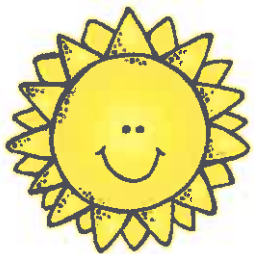


Community Child Care Clearinghouse of Niagara Training Calendar



Fall 2018

ANNOUNCEMENTS

****New** Free Office of Children and Family Services (OCFS) Sponsored Online Training: Foundations in Health and Safety: English Language Version **New****

This fully narrated 5 hour e-Learning course offers important information and strategies to facilitate and improve the safety and health of children in regulated child care programs and enrolled legally-exempt programs. Child care providers and caregivers completing this course will receive training credit in federally mandated health and safety topic areas which include:

- Prevention and control of infectious diseases (including immunizations).
- Prevention of sudden infant death syndrome and use of safe sleeping practices.
- Administration of medication, consistent with standards for parental consent.
- Prevention and response to emergencies due to food and allergic reactions.
- Building and physical premises safety, including identification of and protection from hazards that can cause bodily injury such as electrical hazards, bodies of water, and vehicular traffic.
- Prevention of shaken baby syndrome and abusive head trauma.
- Emergency preparedness and response planning for emergencies resulting from a natural disaster or a man-caused event.
- Handling and storage of hazardous materials and the appropriate disposal of bio-contaminants.
- Appropriate precautions in transporting children, if applicable.
- Pediatric first aid and cardiopulmonary resuscitation (CPR)
- Other requirements relating to nutrition, access to physical activity, or any other subject area necessary to promote child development or to protect children's health and safety.

Learning points of the training are enhanced throughout using video clips and interactive exercise.

Child care providers can participate in this 5 hour web-based **online** training course at any time, 24 hours a day, 7 days a week.

As you complete each 10-15 minute section, the application saves your progress and allows you up to 30 days to complete the entire course.

The self-directed online course "Foundations in Health and **Safety** e-Learning" fulfills OCFS training requirements:

- Nutrition and health needs of infants and children.
- Child care program development.
- Safety and security procedures.
- Child abuse and maltreatment identification and prevention.
- Statutes and regulations pertaining to child day care.
- Education and information on the identification, diagnosis and prevention of shaken baby syndrome.

