

Southern Maryland Child Care Resource Center

45 Hour Administrative Course

Registration Policy

- **Payment must be received at the time of registration.** Registration form with payment would be greatly appreciated. To register for a class: mail check or money order to the Resource Center, drop off payment or call our office to pay by credit card by phone during our regular business hours, Monday-Friday, 8:30am-4:30pm.
- Look for online registration in the near future at our website: www.smccrc.org
- No Walk-ins permitted. No money will be accepted at the door.
- Due to space limitations, liability issues and the need for a learning environment, **children are not allowed** to attend any workshops. Please make child care arrangements in advance.
- Confirmations will not be mailed. You may call 301-290-0040 to verify your enrollment in the class.
- There will be a \$30 service charge for returned checks.
- You must be present and participate in the entire class to receive a certificate for the clock hours listed. **Classes begin at the stated time and no admittance will be permitted 15 minutes after the class has started. Late arrivals will not receive certificates, refunds, or transfers for the class.**
- If you have lost or misplaced a certificate, there will be a \$5.00 charge to replace it.
- Please call 301-290-0040 in advance of class if you need assistance or require special accommodations.
- All classes are open to the public.

Cancellation Policy

- We no longer issue refunds for cancelled classes. If you need to cancel, you must call the Resource Center 24-hours in advance and we will gladly give you a credit for another class. **Please note new policy: credit for cancelled classes must be used to attend another class within 60 days of the cancellation or it is forfeited.**
- SMCCRC reserves the right to cancel a class if, the day prior to the class, we don't have 10 paid participants. You will receive a call notifying you of the cancellation and your money will be refunded or transferred to another class.
- SMCCRC follows **St. Mary's County Public School's** inclement weather cancellation schedule. If schools are closed or after-school activities are cancelled due to inclement weather, our office will be closed and the class for that day will be cancelled. If at anytime you feel uncomfortable traveling due to inclement weather, **please call prior** to the class and we will be happy to transfer you to another class.
- For current cancellations please call 301-290-0040.

Southern Maryland Child
Care Resource Center
29958 Killpeck Creek Ct.
Charlotte Hall, MD
20622

(301) 290-0040 or
(866) 290-0040
Ext. 22 Michele Grassinger
Ext. 23 Michele Conigliaro

Visit us on the web at
www.smccrc.org

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SMCCRC provides low-cost workshops for child care providers, parents and the community. Our evening and Saturday workshops meet MSDE/ Office of Child Care requirements for Core of Knowledge training.

NEW!

45-Hour Director's Administrative Course

Have you ever wondered what the Director does? Or have you ever thought of becoming a Director? Then this Course is for you! Potential Directors must take all Modules. But if you are already a Director, you can take just the courses in which you need a refresher and/or for continued training. **All workshops will meet the OCC pre service and continued training requirements for Director's of child care centers, effective July 1, 2008.**

Cost for each Module: \$30.00 each or \$450 entire course
Instructor: Carolyn Carter
Level: Advanced
Location: SMCCRC, 29958 Killpeck Creek Ct., Charlotte Hall, MD 20622
To Register: Mail payment to SMCCRC or call to pay w/credit card (301) 290-0040

45 Hour Director's Pre Service Module 1: Ethics

This workshop will cover basic concepts of ethics in the child care setting, including, but not limited to: setting organization values (mission, goals), standards, accreditation, working with diverse families and staff and confidentiality.

Date/Time: Tuesday, September 15, 6:30-9:30 pm
Core: 3 hours Professionalism

45 Hour Director's Pre Service Module 2: Curriculum Planning

This workshop will cover basic concepts of curriculum planning in the child care setting, including, but not limited to: developmentally appropriate practices, familiarity with MD Preschool Voluntary Curriculum and "required curriculum", different forms of assessment, screening and assessment tools, emergent curriculum, importance of play, and transitions in program, transitions into kindergarten.

Date/Time: Thursday, September 17, 6:30-9:30 pm
Core: 2 hours Professionalism, 1 hour Child Development

45 Hour Director's Pre Service Module 3: Enrollment & Marketing

This workshop will cover basic concepts of enrollment and marketing in the child care setting, including, but not limited to: determining priorities, application forms and what to include, systems for tracking and managing time lines, waiting lines, acceptance, contracts, deposits, tours-developing relationships, development of brochures and website, and software and other available resources.

Date/Time: Tuesday, September 29, 6:30-9:30 pm
Core: 3 hours Professionalism

45 Hour Director's Pre Service Module 4: Materials/Equipment

This workshop will cover basic concepts of materials and equipment in the child care setting, including, but not limited to: developmentally appropriate toys and materials, evaluating for safety, outdoor materials and equipment, natural materials vs. man-made materials, and storage of materials and equipment.

