



# Winter 2012

## Harford/Cecil County Child Care Links Resource & Referral Center Newsletter

Happy New Year! Everyone at Child Care Links (CCL) hopes you had a happy and safe holiday season! As we begin the new year we would like to thank you again for your continued support of Child Care Links.

With the start of this New Year, we want to reflect on the past but also look ahead to the future. We are amazed at what we accomplished in 2011 and we could not have done so without you the providers. As Family providers and Centers, we need you to communicate to us what you would like to see Child Care Links offer as far as trainings. Communication is the best way to make sure that we are giving you what is needed so that your daycare needs are meant.

Child Care Links is here to help you become the best child care provider you can be, and we are happy to help in any way we can. Whether you are in need of professional development, assistance with marketing, behavior issues, etc., we have something for everyone.

Here's wishing you a prosperous 2012 year!

The Staff at Child Care Links

Don't forget to "Like" us on Facebook to receive up-to-date training information, technical assistance tips, and other special offers!



**CLOSED FOR LUNCH**

**PLEASE NOTE: CHILD CARE LINKS is closed daily for lunch from 12:00pm to 1:00pm**



### **Harford/Cecil County Important Numbers**

#### **Child Care Links**

Main Office: 443-512-0461  
Fax: 443-512-0185  
Training: 443-512-0462  
www.hcchildcarelinksinc.org

**Maryland Family Network**  
410-659-7701

**LOCATE: Child Care Message Service**  
866-752-1614

**Office of Child Care**  
410-569-2879

**Office of Credentialing**  
410-767-7852

**Credentialing Hotline**  
866-772-8922

#### **Family Child Care Association**

Harford County:  
Theresa Milburn - 410-893-2984  
Cecil County:  
Stephanie Cloud-Wiles - 443-350-7909

#### **Social Services -Harford County**

Child Protective Services - 410-836-4713  
DSS - 410-836-4700  
M-CHIP - 443-643-0343  
POC - 410-836-4718  
WIC - 410-273-5656

#### **Social Services- Cecil County**

Child Protective Services - 410-996-0100  
DSS - 410-996-0100  
M-CHIP - 410-996-5126  
POC - 410-996-0100  
WIC - 410-996-5255



## **MARYLAND WINS RACE TO THE TOP EARLY LEARNING CHALLENGE STATE AMONG NINE TO BE AWARDED MAJOR GRANT**

**BALTIMORE (December 16, 2011)**—Maryland has been awarded a multi-million dollar federal grant that will allow the State to further strengthen its acclaimed early childhood programs. The Maryland State Department of Education, on behalf of the Governor and his Advisory Council of Early Care and Education, today received a federal Race to the Top Early Learning Challenge Fund Grant (RTTT-ELC). The program, co-managed by the U.S. Department of Education and the U.S. Department of Health and Human Services, is designed to narrow the school readiness gap for children in poverty, English language learners, and those with disabilities. Maryland is one of nine states awarded the grant. The others are California, Delaware, Massachusetts, Minnesota, North Carolina, Ohio, Rhode Island, and Washington. The final tally on the funds the State will receive is not yet available, but Maryland was eligible for \$50 million over four years. The grant program builds on the success of the U.S. Department of Education’s Race to the Top program. Maryland in August 2010 was one of a handful of states to be awarded a RTTT grant, which carried with it \$250 million over four years to boost the State’s third phase of education reform.

Interim Maryland State Superintendent of Schools Bernard Sadusky said the newest Race to the Top grant meshes with State’s ongoing efforts to improve student performance. “Providing high quality programs to our youngest learners offers us our best chance at eliminating the achievement gaps that plague every education system,” Dr. Sadusky said. “The new project builds for our children a better academic foundation. When students enter kindergarten with strong learning habits, the stage is set for future success.”

Maryland developed an ambitious slate of projects in its RTTT-ELC application. They range from strengthening the Maryland EXCELS child care rating system to revising the early learning standards to align with the Common Core to refining the State’s assessment system for pre-school children. Those efforts combine with other work already taking place in the State. Maryland has a nationally recognized early childhood development program, providing unique early learning opportunities, strong oversight of childcare, and other programs designed to give the State’s youngest learners a leg up in school. MSDE’s development of its RTTT Early Learning Challenge proposal was the result of the Division of Early Childhood Development’s collaboration with partners.