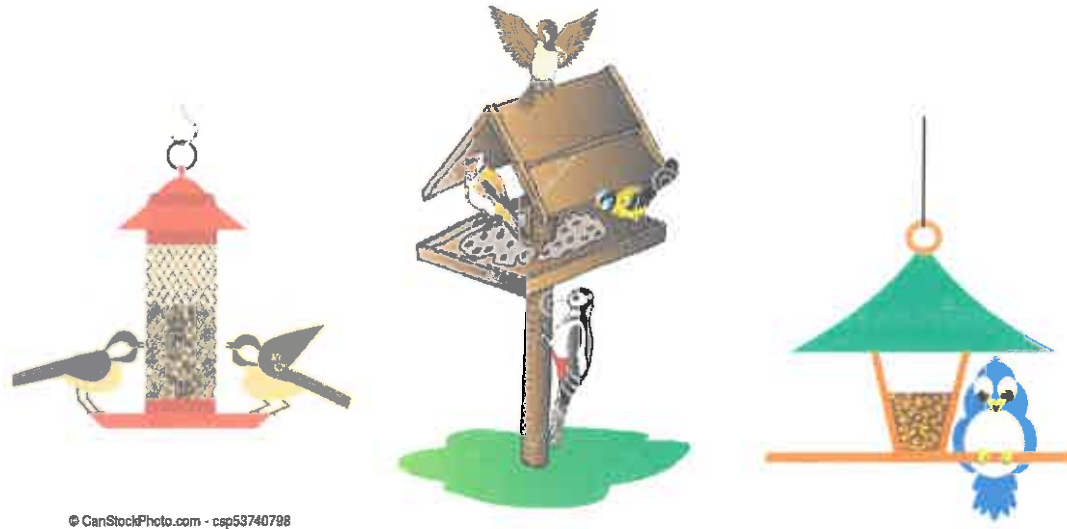


COMMUNITY CHILD CARE CLEARINGHOUSE OF NIAGARA TRAINING POLICIES

- Registration and payment prior to training is mandatory.
- The number of required registrations must be received complete with payment prior to the date of the class or the class will be cancelled.
- The Community Child Care Clearinghouse of Niagara reserves the right to cancel scheduled child care training when necessary. Payment will be refunded.
- Checks for training must be made payable to Niagara Community Action Program, Inc. A \$38.50 fee will be required for returned checks.
- Training fees are non-refundable.
- If payment is made with an Educational Incentive Program (EIP) Award, it must be received prior to the training or the provider must pay with cash or check made out to Niagara Community Action Program, Inc. The Community Child Care Clearinghouse of Niagara will reimburse for EIP awards submitted following trainings, provided they are submitted within the time limits as required by the EIP program.
- If payment is made with a coupon, the coupon must accompany the registration form. The coupon must have a non-expired date.
- Participants arriving late for training will not be admitted. Fees will not be refunded to late arrivals.
- There is a \$5.00 charge to replace lost training certificates.
- Upon request, training database records will be given to the provider or to representatives of the New York State Office of Children and Family Services.
- For training at a child care facility, a fee commensurate with the current training fee per person will be charged by the Community Child Care Clearinghouse of Niagara to train ten or more child care employees. This fee is nonrefundable and nontransferable. Payment or proof of payment must be received one week prior to the training. Checks should be made payable to Niagara Community Action Program, Inc.
- The number of required participants does not apply to a training that is mandated by the New York State Office of Children and Family Services in order to bring a program into compliance with a corrective action plan.

Revised 5/4/2017





TRAINING REQUIREMENTS

The regulations of the New York State Office of Children and Family Services require all child care providers to have thirty hours of training every two years.

This training must address the following topics:

- (1) Principles of childhood development, including the appropriate supervision of children, meeting the needs of children enrolled in the program with physical or emotional challenges, and behavior management and discipline.
- (2) Nutrition and health needs of children.
- (3) Child day care program development.
- (4) Safety and security procedures including communication between parents and staff.
- (5) Business record maintenance and management.
- (6) Child abuse and maltreatment identification and prevention.
- (7) Statutes and regulations pertaining to child day care.
- (8) Statutes and regulations pertaining to child abuse and maltreatment.
- (9) Education and information on the identification, diagnosis, and prevention of Shaken Baby Syndrome.

Training Calendar

Please note the location & time of training when registering.

CPR & FIRST AID TRAINING



September 12th
2018

CPR & First Aid

Participants completing this training will receive a two-year certificate in infant, child and adult CPR and pediatric first-aid.

The training will include:

- simulated rescue breathing techniques
- directions on what to do in a choking situation
- instruction in basic first aid

Location: Niagara Falls Memorial Medical Center
621 – 10th Street • Niagara Falls 14301
Auditorium A

Trainer: Lana Zahn

Time: 9:00 AM – 1:00 PM

Cost: \$75.00

(Maybe refunded through EIP to eligible participants)

OCFS Training Topics: 4 & 7 (4 training hours)

This training is for: FCC, GFCC, DCC & SACC providers



October 20th
2018

Medication Administration Training (MAT)

Child care providers who choose to administer medication to children must have a medication administration training (MAT) certificate, a current CPR and first-aid certificate, and a health care consultant. Providers successfully completing this competency-based training will fulfill the requirement for the MAT certificate.

Location: Niagara Community Action Program, Inc.
Community Child Care Clearinghouse of Niagara
1521 Main Street • Niagara Falls, NY 14305

Trainer: Lana Zahn

Time: 8:00 PM – 4:00 PM

Cost: \$100.00

OCFS Training Topics: 2, 4, & 7 (8 training hours & .8 CEUs)

This training is for: FCC, GFCC, DCC, & SACC providers

CPR & FIRST AID TRAINING



**November 7th
2018**

CPR & First Aid

Participants completing this training will receive a two-year certificate in infant, child and adult CPR and pediatric first-aid.

