

THE CHILD CARE PROFESSIONAL

The Newsletter of the Child Care Resource & Referral at WKU

Western Kentucky University

1 Big Red Way, 151 Jones-Jaggers Hall

Bowling Green, Kentucky 42101-3576

THE CHILD CARE PROFESSIONAL is published monthly by the Child Care Resource & Referral (CCR&R) at WKU and distributed at no cost to child care centers and family day care homes. The CCR&R at WKU serves the Barren River Area Development District of Kentucky which includes Allen, Barren, Butler, Edmonson, Hart, Logan, Metcalf, Monroe, Simpson, and Warren Counties. Primary services offered by the CCR&R include:

- Distributing consumer education materials to families seeking child care;
- Providing child care referrals to parents;
- Offering training to early childhood providers and parents;
- Helping potential child care providers establish programs;
- Supporting facilities working toward STARS;
- Assisting providers in obtaining scholarships for the Commonwealth Child Care Credential, Child Development Associate, or college classes; and
- Advocating for affordable, accessible, high quality services for children and families.

The professionals and staff of the Child Care Resource & Referral at WKU are ready to provide assistance in a number of areas. Our staff includes:

Connie Jo Smith, CCR&R Specialist

Sherri Meyer, CCR&R Coordinator

Jill Norris, Early Childhood Health Coordinator

Taylor Tucker, Quality Coordinator

Amy Hood, Professional Development & Special Projects Coordinator

Heather Alms, CCR&R Office Coordinator

Terri Mills, Office Assistant

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KEEP IN TOUCH. If you are not currently receiving the newsletter at your own center or agency, please contact our office by mail, phone or e-mail and we will add your name to our mailing list. If you, your agency or center are moving, please let us know your new address; we'll update our mailing list, and you won't miss an issue of **THE CHILD CARE PROFESSIONAL**.

TO CONTACT THE CCR&R AT WKU FOR MORE INFORMATION:

Phone Us at (270) 745-2216 or (800) 621-5908

Fax Us at (270) 745-7089, E-Mail Us at ccrr.expert@wku.edu,

Or Visit Our Website at www.ttas.org

Editing & Newsletter Design by Dennis Angle



If you are an administrator, coordinator, teacher, or caregiver, we encourage you to articles to be considered for publication in **THE CHILD CARE PROFESSIONAL**. You can share your experiences in early care and education, tell us about activities that work well with children, share ways you communicate and involve families, or discuss ideas for working with colleagues or community partners. Do you have a scholar story to tell about going back to school? Have a story about working on STARS for your facility? Want to tell us about your experiences starting your child care program? We welcome your submissions.

All non-profit agencies are also welcome to submit announcements for consideration of publication in the CCR&R newsletter. Describe your services, let us know about an upcoming event, or describe a specialized service your agency provides.

We do not guarantee acceptance or the exact date of publication, but we want you - as our partners in early childhood - to freely contribute to YOUR newsletter. We will make every effort to include your articles and announcements in **THE CHILD CARE PROFESSIONAL** on a timely basis. *All articles, submissions, and announcements should be limited to 400 words or less, and must be typed and sent electronically. (Sorry, submissions cannot be returned.)* You may e-mail submissions or mail them on disk to:

E-Mail: connie.smith@wku.edu

Child Care Resource & Referral at WKU
1 Big Red Way, 151 Jones-Jaggers Hall
Bowling Green, Kentucky 42101

A Variety of Child Care Options

Sherri Meyer, CCR&R Coordinator

Parents have a variety of options when it comes to child care. Just like children, they come in virtually all shapes and sizes. I would like to take the opportunity to outline the types of providers that are currently recognized by the state of Kentucky.

The first type of child care providers are **Registered Providers**. These are providers who have registered with the state to provide child care and receive Kentucky child care assistance dollars. These providers must be at least 18 years-old and complete a set of paperwork to register. Registered providers are not regulated in any way by the state but may only care for up to three children in their home. New providers who register with the state **after July 1, 2003** must attend three hours of orientation, but are not required to have further training.

Certified Family Child Care Providers are regulated by the Kentucky Cabinet for Families and Children and must meet a specific set of standards set forth by the Cabinet. Certified Family Child Care Providers may care for up to six children in their home and they must complete six clock hours of training each year.

A third type of child care recognized by the state of Kentucky are **Type II Family Child Care Providers**. These homes must meet a specific set of regulations in order to be licensed by the Division of Licensed Child Care. Type II Family Child Care Providers may care for up to 12 children in their



homes and they must complete at least 12 hours of training each year.

