building Room 10**  
  - **Cost:** $16  
  - **Credit:** 10 Licensing hours, 10 CDA hours  
  - **Instructor:** Janet Wahlquist  
  - **Career Ladder:** Levels 5 – 8, Center Director’s Endorsement  

*This course covers the power of reflection and self-awareness as it applies to setting direction for your center. It also teaches how to facilitate effective meetings.*

Page 6  
September 2019
Healthy Care- Revised 2011  
**Saturdays:** Jan 25 & Feb 1  
**Time:** 9am – 2:30pm  
WSU McKay Education Building Room 10  
**Cost:** $16  
**Credit:** 10 Licensing hours, 10 CDA hours  
**Career Ladder:** Level 1  
**Instructor:** Ty Singleton  

_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._

Special Needs, Course 2: Communication  
**Tuesdays & Thursdays:** Feb 4, 6, 11, & 13  
**Time:** 6:30pm - 9:00pm  
WSU McKay Education Building Room 10  
**Cost:** $16  
**Credit:** 10 Licensing hours, 10 CDA hours  
**Career Ladder:** Level 5 - 8, Special Needs Endorsement  
**Instructor:** Kim Barre  

_In this course participants will learn 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._

Child Development: Learning in the Early Years  
**Tuesdays & Thursdays:** Feb 18, 20, 25, & 27  
**Time:** 6:30pm - 9:00pm  
WSU McKay Education Building Room 10  
**Cost:** $16  
**Credit:** 10 Licensing hours, 10 CDA hours  
**Career Ladder:** Level 1  
**Instructor:** Tressie Kearl  

_In this course participants explore how young children learn and develop. Areas of focus include: brain development, learning through play, supporting social & emotional development, and positive guidance._

Guidance & Emotional Wellness Course 2: Foundations of Emotional Wellness  
**Saturdays:** Feb 22 & 29  
**Time:** 9am to 2:30pm  
WSU McKay Education Building Room 10  
**Cost:** $16  
**Credit:** 10 Licensing hours, 10 CDA hours  
**Career Ladder:** Level 5 - 8, Guidance & Emotional Wellness Endorsement  
**Instructor:** Vivian Hardy  

_In this course participants will learn about the importance of developmental theory to guidance and emotional wellness. They will learn about additional concepts developed by CSEFEL (Center for Social Emotional Foundations for Early Learning). They will learn why building healthy relationships and creating supportive environments are the cornerstones of helping children succeed socially and emotionally._
School Readiness Standards Course 2: Mathematics
Mondays & Wednesdays: Mar 2, 4, 9, & 11  Time: 9am – 2:30pm
WSU McKay Education Building Room 10
Cost: $16
Credit: 10 Licensing hours, 10 CDA hours  Career Ladder: Levels 5 – 8, School Readiness Endorsement
Instructor: Kim Barrett
In this course, based on Utah’s Early Childhood Core Standards, participants will learn how to effectively and appropriately foster preschooler’s early math and science skills for school readiness. Areas of focus include: concepts of number and counting, shapes, spatial relations, patterning, sorting, comparing, and measurement.

Infant & Toddler Care Course 2: Social-Emotional Growth of Infants & Toddlers
Tuesday & Thursday: Mar 10, 12, 14, & 16  Time: 6:30pm to 9pm
AND Saturday: Mar 14  Time: 9am - 2:30pm
WSU McKay Education Building Room 10
Cost: $16
Credit: 10 Licensing hours, 10 CDA hours, 1 CEU  Career Ladder: Level 5 - 8, Infant Toddler Endorsement
Instructor: TBA
In this 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
Mondays & Wednesdays: Mar 16, 18, 23, & 25  Time: 6:30pm to 9pm
WSU McKay Education Building Room 10
Cost: $16
Credit: 10 Licensing hours, 10 CDA hours  Career Ladder: Level 1
Instructor: Ty Singleton
In this course participants learn about typical developmental milestones for infants, toddlers, preschoolers, and school age children. Participants learn basic strategies for working with each of these age groups of children.