The training will include:

- simulated rescue breathing techniques
- directions on what to do in a choking situation
- instruction in basic first aid

Location: Niagara Community Action Program, Inc.
Community Child Care Clearinghouse of Niagara
1521 Main Street • Niagara Falls, NY 14305

Trainer: Lana Zahn

Time: 9:00 AM – 1:00 PM

Cost: \$75.00

(Maybe refunded through EIP to eligible participants)

OCFS Training Topics: 4 & 7 (4 training hours)

This training is for: FCC, GFCC, DCC & SACC providers



**December 1st
2018**

Medication Administration Training (MAT)

Child care providers who choose to administer medication to children must have a medication administration training (MAT) certificate, a current CPR and first-aid certificate, and a health care consultant. Providers successfully completing this competency-based training will fulfill the requirement for the MAT certificate.

Location: Niagara Community Action Program, Inc.
Community Child Care Clearinghouse of Niagara
1521 Main Street • Niagara Falls, NY 14305

Trainer: Lana Zahn

Time: 8:00 PM – 4:00 PM

Cost: \$100.00

OCFS Training Topics: 2, 4, & 7 (8 training hours & .8 CEUs)

This training is for: FCC, GFCC, DCC, & SACC providers



2018 Videoconference Training

October 25th
2018

Town Hall Meeting: Examining the Business Side of Child Care

Providing children in your care with a safe, healthy environment is your number one priority. Performing business responsibilities such as implementing the New York State Child Day Care Regulations, updating and enforcing contracts and policies, and maintaining accurate forms and records. It may not always seem apparent, but many of the things you do on a regular basis help support your program as a business.

Join us for this webcast, where an expert in the field of child care business will walk us through case studies addressing situations similar to the ones you may have experienced.

Registration for this training must be completed on the PDP website: <http://www.ecetp.pdp.albany.edu> or, see page "Webcast Training Registration Form" "Instructions" sheet included with this training calendar.

OCFS Training Topics: 5 & 7

This training is for: FCC, GFCC, DCC & SACC Providers

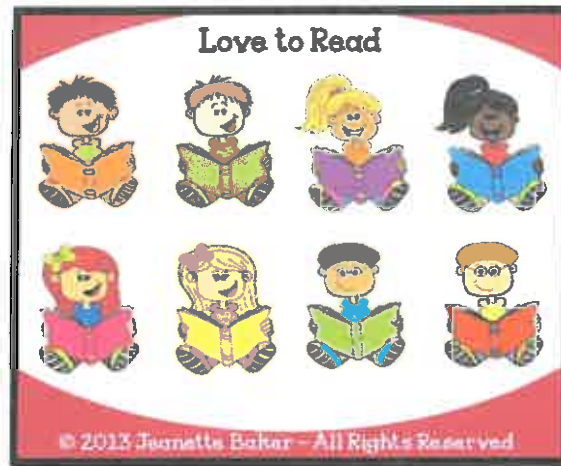


New York State Office of Children and Family Services (OCFS) Free On-Line Trainings:

Revised April 2017

http://www.ecetp.pdp.albany.edu/elearn_catalog.shtml

- **Foundations in Health & Safety ****NEW******
OCFS Training Topics 2, 3, 4, 7, 8 & 9 (5 training hours)
- **Expulsion & Suspension Prevention Strategies**
OCFS Training Topics 1, 3, 4 & (1.5 training hours)
- **Infant Brain Development**
OCFS Training Topics 1 & 3 (1 training hours)
- **School Age Child Care**
OCFS Training Topics 1, 3 & 4 (1.5 training hours)
- **Supervision of Children**
OCFS Training Topic 4 (1.5 training hours)
- **Obesity Prevention**
OCFS Training Topic 2 (2.0 training hours)
- **Emergency Preparedness**
OCFS Training Topics 4 & 7 (1.5 training hours)
- **Family Engagement**
OCFS Training Topics 3 & 4 (1.0 training hours)
- **Early Intervention**
OCFS Training Topics 1 & 4 (1.5 training hours)
- **Transportation**
OCFS Training Topics 3, 4 & 7 (2.0 training hours)
- **Managing Challenging Behavior: 18 to 36 Months**
OCFS Training Topic 1 (1.5 training hours)
- **Managing Challenging Behavior: Birth to 18 Months**
OCFS Training Topic 1 (1.5 training hours)
- **Keeping Children Safe: Prevention of Lead Poisoning and Other Dangers to Children**
OCFS Training Topics 1, 3, 4 & 7 (1.5 training hours)
- **Preventing Sudden Infant Death Syndrome and Promoting Safe Sleeping**
OCFS Training Topics 1, 3, 4 & 7 (1.0 training hours)
- **Preventing Shaken Baby Syndrome (SBS)**
OCFS Training Topics 1 & 9 (1.0 training hours)
- **Mandated Reporter On-Line Training**
OCFS Training Topics 5, 6 & 8 (2.0 training hours)