Type I Child Care Centers are providers who care for more than 13 children at one time in their facility. These providers must follow the Kentucky's licensing regulations and they are monitored by the Division of Licensed Child Care. One requirement for staff working in Type I Centers is to obtain at least 12 clock hours of training annually.

Owners and directors of each of these various types of child care facilities must ensure that their staff receive the minimum amount of training mandated for their business each year. The Child Care Resource and Referral (CCR&R) has established a training plan for the coming year which includes a variety of training sessions designed specifically for each of these providers. The **2003-2004 CCR&R Calendar of Training Events** is included in this newsletter and provides information on each session planned, including the target audiences. Please review the calendar carefully in order to plan ahead for the individual needs of your staff.

If you or someone you know is interested in becoming a child care provider or in pursuing a new level of service, you may contact the CCR&R to receive further information, assistance and start-up information. Contact us by phone by calling 1-800-621-5908 or 270-745-2216. You may also contact us by e-mail at ccrr.expert@wku.edu



Choose Your Training Wisely

Amy S. Hood, Professional Development & Special Projects Coordinator

“Oh my goodness, the monitors are coming in two months and I haven’t gotten all my hours in!”

Have you ever heard this statement before? Have you ever said this before? Too often we do seem to think the year has flown by and we find that someone is a little short on the mandated training hours. When this happens we are forced to just sign up the staff member in the next training session that happens - whether it’s appropriate or not! The CCR&R would like to help you plan ahead and choose training sessions wisely in order to avoid these kinds of statements.

Each year, the CCR&R develops a year-long training calendar and publishes it in an issue of **THE CHILD CARE PROFESSIONAL**. This issue of the newsletter contains the **2003-2204 CCR&R Calendar of Training Events**, outlining the dates and locations of the training events, providing a descriptive notation for each session, and also reflecting the specific group of teachers or target audience for which the session will be designed.

Recent research across the nation has indicated that when child care providers attend training sessions designed specifically for the age group with which they work, staff are better able to provide quality services to the children and families. The CCR&R is excited about the opportunity to provide sessions periodically which have been specifically designed for:

- Caregivers of infants and toddlers (ages birth to three years old),
- Caregivers of preschool children (three to five years old),
- Caregivers of school age children (five to 12 years old), and
- Family child care providers (including registered, certified and type II providers).

While the sessions for family child care providers have been designed to address specific in-home provider issues, all in-home providers are eligible and welcome to attend any age-specific or general child care sessions they wish.

The CCR&R is also offering sessions designed specifically for administrators; these sessions will focus on various management issues. These management sessions would be appropriate for owners, directors, center managers, lead teachers, coordinators, and supervisors.

As you review the training calendar you will also see that every conference and evening event will have information relevant for all caregivers regardless of the group you work with.

Each month, **THE CHILD CARE PROFESSIONAL** will include registration information and forms for the upcoming month’s training events. The registration information will include a “target audience” as listed above and a more complete description of the training event. This information is provided in order to assist you in choosing the most appropriate session. You can also learn about upcoming events and download registration forms from our website at www.ttas.org.

If you have any questions or concerns, or if you need further assistance with your training needs, please don’t hesitate to contact Amy S. Hood, Professional Development Coordinator. You can reach Amy by phone at 1-800-621-5908 or 270-745-2216, or by e-mail at ccr.expert@wku.edu.



Courtesy Counts!

Emily Post once wrote, "Manners are a sensitive awareness of the feelings of others. If you have that awareness, you have good manners, no matter what fork you use!"

Good manners and courtesy are just as important in the training environment as they are at the dinner table. Here are a few tips to follow when participating in training, whether in a small intimate group or in a large conference setting:

- Arrive on time; even ten minutes before the meeting begins will give you time to get situated and organized.
- Introduce yourself in a friendly, informal manner to others in the room that are also waiting for the meeting to begin.
- Cell phones, beepers, and PDAs should be turned off or set to mute before joining the meeting.
- Make a special effort to remain alert, listen, and participate throughout the meeting.
- Avoid having sidebar conversations during a meeting session.
- Avoid interrupting whoever may have the floor. Instead, make a note of what you want to contribute and wait for a more timely moment to interject thoughts, comments, or questions.
- Be brave... have the courage to ask for clarification of any unclear point.
- Leaving the room during a presentation is extremely distracting and also disrespectful to the speaker.
- Clap only when appropriate.
- Return promptly from breaks and lunch; a tardy re-entry can be very disruptive.
- Remember to congratulate anyone who performed exceptionally well during the meeting, whether that person is a presenter, a trainer, a colleague, or staff.