Date/Time: Tuesday, October 13, 6:30-9:30 pm
Core: 3 hours Professionalism

45 Hour Director's Pre Service Module 5: Environments

This workshop will cover basic concepts of environments in the child care setting, including, but not limited to: space/square footage requirements, optimal vs. required, indoor/outdoor environments, evaluating environment for developmentally appropriate practice, environmental rating scales, storage, and shared environments vs. permanent environments-value of each.

Date/Time: Thursday, October 15, 6:30-9:30 pm
Core: 3 hours Professionalism

45 Hour Director's Pre Service Module 6: Staff Management

This workshop will cover basic concepts of managing staff members in the child care setting, including, but not limited to: hiring/firing procedures, employee handbooks, job descriptions, compensation and salary increases, staff meetings, work-life balance and managing ancillary staff.

Date/Time: Monday, November 16, 6:30-9:30 pm
Core: 3 hours Professionalism

(continued above)

45 Hour Director's Pre Service Module 7: Meeting the Needs of Children

This workshop will cover basic concepts of meeting children's needs in the child care setting, including, but not limited to: observing for information, scaffolding learning, multiple intelligences, learning differences, behavioral differences, developmentally appropriate/individually appropriate, referrals, and special education.

Date/Time: Thursday, November 19, 6:30-9:30 pm
Core: 3 hours Professionalism

45 Hour Director's Pre Service Module 8: Scheduling

This workshop will cover basic concepts of scheduling in the child care setting, including, but not limited to: schedules (daily, weekly, monthly, annual), long-range strategic planning, time schedules, staff schedules for safety and budgeting, and management schedules.

Date/Time: Wednesday, December 2, 6:30-9:30 pm
Core: 3 hours Professionalism

45 Hour Director's Pre Service Module 9: Resources & Training

This workshop will cover basic concepts of managing and utilizing resources in the child care setting, including, but not limited to: in-house training, training visitors, professional development plans, Response to Intervention (RTI), grant sources and parent workshops.

Date/Time: Wednesday, December 9, 6:30-9:30 pm
Core: 3 hours Professionalism

45 Hour Director's Pre Service Module 10: Business Practices

This workshop will cover basic concepts of business practices in the child care setting, including, but not limited to: marketing, opening/closing/relocating, legal issues, invoicing/accounts receivable, working with a board or parent organization, and late payment/pick-up fees.

Date/Time: Tuesday, January 12, 6:30-9:30 pm
Core: 3 hours Professionalism

45 Hour Director's Pre Service Module 11: Financial Planning/Budget (Part 1)

This workshop will cover basic concepts of financial planning and budgeting in the child care setting, including, but not limited to: understanding, developing and maintaining a budget, income sources, expenses & deposits, incidentals, salaries/salary scales, insurance and liability, long-term planning and financial monitoring reports & statements.

Date/Time: Thursday, January 14, 6:30-9:30 pm
Core: 2 hours Professionalism, 1 hour Community

45 Hour Director's Pre Service Module 12: Financial Planning/Budget (Part 2)

This workshop will cover basic concepts of financial planning and budgeting in the child care setting, including, but not limited to: understanding, developing and maintaining a budget, income sources, expenses & deposits, incidentals, salaries/salary scales, insurance and liability, long-term planning and financial monitoring reports & statements.

Date/Time: Monday, January 18, 6:30-9:30 pm
Core: 3 hours Professionalism

45 Hour Director's Pre Service Module 13: Communication (Part 1)

This workshop will cover basic concepts of general and marketing communications in the child care setting, including, but not limited to: telephone & cell phone etiquette, facilitating networking opportunities with professional organizations, customer service seminars, interpreting play-based learning to parents and others, sending and receiving.

Date/Time: Wednesday, January 20, 6:30-9:30 pm
Core: 2 hours Professionalism, 1 hour Child Development

45 Hour Director's Pre Service Module 14: Communication (Part 2)

This workshop will cover basic concepts of parent and staff communications in the child care setting, including, but not limited to: telephone and cell phone etiquette, newsletters, bulletin boards, parent meetings, interpreting play-based learning to parents and others, and staff meetings.

Date/Time: Wednesday, January 27, 6:30-9:30 pm
Core: 1 hour Professionalism, 2 hours Curriculum

45 Hour Director's Pre Service Module 15: Reporting

This workshop will cover basic concepts of reporting procedures in the child care setting, including, but not limited to: required Office of Child Care forms, in-house forms, legalities of communication, systems for organization, steps for reporting, typical reports, and referrals for Special Education.

Date/Time: Thursday, January 28, 6:30-9:30 pm
Core: 2 hours Professionalism, 1 hour Child Development