Community Child Care Clearinghouse of Niagara Lending Library

Child care providers from all modalities of care are welcome to borrow books or materials from the Community Child Care Clearinghouse of Niagara Lending Library at no cost.

Examples of the materials available:

- children's books - some with puppets or props.
- theme boxes such as community helpers.

Also available are books for providers relative to:

- providers working with young children.
- philosophies within the child care field.
- children with special needs.
- children with behavior issues.

Providers taking college courses within the field of Early Childhood Education may find materials that would be helpful in research for class papers. To use the lending library, please call any CCR&R staff person at 285-8572.





Registration Form Fall 2018

Name: _____ Phone: _____

Address: _____

- Family/Group Family Day Care Provider Day Care Center Staff
 School Age Child Care Staff Legally Exempt Provider

Child Care Program: _____

- Training fees are non-refundable.
- There is a \$38.50 fee for returned checks.

DATE	TITLE	LOCATION	COST	AMOUNT PAID
9/12/18	CPR & First Aid Class	Niagara Falls Memorial Medical Ctr, 621 Tenth Street • Niagara Falls	\$75.00	
10/20/18	Medication Administration Training	Niagara Comm. Action Program, Inc. Comm. Child Care Clearinghouse 1521 Main Street • Niagara Falls	\$100.00	
11/7/18	CPR & First Aid Class	Niagara Comm. Action Program, Inc. Comm. Child Care Clearinghouse 1521 Main Street • Niagara Falls	\$75.00	
12/1/18	Medication Administration Training	Niagara Comm. Action Program, Inc. Comm. Child Care Clearinghouse 1521 Main Street • Niagara Falls	\$100.00	

Please send your completed registration along with a check payable to:

NIAGARA COMMUNITY ACTION PROGRAM, INC.

Mail or drop off to:
Community Child Care Clearinghouse of Niagara
1521 Main Street • Niagara Falls, NY 14305

Application Instructions

All required supporting documentation must be submitted at the time of application. **A current IRS Form 1040 only needs to be submitted once each year, as long as the most recent form is what EIP has on file.**

Online Applications

- Go to www.ecetp.albany.edu
Click on **APPLY**, Select **Apply Online Now!**, then **Log-In** or **Create a new ECETP account**
- Complete all information
- Print and sign the agreement
- Fax, e-mail or mail all required documentation to EIP within 2 weeks

Mailing address:

Professional Development Program
Educational Incentive Program
4 Tower Place, 4th Floor
Albany, NY 12203

Fax number: 518-442-6643

e-mail: eip@albany.edu

Documents must be sent as a separate attachment.

Paper Applications

- Complete Sections 1, 2 and 3
- Sign the agreement in Section 4
- Mail the application and all required documentation to EIP

Mailing address:

Professional Development Program
Educational Incentive Program
4 Tower Place, 4th Floor
Albany, NY 12203

- -

A full program description and directions for completing an online application are available on our website: www.ecetp.pdp.albany.edu

Section 1 Applicant Information

Complete all fields.

First Name:

Last Name:

Mailing Address:

Apt. #:

City:

State:

Zip:

County of Residence:

Home Phone:

() -

Email address:

Job Title:

Do you currently hold a permanent/professional teacher certification?