Congratulations!

The staff of the CCR&R at WKU would like to lead a round of applause for **Brenda Lindsey**, **Vennie Rich**, and Director **JoAnn Goodman** of the Brownsville Child Care and Learning Center (LT #2) in Brownsville, Kentucky. All three just received their Child Development Associates (CDAs). On behalf of the families, children, and providers throughout the Barren River Area Development District, we offer our heartfelt congratulations. **Well Done!**

Consumer Alert!

Evenflo Company, Inc. is recalling 236,384 infant car seats because they are prone to damage while being installed. **Cozy Carrier** infant seats manufactured from November 2001 to August 2002 are affected by the recall. National Highway Traffic Safety Administration tests indicated that the detachable base that connects the seat to the vehicle was prone to damage, meaning infants might not be safely restrained.

Although there are no reports of infants being injured or killed by the defect, *Evenflo* is offering a free upgrade kit to owners through its website at **www.evenflo.com**. You may also call *Evenflo* toll-free at 800-233-5921, or visit an authorized vehicle dealer to get the seat repaired.

In April 2002, *Evenflo* recalled 28,312 **Triumph** car seats because of a defective harness system.

Conference for Women Business Owners

The **11th Annual "Women Mean Business" Conference** is scheduled for Tuesday, September 9, 2003 at the Holiday Inn North in Lexington, Kentucky. This year's theme is *Transitioning to Success*, and the conference will feature keynotes Nuby Fowler, Region IV Administrator for the U.S. Small Business Administration, and Donna Messer, successful Canadian entrepreneur, author, speaker, and trainer. Breakout sessions will address topics such as the transition from employee to employer, growth strategies, diverse markets, what it takes to be an entrepreneur, and the status of women in Kentucky.

This conference is provided by the Kentucky Small Business Development Center (KSBDC), a network of 15 service centers across the state that serves business owners through one-on-one management counseling, training programs, publications and reference information.

The cost of the conference is \$99 and includes lunch and several workshops and networking opportunities. For registration, call KSBDC at 859-257-7666 or toll-free at 888-475-SBDC (7232). More information about the conference is also available at www.ksbdc.org/wmb.html.

*(This conference will **not** count toward certification or licensing training requirements.)*

Note of Clarification

The July issue of THE CHILD CARE PROFESSIONAL included information regarding a new orientation required for registered providers after July 1, 2003. This orientation is specifically designed for Registered Providers ONLY and does NOT affect Certified or Licensed Family Child Care Providers. We apologize for any confusion.



Bad Weather Notices

During hours when the offices are closed, the Child Care Resource and Referral at Western Kentucky University will post announcements regarding any training that is cancelled on the toll free phone number. In the event of severe weather, you are encouraged to call 800-621-5908 to check the status of training cancellations. Bowling Green radio and television stations will also be contacted regarding training cancellations.

Safe Schools Conference to Focus on Violent Video Games

Quite often, we hear stories about the possible negative influence that violent video games may have on children. **The Safe Schools Conference** scheduled for November 10-11, 2003 will be primarily focusing on the impact of violent video games. The conference will be held at the Galt House East in Louisville, Kentucky and is being co-sponsored by the Kentucky School Board Association, the Kentucky Center for School Safety, and the Kentucky Education Collaborative for State Agency Children. Join us at the conference for a discussion of this important issue.

For more information and registration information please check www.ksba.org/earlysafeschoolsreg.htm.

CCR&R Conference and Training Policies

Heather Alms, CCR&R Office Coordinator

Another fiscal year for the Child Care Resource and Referral has begun. Now is an appropriate time to review the policies and procedures for training sessions and Saturday Conferences. Our policies have been created to operate a fiscally responsible training program, ensure accurate documentation of required training hours, and to ensure a positive training experience for you at a reasonable cost.

Early registration eliminates overcrowding of rooms and allow for a more comfortable atmosphere conducive to learning. Therefore, **pre-registration is required for all training events provided by the CCR&R.** It is imperative that registration forms are received prior to the event so that presenters can have an opportunity to prepare materials and activities for the sessions. Preregistration also allows us to be sure there are adequate room accommodations.

Be sure to take advantage of the early bird registration fee, which is the best deal. Part-day (3 hours or less) sessions cost only \$10 when your registration arrives by the due date. Early bird rates for the full-day sessions (6 hours) are only \$20. After the early bird due date, registration fees increase to \$15 for part-day sessions and \$30 for full-day sessions. To receive the early bird rate, be sure to send the registration form postmarked no later than the due date which appears on each form. Faxed and electronically submitted registrations must be received on or prior to the due date to qualify for the early bird rate. Registrations will not be accepted over the telephone.