“Scores of early childhood and K-12 education stakeholders collaborated on this successful grant proposal,” said Dr. Rolf Grafwallner, Assistant State Superintendent for the Division of Early Childhood Development.

“Maryland is very fortunate to have had so much support from so many state and local agencies, associations, and others interested in early childhood education.”

Over the past 10 years, Maryland has demonstrated that children starting their formal school career have improved their school readiness skills over time. In 2001, 49 percent of all children entering kindergarten were assessed as being ready for school, while 81 percent were kindergarten ready in 2010.

“Our goal is to provide every child with the best start possible, and the data we have gathered over the past decade tells us that we are making significant progress,” added Grafwallner. “This grant allows us to take the next step.”

## Technical Assistance News

### UPDATE on UPDATING!!

CALL 1-866-752-1614 (24 Hour Hotline)

- \* To report changes to fees, telephone number, or e-mail address
- \* Report vacancies
- \* Request a database questionnaire
- \* Leave a question

VISIT [www.mdchildcare.org](http://www.mdchildcare.org)

- \* To report vacancies
- \* Update fees

MAIL questionnaires back to:

Maryland Family Network  
LOCATE: Child Care  
1001 Eastern Avenue, Floor 2  
Baltimore, MD 21202-4325

Questions about the questionnaire?

Call 410-659-7701 X 230 for assistance



### ANNOUNCEMENTS

#### Child Care Grant Programs

Effective January 1, 2012



Due to fiscal constraints, beginning January 1, 2012, applicants for the Family Child Care Provider Grant (FCCPG) Program and the Child Care Quality Incentive Grant (CCQIG) program will be placed on a waiting list. This freeze on applications will be lifted as funding becomes available, and applicants on the waiting list will be notified in the order in which their applications were received.

#### Child Care Career and Professional Development Fund (CCCPDF)

As of November 1, 2011, the MSDE's Office of Child care Credentialing Branch will no longer accept new applications for CCCPDF participation.

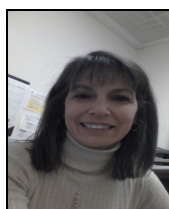
### Technical Assistance = A Helping Hand

Call 443-512-0461  
and ask for Marge!



- New and exciting ideas for **ACTIVITIES**
- **CREDENTIALING & ACCREDITATION** support
- Improve your **LEARNING ENVIRONMENT**
- **BEHAVIOR** strategies
- Create a daily **SCHEDULE**
- **MARKETING** ideas
- Help with **LICENSING** compliance issues

IT'S FREE



Marge Kilczewski  
Technical Assistance Coordinator  
[Mkilczewski@hcchildcarelinksinc.org](mailto:Mkilczewski@hcchildcarelinksinc.org)

### DID YOU KNOW??

Anyone renewing, updating or applying for the first time must use the revised credentialing application that was updated October 2011.

**Any applications submitted using an earlier version will be returned!**

To access the new Maryland Child Care Credential application visit:

[http://marylandpublicschools.org/MSDE/divisions/child\\_care/credentials/mdcred.htm](http://marylandpublicschools.org/MSDE/divisions/child_care/credentials/mdcred.htm)

### NEED A FORM?

Licensing forms for centers and family providers are available online at:



[http://marylandpublicschools.org/MSDE/divisions/child\\_care/licensing\\_branch/forms](http://marylandpublicschools.org/MSDE/divisions/child_care/licensing_branch/forms)

## Everyone Loves a Party...

**Directors/Staff** - Would you rather have a training at your facility right after it closes?

**Family Providers** - Get the interaction of our on-site trainings with the convenience of online classes!

Or are you just too tired after your children leave to drive to our facility.

**Consider a Training Party and have our trainers come to your house or center!**

Here is just a few of our trainings:

- Taxes and Record Keeping
- Give me that, its mine ~ Sharing
- Taming the Tiger ~ Managing Anger

To schedule a training party, please call **443-512-0462**

To schedule a training party,  
please call

**443-512-0462**

We can't wait to come to your place!

**New!** If you sign up for a Training Party and invite 10 or more friends, you attend **FREE!**

## TRAINING NEWS

Our training policies have undergone recent revision in an effort to ensure quality training and provide clear expectations and consistency to the population of child care providers we serve.

### Revised Training Policies and Procedures

See page 10 for the detailed policies. Please take the time to read through these policies and procedures carefully.