Yes No

Are you a U.S. Citizen, Permanent Alien or Resident Alien authorized to work in the U.S.?

Yes No

Are you currently providing care for children as part of the regulated adult/child ratio for this program or directly supervising someone who is?

Yes No

I submitted my most recent Federal Income Tax Return (1040).



Either 2015 Form 1040 (before 4/15/18) or 2017 Form 1040 (on or after 4/15/18)

Section 2 Child Care Employment Information

Complete all fields.

Name of Child Care Employer:

Child Care Facility / Work Address:

Suite/Room #:

City:

State:

Zip:

Program County/Borough:

Work Phone:

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Child Care Program Operating Permit/License #:

Permit/License Expiration Date:

/ /

Family Day Care
 Group Family Day Care
 Day Care Center/Head Start
 School Age Child Care

Did you attach Proof of Employment?

Yes No

The Educational Incentive Program is administered by the New York State Office of Children and Family Services, funded by the Federal Child Care Development Fund and administered by the Professional Development Program, Rockefeller College, University at Albany.

DR

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Copy this page if applying for more than one training

Applicant Social Security Number: - -

Section 3 Training Information Complete all fields.

 Select Delivery Type AND Training Type	Delivery Type: <input type="checkbox"/> Classroom <input type="checkbox"/> Distance Learning/Online Training <input type="checkbox"/> Coaching	Training Type: <input type="checkbox"/> Training/Conference/Workshop <input type="checkbox"/> Training leading to a Credential <input type="checkbox"/> Credential/Assessment Fee <input type="checkbox"/> College Credit <input type="checkbox"/> Coaching <input type="checkbox"/> CPR/First Aid
	Do not complete this application for CDA activities, use the separate CDA application.	

Name of College/Training Organization:

Title of Training:

Training Start Date: / / Training Organization/College Zip Code:

Training End Date: / / If the training end date has already passed, proof of completion must be submitted with this application.

Total Cost of Training: \$. Number of College Credits or Training Hours:

Trainer First Name: Trainer Last Name:

Trainer Aspire ID#: (if known)

Section 4 EIP Agreement Please read this carefully.

- | | |
|--|---|
| <ul style="list-style-type: none"> • The information on this application is true. • I will provide the additional documentation requested to support the information on the application. • EIP reserves the right to seek additional verification that the tax forms submitted are accurate and authentic. • I will return all unused EIP awards within 60 days of the training start date or award issue date. • I am responsible for tuition and costs not covered by EIP. • I will pay EIP back for all training I do not attend or successfully complete or if it is verified that my eligibility was fraudulently documented. | <ul style="list-style-type: none"> • I will inform EIP if other scholarships, grants or financial aid pays for my course(s)/training(s). • I understand EIP scholarships may be considered taxable income. I will follow all federal, state and local requirements regarding reporting and payment of taxes. • I must provide proof of successful completion for the training above. • I understand if I do not submit proof of completion, I will not be eligible for future EIP awards until required documentation is received by EIP. |
|--|---|

Your original signature indicates you have read, understood and agree to the statements above.

Applicant's Signature: _____ Date: _____

Please print name: _____

Did You... Incomplete applications will not be considered received and will not be processed.

- | | | |
|--|--|---|
| <ul style="list-style-type: none"> <input type="checkbox"/> complete sections 1, 2 and 3? <input type="checkbox"/> attach all required documents? <input type="checkbox"/> read, sign and date the agreement? <input type="checkbox"/> mail the application by the appropriate deadline? | <p>EIP does not accept faxed applications.</p> <p>EIP is not responsible for lost or stolen mail.</p> <p>Online applications are also available at:
 www.ecetp.pdp.albany.edu</p> | <p>Mail your completed application and supporting documentation together to:</p> <p>Professional Development Program
 Educational Incentive Program
 4 Tower Place, 4th Floor
 Albany, NY 12203</p> |
|--|--|---|

AN INFORMATIONAL SOURCE



TRAINING CALENDAR Fall 2018



**All child care providers are required to complete
30 hours of training every two (2) years.**

Sign up for classes today!