Please note that the Child Care Resource and Referral at Western Kentucky University has implemented a new policy this fiscal year. **All training registration fees must be paid by the end of the applicable conference or training session.** Payments not received will result in an additional processing fee of \$15 per participant and certificates will not be distributed until payment is received and the account is current.

Purchase orders will continue to be accepted as payment. A copy of **purchase orders must be received prior to the conference and payment must be received by the end of the applicable conference or training session.**

Please remember, **cancellations must be received in writing five working days prior to the event.** Cancellations received less than five working days prior to the event require that the registrant be assessed the full conference/training fee, including the processing fee when applicable. Registered participants that fail to show up for the event will also be assessed the require that the full fee, including the processing fee when applicable.

Certificates will continue to be awarded to participants who have completed the training hours and are current on payment at the end of the conference/training day. To ensure accurate reporting of required training hours, **certificates will reflect if participants are 30-60 minutes late to a session. Participants who are more than one hour late will not be permitted to attend the remainder of the session** and registration fees will not be refunded.

Participants who are more than 30 minutes late to any of the New Employee Orientation sessions will not receive a certification of completion. They are welcome to re-register and attend those sessions in full at the next New Employee Orientation scheduled.



If you have any questions regarding these policies and procedures or if you require additional information on issues related to training and conferences, please contact Heather Alms at 270-745-2216 or via e-mail at heather.alms@wku.edu.

***CCR&R PROFESSIONAL
DEVELOPMENT
TRAINING***

***AUGUST 2003
REGISTRATION PORTFOLIO***

***2003-2004 CCR&R
CALENDAR OF TRAINING EVENTS***

CCR&R PROFESSIONAL DEVELOPMENT TRAINING

AUGUST 2003 REGISTRATION PORTFOLIO & 2003-2004 CALENDAR OF TRAINING EVENTS

The Child Care Resource & Referral at WKU is the leading provider of quality, affordable training in the 10 counties of the Barren River Area Development District. The professional staff and consultants of the CCR&R provide Professional Development Training each month on a variety of topics, suitable for both new and veteran child care and family child care staff and administrators. Events are conveniently scheduled in the evening or on Saturdays and participants qualify for Child Care Training Credits.

This special removable section of **THE CCR&R PROFESSIONAL** contains registration forms for upcoming training events for the month of August, 2003. Simply detach the portfolio pages from the rest of the newsletter and copy the registration form or forms you need. Then pass the **REGISTRATION PORTFOLIO** on to your co-workers or colleagues so that they may copy the forms to register for the training in which they are interested.

This month's issue also includes the **2003-2004 CCR&R CALENDAR OF TRAINING EVENTS**. Post the Calendar in your office so that you easily review upcoming events and watch future issues of **THE CHILD CARE PROFESSIONAL** for details on upcoming events.

Please complete and return you registration form(s) with payment by the date specified on each form. For additional details on scheduled events, please contact the CCR&R at (270) 745-2216 or (800) 621-5908.

Child Care Resource & Referral Professional Development Training

CERTIFIED FAMILY CHILD CARE START UP MEETING

6:00 - 9:00 P.M., THURSDAY, SEPTEMBER 11, 2003

**EDMONSON COUNTY LEARNING CENTER, OLD BROWNSVILLE ELEMENTARY SCHOOL
210 SOUTH MAIN STREET, BROWNSVILLE, KENTUCKY**

Join us for an informational session to discuss and answer questions on becoming a Certified Family Child Care Provider. **Presenters:** Sherri Meyer, CCR&R Coordinator and Jill Norris, Early Childhood Health Coordinator.. **Target Audience:** Potential Providers ONLY

Doors will open and participant check-in will begin at 5:30 p.m. on the night of the training.

You may copy and share this form as necessary. Please print clearly and submit one form per person. ***There will be no on-site registrations!***

To receive the **EARLY BIRD REGISTRATION FEE** of \$10, please return no later than August 22, 2003. ***Any registration received after August 22, 2003 will be charged \$15.***

Name: _____ Position: _____
Age Group(s) Served: _____ Program Name: _____
Address: _____
City: _____ State: _____ Zip Code: _____
County: _____ Phone Number : _____
E-Mail Address for Confirmation (if available): _____ Your Primary Language: _____

Please return completed registration form with payment **NO LATER** than August 22, 2003 to:

**Child Care Resource & Referral
151 Jones Jagers Hall, WKU
1 Big Red Way
Bowling Green, KY 42101**

ACCESSIBILITY NEEDS: Do you have a disability that requires special materials or services? Please explain: _____
CANCELLATIONS: To avoid obligation for payment of fees or to obtain a refund, all cancellations must be received *in writing five working days prior to the event.*

Child Care Resource & Referral Professional Development Training

STARS FOR KIDS NOW OVERVIEW

6:00 - 9:00 P.M., TUESDAY, SEPTEMBER 16, 2003

JONES-JAGGERS HALL, WESTERN KENTUCKY UNIVERSITY, BOWLING GREEN, KENTUCKY

This session will provide an overview of how being a part of the STARS for KIDS NOW program can benefit your program and the children in your care. This session is required for STARS participation. **Presenter:** Taylor Tucker, Quality Coordinator. **Target Audience:** Those interested in STARS.

Doors will open and participant check-in will begin at 5:30 p.m. on the night of the training.

You may copy and share this form as necessary. Please print clearly and submit one form per person. ***There will be no on-site registrations!***

To receive the **EARLY BIRD REGISTRATION FEE** of \$10, please return no later than August 22, 2003. ***Any registration received after August 22 will be charged \$15.***

Name: _____ Position: _____
Age Group(s) Served: _____ Program Name: _____
Address: _____
City: _____ State: _____ Zip Code: _____
County: _____ Phone Number: _____
E-Mail Address for Confirmation (if available): _____ Your Primary Language: _____

Please return completed registration form with payment **NO LATER** than August 22, 2003 to:

**Child Care Resource & Referral
151 Jones Jagers Hall, WKU
1 Big Red Way
Bowling Green, KY 42101**

ACCESSIBILITY NEEDS: Do you have a disability that requires special materials or services? Please explain: _____

CANCELLATIONS: To avoid obligation for payment of fees or to obtain a refund, all cancellations must be received *in writing five working days prior to the event.*

CCR&R PROFESSIONAL DEVELOPMENT TRAINING

SATURDAY, SEPTEMBER 20, 2003

TATE PAGE HALL, REGISTRATION IN 2ND FLOOR LOBBY, WKU, BOWLING GREEN, KENTUCKY

Doors open and participant check-in begins at 8:30 a.m. You may copy and share this form as necessary.

Please print clearly and submit one form per person. ***There will be no on-site registrations!***

To receive the **EARLY BIRD REGISTRATION FEE of \$10 per each Half-Day Session, return no later than August 22, 2003.**

After August 22, 2003 registration will be \$15 per half-day session.

To receive **CEU Credits**, please check here and include an additional \$10 fee.

MORNING SESSION: 9:00 A.M.-NOON

- YOUR HOME AND TELEVISION.** This session will look at best practices for viewing television with young children in your family child care home. Discussion will explore the lasting effects in young children and suggestions for alternatives. **Presenter:** Sherri Meyer, CCR&R Coordinator. **Target Audience:** **CDA Functional Area:** 6. **Core Content:** 4.
- WORKING WITH FAMILIES.** In this interactive workshop, participants will discuss strategies and techniques for having parent involvement that works for both the parents and the center staff. **Presenter:** Janet Buckley, Training & Technical Assistance Services. **Target Audience:** General. **CDA Functional Area:** 11. **Core Content:** 6.
- REGISTERED PROVIDER ORIENTATION.** This training is required for Registered Child Care Providers and consists of three hours of training on First Aid; Health, Safety and Sanitation; and Appropriate Guidance. **Presenter:** Amy Hood, Professional Development Coordinator. **Target Audience:** Registered Providers.
- THE FIRST STEP IN TEAM-BUILDING.** Participants will have the opportunity to explore team building by using the Myers-Briggs Type Indicator. Communication styles and preferences in decision-making will be examined and participants will discuss how their "type" impacts the administration of the program. **Presenter:** Bob Mason, Training & Technical Assistance Services. **Target Audience:** Directors. **CDA Functional Area:** 12. **Core Content:** 3.

AFTERNOON SESSION: 1:30-4:30 P.M.