New policies will be effective **January 1, 2012.**



## CCL Welcomes New Providers

### Harford County

**Katherine Wilson**

**Donnita Adams**

**Ruth Phillips**

**Chana McComas**

### Cecil County

Jennifer Michalak

Donna McCartan



## CDA Training Now available online!

We would like to introduce to you Child Care Links Resource Center of Harford & Cecil Counties new CDA training now available online. Our training includes 120 hours of quality, self-paced training that will enable your teachers to achieve their Child Development Associate. CEUs are also available. CCL also offers a 45 hour CDA renewal course.

In addition to the online training, our staff is available to work with your staff to assist them in the additional requirements of achieving a Child Development Associate. Additional fees may apply.

If you are a Center Director, please pass this information on to your staff. At your request, we can fax or email you a flyer to put up in your center. Just give us a call at 443-512-0461

For more information, please view our website: [www.hcchildcarelinksinc.org](http://www.hcchildcarelinksinc.org) and click on "Online Classes" or contact Child Care Links at 443-512-0461.

**CDA training on YOUR schedule and at YOUR own pace.**

- 120 training hours online starting at \$299
- 12 CEUs
- Self-guided and self-paced
- 24/7 access to online course
- Also available: 45 hour CDA renewal course!

**SUPPORT FROM THE RESOURCE CENTER!**

Get extra support and assistance in completing your CDA by contacting Marge Kilczewski, Technical Assistance Coordinator at Child Care Links of Harford/Cecil County. (additional fees may apply) 443-512-0461(ext 228)

# National Survey of Early Care and Education

The National Survey of Early Care and Education (NSECE) is an exciting study sponsored by the Department of Health and Human Services, and conducted by NORC (National Opinions Research Center) at the University of Chicago. Beginning in the fall of 2011 and through spring 2012, NORC will contact 20,000 eligible households and 30,000 child care providers to participate in the NSECE. The study includes the following four major aspects of the nation's provision and use of early care and education: Families with children; Classroom staff; Centers; and Providers of Home-based Child-care.

## Why is the NSECE so important?

The NSECE will provide urgently needed information about the provision of early care and education (ECE) across the country. The study will also provide better understanding how families use, seek, and cope with the ECE choices that are available to them. The last national survey of child care supply and demand was conducted in 1990. Since then, the use and funding of early care and education has changed dramatically. Many changes in child care systems and policies have occurred over the past 20 years

## Why should I participate?

The success of the NSECE depends on your help. It is vitally important that those individuals and organizations that are selected for the survey agree to participate because they represent many others across the nation. Your participation will help to ensure that the nation's policy-makers, practitioners and parents have an accurate understanding of our nation's early care and education landscape.

Visit: <http://nsece.norc.org> for more information!

## LET'S MOVE CHILDCARE

Join Let's Move! Child Care today, and help give kids a healthier future!

Visit [Healthykidshealthyfuture.org](http://Healthykidshealthyfuture.org) for more information



**As a child care provider, you have the powerful opportunity to instill healthy choices that could help prevent childhood obesity from the start. With about 12 million babies and young children in child care nationwide, we can't afford to wait!**

- 1. Physical Activity:** Provide 1-2 hours of physical activity throughout the day, including outside play when possible.
- 2. Screen Time:** No screen time for children under 2 years. For children age 2 and older, strive to limit screen time to no more than 30 minutes per week during child care, and work with parents and caregivers to ensure children have no more than 1-2 hours of quality screen time per day (as recommended by the American Academy of Pediatrics).
- 3. Food:** Serve fruits or vegetables at every meal, eat meals family-style whenever possible, and don't serve fried foods
- 4. Beverages:** Provide access to water during meals and throughout the day, and don't serve sugar-sweetened drinks. For children age 2 and older, serve low-fat (1%) or non-fat milk, and no more than one 4- to 6-ounce serving of 100% juice per day
- 5. Infant Feeding:** For mothers who want to continue breastfeeding, provide their milk to their infants and welcome them to breastfeed during the child care day. Support all new parents' decisions about infant feeding.



**Child Care Links is pleased to be offering:**

# ***15 Module Infant/ Toddler Series***



**Spring 2012**

Child Care Links will be having the 15 Module Infant/Toddler Series in Harford County.

The class will be \$250 per person, with a \$75 non-refundable deposit (included) needed to register. The remainder of the balance will need to be paid off before the end of the series in order to receive your certificate.