Professionalism in Child Care: More Than Babysitting- Revised 2008
Tuesdays & Thursdays: Mar 17, 19, 24, & 26  Time: 6:30pm to 9pm
WSU McKay Education Building Room 10
Cost: $16
Credit: 10 Licensing hours, 10 CDA hours  Career Ladder: Levels 2 - 3
Instructor: Tressie Kearl
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.

LOCATION:
WSU MCKAY EDUCATION BUILDING is on Weber State’s South Ogden Campus.
To find us using GPS, the address is 1351 Edvalson St, Ogden. Parking is free on campus after 4pm, unless marked otherwise. The best places to park are the large lot East of our building (A2) or West of the Institute of Religion (W10). A map of campus can be found online at https://www.weber.edu/weberstatemap/.
# CAC - Weber State 2020 Winter Training Registration Form

Use this form only when sending in credit vouchers and registering for make-up sessions.
NO MONEY will be accepted. If you need to pay for a class, register online at cac.utah.gov.
If registering with a credit voucher, check the class you want.
If registering for make-up sessions, check the class you want and circle the sessions you need to make-up.

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 register fill out this form, include your credit voucher, and send to:
CAC - Weber State Training Registration
1351 Edvalson St, Dept 1309
Ogden, UT 84408-1309

<table>
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<th>Your full legal name:</th>
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<th>Name of Child Care you work in:</th>
<th>Start Date:</th>
<th>What is your position at this child care?:</th>
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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.)

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<tr>
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<th>Class Title</th>
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<td>Family Child Care, Course 2: The Home Child Care Environment</td>
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<td>Theory and Best Practices, Course 2: Erickson and Bronfenbrenner</td>
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<td>Working Together: Productive Relationships with Families</td>
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<td>The Director's Toolbox, Course 2: From the Inside Out &amp; Making the Most of Meetings</td>
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<td>Level 1 Healthy Care- Revised 2011</td>
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<td>Special Needs, Course 2: Communication</td>
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<td>Child Development: Learning in the Early Years</td>
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<td>Infant Toddler Care, Course 2: Social-Emotional Growth of Infants &amp; Toddlers</td>
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<td>☐</td>
<td>Professionalism in Child Care: More Than Babysitting</td>
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Professional Development System Participant Code of Conduct for Career Ladder Approved Care About Childcare Courses

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 class is scheduled to begin, I may be able to use the time I was in attendance for other training credit, but I will have to repeat the full session to receive Career Ladder credit for the course. This includes returning on time from breaks and lunch. Class will begin when the instructor determines it is time to start. I understand that if I am not present during the entire class session, I will not receive Career Ladder credit for the session and will have to repeat the session in order to receive credit.

2. Disruptive Behavior: I will be respectful to all personnel that support the Professional Development System including Care About Childcare (CAC) staff, Utah Registry for Professional Development (URPD) staff and Office of Child Care (OCC) staff. 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 understand that I am required to turn my cell phone and/ or other electronic devices off or turn them to vibrate during class time and limit use to educational purposes (e.g., taking notes or pictures of activities). I will not text message or make cell phone calls during class time. I will limit texts and calls to break time or before or after class. 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 other participants before, during or after class will be cause for my immediate expulsion from class, and my privilege to participate in CAC courses and receive financial support and incentives from the Utah Registry for Professional Development URPD may be permanently revoked. I understand that such behavior may be cause for intervention by law enforcement and/or other legal action. 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: In order to ensure a productive adult learning environment and minimize distractions, I will not bring children to class.

5. Class Roll: I understand that in order to receive credit for each class session, it is my responsibility to 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 the 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, my registration fee may be able to be credited toward another CAC class. I understand that it is my responsibility to contact the host training agency to make these arrangements.

8. Non-Compliance: I understand that if the rules outlined within this Code of Conduct are not followed, a violation may be officially recorded with CAC and URPD. I will be allowed one officially recorded violation as a warning. I understand that upon the second such violation, I will be suspended from participation in CAC courses and receiving financial support and incentives from URPD for one year from the violation date. I understand that upon the third such violation or the first incident of illegal activity (including threatening or intimidating behavior), my privilege to participate in CAC courses and receive financial support and incentives from URPD may be permanently revoked.

Print Name ______________________________________

Signature ___________________________ Date __________

Last revised: 7/1/2019