- LEARNING ACTIVITIES FOCUSING ON ART AND MUSIC.** This session will explore art and music activities for your family child care home. Bring a variety of boxes of any size, oatmeal canisters, or plastic containers you will not be using and be ready to have a fun time! **Presenter:** Sherri Meyer, CCR&R Coordinator. **Target Audience:** Home Care Providers. **CDA Functional Area:** 3. **Core Content:** 1.
- EVERYTHING YOU EVER WANTED TO KNOW ABOUT PLAYGROUND SAFETY... BUT WERE AFRAID TO ASK.** This interactive session will help you develop strategies for keeping the children in your care safe while playing on the playground. Discussion will include a review of what licensing and STARS for KIDS NOW regulations say about playground safety. **Presenter:** Amy Hood, Professional Development Coordinator. **Target Audience:** General. **CDA Functional Area:** 8. **Core Content:** 2.
- GOAL SETTING WITH YOUR STAFF.** This session will focus on the importance of goal setting with your staff. Participants will examine the steps in goal setting and have the opportunity to explore their own training "style." **Presenter:** Bob Mason, Training & Technical Assistance Services. **Target Audience:** Directors. **CDA Functional Area:** 7. **Core Content:** 12.

Name: _____ Position: _____
Age Group(s) Served: _____ Program Name: _____
Address: _____
City: _____ State: _____ Zip Code: _____ County: _____
Phone Number: _____ E-Mail Address for Confirmation (if available): _____

Please return completed registration form with payment NO LATER than August 22, 2003 to:

Child Care Resource & Referral

WKU, 151 Jones Jagers Hall, 1 Big Red Way, Bowling Green, KY 42101

ACCESSIBILITY NEEDS: Do you have a disability that requires special materials or services? Please explain: _____

CANCELLATIONS: To avoid obligation for payment of fees or to obtain a refund, all cancellations must be received **in writing five working days prior** to the event.

Child Care Resource & Referral Professional Development Training

CREATIVE ART EXPERIENCES

6:00 - 9:00 P.M., TUESDAY, SEPTEMBER 16, 2003

HART CO. EXTENSION OFFICE, 821 NORTH MAIN STREET, MUNFORDVILLE, KENTUCKY

This session will discuss the importance of appreciating children's artwork. Come ready to have fun being creative with art! **Presenter:** Sherri Meyer, CCR&R Coordinator. **Target Audience:** General. **CDA Functional Areas:** 7. **Core Content:** 1.

Doors will open and participant check-in will begin at 5:30 p.m. on the night of the training.

You may copy and share this form as necessary. Please print clearly and submit one form per person. ***There will be no on-site registrations!***

To receive the **EARLY BIRD REGISTRATION FEE** of \$10, please return no later than August 22, 2003. ***Any registration received after August 22 will be charged \$15.***

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151 Jones Jagers Hall, WKU
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Bowling Green, KY 42101**

ACCESSIBILITY NEEDS: Do you have a disability that requires special materials or services? Please explain: _____
CANCELLATIONS: To avoid obligation for payment of fees or to obtain a refund, all cancellations must be received *in writing five working days prior to the event.*

Child Care Resource & Referral Professional Development Training

HEALTH AND SAFETY

TUESDAY, SEPTEMBER 23, 2003

This low-cost telephone conference event will discuss the Health and Safety Issues in Child Care. Techniques will be discussed on how caregivers can provide the children they serve with a safe and healthy environment. **Presenter:** Amy Hood, CCR&R at WKU. **Target Audience:** General. **CDA Functional Area:** 2. **Core Content:** 2.

The Child Care Resource & Referral at WKU is please to announce this special telephone conference call. The training format allows you to participate by telephone from your home, office, or other location. The cost is only \$6 per participant plus the cost of your telephone call. After you register and shortly before the telephone event, you will be mailed the session handouts, directions for calling in, and the central phone number you should call to participate.

After the call, the CCR&R phone service provider will provide the names of those participating in the call and the length of their participation. Certificates for two hours of training will be mailed to all registered participants whose phone lines remained active for the full length of the telephone conference call.

You may copy and share this form as necessary. Please print clearly and submit one form per person. **Registration fee must be received no later than August 22, 2003.**

Name: _____ Position: _____
Age Group(s) Served: _____ Program Name: _____
Address: _____
City: _____ State: _____ Zip Code: _____
County: _____ Phone Number : _____
E-Mail Address for Confirmation (if available): _____ Your Primary Language: _____

Please return completed registration form with payment NO LATER than August 22, 2003 to:

**Child Care Resource & Referral
151 Jones Jagers Hall, WKU
1 Big Red Way
Bowling Green, KY 42101**

CANCELLATION: To avoid obligation for payment of fees or to obtain a refund, all cancellations must be received in writing five working days prior to the event.