**If you are interested in taking the 15 Module Series, please call us at 443-512-0461 .**

**We are accepting registrations now!**

**Where: Child Care Links in Bel Air, Md 21015**

**When: Starting on April 5 (Every Thursday)**

**Time: 6:30pm-9:30pm**

For **child care center staff**, this class serves as half of the 90-clock hour Infant/Toddler Certificate.

For **family providers**, this class satisfies the 45 clock hours of approved training that must be completed to care for more than 2 infants under 2 years old.



Child Care Links of Harford and Cecil Counties

2105 Laurel Bush Road, Suite 105

Bel Air, Maryland, 21015

443-512-0461 - fax 443-512-0185 - [www.hcchildcarelinksinc.org](http://www.hcchildcarelinksinc.org)

Love, love, love (tune: 3 Blind Mice)

Love, love, love,  
Love, love love  
See how it grows,  
See how it grows  
I love my friends and they love me,  
We love each other, that's plain to see.  
There's plenty for a big family,  
Love, love, love. Love, love, love.

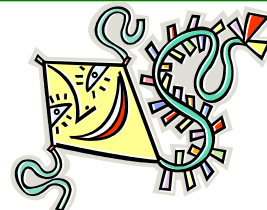


Five Little Snowmen

Five little snowmen, fat.  
Each with a funny hat.  
Out came the sun and it melted  
one.  
What do you think of that?  
Down, down, down, down.  
What do you think of that?  
\*\*(Repeat four, three, two, one)

I'M A LITTLE KITE - Tune: I'm a Little Teapot

I'm a little kite up in the sky.  
See me flying, oh, so high.  
When the wind begins to blow and blow,  
I twirl and swirl, just watch me go .  
(Let your children pretend to be kites and act  
out



Leap Day Poem

(Also known as the Jump Rope Rhyme)

Leap Year, Leap Year  
When will you be?  
Every four years  
Then you'll see.  
You want more?  
We do too!  
How many more  
can you Leap to?



Groundhog Day Shadow Time

(to the tune of "The  
Itsy-bitsy Spider")

The furry little groundhog  
Goes in his hole to sleep,

Through the cold winter's  
Snow and ice so deep,

In February  
He stretches to and fro,

Does the furry little  
groundhog

**SONGS**

**AND**

**FINGERPLAYS**



FIVE LITTLE SHAMROCKS

1 green shamrock, in the morning dew,  
Another one sprouted, and then there were  
two.  
2 green shamrocks, growing beneath a tree;  
Another one sprouted and then there were  
three.  
3 green shamrocks, by the cottage door;  
Another one sprouted,  
And then there were four.  
4 green shamrocks, near a beehive  
Another one sprouted,  
And then there were five.  
5 little shamrocks, bright and emerald green,  
Think of all the luck these shamrocks will bring.

March Rhyme

March winds blow kites around,  
Blow them right up off the ground. (*swing hands  
down, then up*)  
March means spring is almost here,  
Sounds of birds you soon will hear. (*cup hand behind  
ear*)  
Watch the leaves sprout on the trees,  
Soon you'll see some honeybees. (*Make buzzing  
sounds*)

Cat in the Hat Fingerplay

One little cat on a sunny day  
Put on his hat and went out to play  
Two little cats when it started getting dark  
Put on their hats and went to the park.  
Three little cats when the sky was blue  
Put on their hats and went to the zoo.  
Four little cats by the kitchen door  
Put on their hats and went to the store.  
Five little cats on a sunny day  
Put on their hats and they all ran away

Be My Valentine (tune: Mary Had a Little Lamb)

You're a special friend of mine,  
Friend of mine, friend of mine,  
You're a special friend of mine,  
Please be my Valentine!



## Heart to Heart Wreath

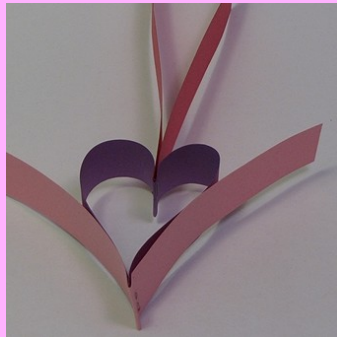
(re-printed from  
LittleMissCraft.com)

### Here's what you need:

- 3 pieces of paper, (we did pink, red, and purple)
- scissors
- stapler
- ribbon
- ruler

### Here's what to do:

1. Cut 6 strips (2 per piece of paper) approximately 8.5 inches long and 1 inch wide)
2. Folding the strips in half, take two different colored strips (fold one strip around the other) and staple together about 1cm from the fold.
3. Take the outer strip and turn downwards to form a heart shape. Fold a new strip over the two loose ends of the heart shape. Staple together about 1cm from the folded edge.
4. Turn the loose edges downwards to form a heart shape. Fold a new strip over the loose edges and staple together (again, 1 cm from the fold)
5. Continue repeating until there are a total of 6 strips connected
6. Take the loose edges and hold them together so that they both form the heart shape. (you will have two separate heart from this. The first strip you started with will have to be shaped to give it the top section on the heart.)
7. Staple the loose edges together
8. Use a ribbon to hang your wreath. TA-DA!



## STORY STRETCHER IDEA!

- Here is a cute and simple way to extend the book Guess How Much I Love You by Sam McBratney, a wonderful story to read around Valentine's day. Trace each child's hand on construction paper or colorful scrapbooking paper. On the left hand write "I Love You..." On the right hand write "...THIS MUCH!" Let children further decorate the cut-outs, if desired. Next, take a strip of construction paper at least 2" wide (children can also decorate/color this paper) and fold it accordion style. Glue or staple a hand to each end so they can "stretch" apart showing how much they love someone. Send this craft home as the child's valentine to mommy and daddy!

## Dr. Seuss' Birthday is March 2nd!

Who doesn't love a good Dr. Seuss book? Celebrate his birthday with some of these fun crafts and activities!

-Make the Truffula trees from The Lorax. Take some pipe cleaners (striped ones, if you can find some), and colored pom-poms (yellow, red, purple and orange, to be true to the book). An adult can clip the pipe cleaners into different lengths and children can dip the ends in glue and attach a pom-pom. Make four trees, one of each color, if desired, and then stick them into some green playdoh for the "hill". Nice and simple!

-One Fish, Two Fish, Red Fish Blue Fish is an easy book to follow with a craft. Trace and cut out hand prints, or make hand prints using paint to create each fish. Yellow for "one fish", green for "two fish" and (obviously) red and blue for the last two fish. Label each fish and let children draw the eye and mouth.

- Declare a silly socks day on the day you'll read Fox in Socks. Use your imagination to create a snack where the kids can "eat blue goo and drink pink ink" (milk dyed pink!).

-Make the famous hat from The Cat in the Hat. Use Styrofoam plates and cut a hole big enough to fit the child's head. Next, take a large size of red construction paper and glue strips of white construction paper on the red to make stripes. Roll the red/white paper into a cylinder shape and tape it to the plate to make a hat.

- Plan for a Wacky Wednesday. Wear clothes backwards, eat ice cream for breakfast, move some furniture around (even turn something upside down!) And be sure to read the book Wacky Wednesday and find all the crazy things pictured in the story.

## Resource Room

Is your childcare setting “print-rich”? A print-rich environment is created by surrounding children in your learning area to many different forms of print. This is a wonderful way to foster early literacy. Here are some ways to begin making your childcare a print-rich environment:

**\*\*Labels** , at children’s eye level, on everything they see or interact with each day is an easy way to start. Window, chair, easel, door, cubbies, table, you get the idea. Each label should include a picture of the item as a visual reminder about the word.

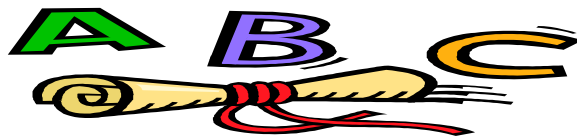
**\*\*A child’s name** is one of the best ways to teach about print. Make sure they see their names on their cubbies, their spot at the table or circle time rug, on a birthday chart, helper boards and class graphs.

**\*\*Create a comfortable and inviting reading area** with books displayed to entice children to pick them up. Make sure to swap out the books frequently to keep interest up. Also include predictable books with repetitive lines. These types of books allow children to participate in the story.

**\*\*Display charts, posters, signs and most importantly the alphabet!** Displaying environmental print in the classroom helps children feel successful “reading” at an early age. These early successes motivate young children to read more and more!