2003-2004 CCR&R CALENDAR OF TRAINING EVENTS

DATE	EVENT	TOPIC	LOCATION
August 7, 2003	Evening Conference	The Role of Parent Involvement	Logan County
August 16, 2003	Saturday Conference.	Preschool Issues Bowling Green General Child Care Issues New Employee Training STARS for KIDS NOW Overview	
August 21, 2003	Overview Session	STARS for KIDS NOW Family Child Care Homes Overview <i>(Required for STARS Participation)</i>	Bowling Green
September 11, 2003	Evening Conference	Start Up Training <i>(For Potential Providers ONLY)</i>	Edmonson County
September 16, 2003	Overview Session	STARS for KIDS NOW Overview <i>(Required for STARS Participation)</i>	Bowling Green
September 16, 2003	Evening Conference	Creative Art Experiences	Hart County
September 20, 2003	Saturday Conference	Home Provider Issues General Child Care Issues Management Issues Registered Provider Orientation	Bowling Green
September 23, 2003	Tele-Conference	Health and Safety	
October 3, 2003	Overview Session	STARS for KIDS NOW Overview <i>(Required for STARS Participation)</i>	Bowling Green
October 18, 2003	Saturday Conference	Infant/Toddler Issues General Child Care Issues New Employee Orientation	Glasgow
October 21, 2003	Overview Session	STARS for KIDS NOW Family Child Care Homes Overview <i>(Required for STARS Participation)</i>	Bowling Green
October 23, 2003	Evening Conference	Guidance	Edmonson County
November 6, 2003	Tele-Conference	Working With Families	
November 15, 2003	Saturday Conference	School Age Issues General Child Care Issues Registered Provider Orientation STARS for KIDS NOW Overview	Bowling Green

DATE	EVENT	TOPIC	LOCATION
November 18, 2003	Evening Conference	Math Activities	Barren County
November 20, 2003	Evening Conference	Start Up Training <i>(For Potential Providers ONLY)</i>	Simpson County
December 5, 2003	Overview Session	STARS for KIDS NOW Overview <i>(Required for STARS Participation)</i>	Bowling Green
December 13, 2003	Saturday Conference	Preschool Issues General Child Care Issues Management Issues New Employee Orientation	Bowling Green
January 17, 2004	Saturday Conference	Home Provider Issues General Child Care Issues New Employee Orientation Registered Provider Orientation STARS for KIDS NOW Overview Commonwealth Child Care Credential Classes Begin	Bowling Green
January 29, 2004	Overview Session	STARS for KIDS NOW Family Child Care Homes Overview <i>(Required for STARS Participation)</i>	Bowling Green
February 12, 2004	Overview Session	STARS for KIDS NOW Overview <i>(Required for STARS Participation)</i>	Bowling Green
February 12, 2004	Evening Conference	Start Up Training <i>(For Potential Providers ONLY)</i>	Hart County
February 21, 2004	Saturday Conference	Infant/Toddler Issues General Child Care Issues Management Issues Registered Provider Orientation	Glasgow
February 24, 2004	Evening Conference	Playground Safety	Allen County
March 4, 2004	Overview Session	STARS for KIDS NOW Family Child Care Overview <i>(Required for STARS Participation)</i>	Bowling Green
March 4, 2004	Evening Conference	Setting Up Your Environment	Monroe County
March 9, 2004	Overview Session	STARS for KIDS NOW Overview <i>(Required for STARS Participation)</i>	Bowling Green
March 11, 2004	Tele-Conference	Health and Safety	

DATE	EVENT	TOPIC	LOCATION
March 20, 2004	Saturday Conference	Preschool Issues General Child Care Issues Management Issues New Employee Orientation	Bowling Green
April 6, 2004	Overview Session	STARS FOR KIDS NOW Overview <i>(Required for STARS Participation)</i>	Bowling Green
April 17, 2004	Saturday Conference	School Age Issues General Child Care Issues Registered Provider Orientation	Bowling Green
April 27, 2004	Evening Conference	Creating a Safe Environment	Butler County
May 4, 2004	Overview Session	STARS for KIDS NOW Family Child Care Orientation <i>(Required for STARS Participation)</i>	Bowling Green
May 11, 2004	Evening Conference	Appropriate Nutrition	Metcalf County
May 15, 2004	Saturday Conference	Home Provider Issues General Child Care Issues New Employee Orientation STARS for KIDS NOW Overview	Glasgow
May 20, 2004	Evening Conference	Start-Up Training <i>(For Potential Providers ONLY)</i>	Metcalf County
June 1, 2004	Tele-Conference	The Impact of Early Relationships and Experiences	
June 11, 2004	Overview Session	STARS for KIDS NOW Overview <i>(Required for STARS Participation)</i>	Bowling Green
June 15, 2004	Evening Conference	Playground Safety	Simpson County
June 19, 2004	Saturday Conference	Infant/Toddler Issues General Child Care Issues Registered Provider Orientation Commonwealth Child Care Credential Classes End	Bowling Green

Check **THE CHILD CARE PROFESSIONAL** each month. Each issue will include registration information and forms for the upcoming month's training events. The registration information will include the "target audience," a description of the training event, and the applicable CDA Functional Area and Core Content to assist you in choosing the most appropriate session. You may also learn about upcoming events and download registration forms from the CCR&R website at www.ttas.org.

PROFESSIONAL DEVELOPMENT BY TARGET AUDIENCE

Looking for training specific to a particular target audience or service model? Here's a ready reference of the year's upcoming training dates broken down by audience to help you plan your training for the year.

COMMONWEALTH CHILD CARE CREDENTIAL:

Jan. 17, 2004 CCCC Classes Begin
Jun. 19, 2004 CCCC Classes End

DIRECTORS, MANAGERS & OWNERS:

Sept. 20, 2003 Management Issues
Dec. 13, 2003 Management Issues
Feb. 21, 2004 Management Issues
Mar. 20, 2004 Management Issues

GENERAL AUDIENCE:

Sept. 16, 2003 Creative Art Experiences
Sept. 20, 2003 General Child Care Issues
Sept. 23, 2003 Health and Safety
Oct. 18, 2003 General Child Care Issues
Oct. 23, 2003 Guidance
Nov. 6, 2003 Working with Families
Nov. 15, 2003 General Child Care Issues
Nov. 18, 2003 Math Activities
Dec. 13, 2003 General Child Care Issues
Jan. 17, 2004 General Child Care Issues
Feb. 21, 2004 General Child Care Issues
Feb. 24, 2004 Playground Safety
Mar. 4, 2004 Setting Up Your Environment
Mar. 11, 2004 Health and Safety
Mar. 20, 2004 General Child Care Issues
Apr. 17, 2004 General Child Care Issues
Apr. 27, 2004 Creating A Safe Environment
May 11, 2004 Appropriate Nutrition
May 15, 2004 General Child Care Issues
Jun. 1, 2004 Impact of Early Relationships
and Experiences
Jun. 15, 2004 Playground Safety
Jun. 19, 2004 General Child Care Issues

HOME CARE PROVIDERS:

Sept. 20, 2003 Home Provider Issues
Jan. 17, 2004 Home Provider Issues
May 15, 2004 Home Provider Issues

INFANT/TODDLER:

Oct. 18, 2003 Infant/Toddler Issues
Feb. 21, 2004 Infant/Toddler Issues
Jun. 19, 2004 Infant/Toddler Issues

NEW EMPLOYEES ORIENTATION:

Oct. 18, 2003 New Employee Orientation

NEW EMPLOYEES ORIENTATION (CONT'D):

Dec. 13, 2003 New Employee Orientation
Jan. 17, 2004 New Employee Orientation
Mar. 20, 2004 New Employee Orientation
May 15, 2004 New Employee Orientation

POTENTIAL/NEW PROVIDERS:

Sept. 11, 2003 Start Up Training
Nov. 20, 2003 Start Up Training
Feb. 12, 2004 Start Up Training
May 20, 2004 Start Up Training

PRESCHOOL AUDIENCE:

Dec. 13, 2003 Preschool Issues
Mar. 20, 2004 Preschool Issues

REGISTERED PROVIDERS ORIENTATION:

Sept. 20, 2003 Required Provider Orientation
Nov. 15, 2003 Required Provider Orientation
Jan. 17, 2004 Required Provider Orientation
Feb. 21, 2004 Required Provider Orientation
Apr. 17, 2004 Required Provider Orientation
Jun. 19, 2004 Required Provider Orientation

SCHOOL AGE:

Nov. 15, 2003 School Age Issues
Apr. 17, 2004 School Age Issues

STARS FOR KIDS NOW:

Sept. 16, 2003 STARS Overview
Oct. 3, 2003 STARS Overview
Oct. 21, 2003 STARS for Family Child Care
Homes Overview
Nov. 15, 2003 STARS Overview
Dec. 5, 2003 STARS Overview
Jan. 17, 2004 STARS Overview
Jan. 29, 2004 STARS for Family Child Care
Homes Overview
Feb. 12, 2004 STARS Overview
Mar. 4, 2004 STARS for Family Child Care
Homes Overview
Mar. 9, 2004 STARS Overview
Apr. 6, 2004 STARS Overview
May 4, 2004 STARS for Family Child Care
Homes Overview
May 15, 2004 STARS Overview
Jun. 11, 2004 STARS Overview