**\*\*Look for every opportunity to model print for the children in your group.** When the children draw a picture or create a new piece of artwork, have them tell you about it and write the caption on the artwork or on an attached slip of paper. You can also model print during circle time by writing simple words or short sentences about the topic of the day.

These are just a few, easy ways to get started making your childcare into a print-rich environment! The Resource Room at CCL can help, too! We can laminate your labels and other sign you create for durability. We also sell many posters and signs that can fill your classroom with print such as our alphabet chart, Daily Schedule, Birthday Train (or chart) and our Colors poster. Our Shadow Name Match is a great way to help children learn the letters in their name. So, stop in and see how we can help you foster early literacy!



### **Child Care Links Members!**

We appreciate all of the providers who have joined our CCL family by becoming members! Every year we welcome new members and we hope to welcome you soon.

#### **Join Today!**

We hope you will consider joining or renewing your membership at Child Care Links. In addition to it benefitting you as a caregiver, it is also beneficial to the Resource Center by enabling us to continue offering high quality workshops and resources for the child care community in Harford and Cecil Counties. The minimal Child Care Links Membership fee for individual providers or center directors is easily regained in member savings.

**Your \$30 membership fee entitles you to:**

- ◆ **\$5 coupon to apply towards any Resource Room Activities**
- ◆ **A CCL membership bag with resource center materials for the primary applicant**
- ◆ **Reduced fees for CCL workshops (\$5 off a \$20, \$25 or \$35 training)**
- ◆ **Reduced fees for training at your center**
- ◆ **Membership card (laminated) valid for one year**
- ◆ **Access to our Resource Library**
- ◆ **Quarterly newsletter and training calendar**

For more information about CCL’s membership or to join please call us at 443-512-0461. We can’t wait to have you aboard!



### Harford Director's Association

The Harford Directors Association is a group consisting of Directors of area preschools and child care centers. Centers included in our group vary from small private day cares, large corporate child care centers, and private and religiously affiliated pre-school centers. Many of our Directors exceed 10+ years in their field, and all offer their knowledge and experience to everyone in our group.

The Directors Association currently meets on a monthly basis from September to May, at the Child Care Links Office in Bel Air, MD. Meetings are about 2 hours long, and include group brainstorming sessions for current child care related issues, guest speakers and social events. In the past year we have had speakers including Beth O'Conner from the Maryland State Department Office of Child Care, Jen Nizer from the Maryland State Child Care Association, and guest speakers such as the Maryland State Police Gang Task Force.

Any area centers are open to membership, and annual dues are \$20 in September, \$30 thereafter. This cost includes any continuing education credits received from guest speakers throughout the year. If you are interested in joining the Harford/Cecil County Directors Association, please contact either Dodi Manley @ foresthill@kiddie academy.com or Teri Rhodes @ ertr2@verizon.net.

### Cecil Director's Association

In September 2011, the Cecil County Director's Association regrouped and began meeting again on the third Thursday of each month at the Elkton Station Building of Cecil Community College (Room 322) from 11:00 am—1:00 pm.

Each month we will discuss issues relevant to the provision of center-based child care. In addition, our meetings may occasionally feature a guest speaker. In November, Kyle Rickansrud from the Cecil County Public School System presented information on "Cyber-Awareness", and OCC Regional Manager Beth O'Connor is scheduled to speak in January! If you have not attended one of our recent meetings, I would like to encourage you to join us and get acquainted with other directors in our community.

Susan Banker, Cecil County Judy Center Program Coordinator, is facilitating the group. If you have questions regarding the Association, please contact Susan at 410-287-6060 Ext. 618.

We look forward to seeing you at our next meeting!

## Healthy Beginnings

The Maryland State Department of Education has revised the existing guidelines for infant and toddler development.

*Healthy Beginnings: Supporting Development and Learning*

*from Birth through Three Years of Age* is a resource intended for use by anyone who lives or works with infants and toddlers. These guidelines can be used as a reference, or as a resource for planning daily or weekly activities. Join us as we learn how to use this remarkable tool to unlock the learning potential that exists within every child!



**Cost:** \$60

**Location:** CCL ~ Bel Air, Md.

**COK:** COM, PROF, CUR, CD, SN

**\*\*You must complete all 3 parts to receive a certificate \*\***

**All Participants will receive a FREE color copy of the Healthy Beginnings Book!!**

**Part 1 (6 Hours)  
Saturday, March 31  
9am-3pm**

**Part 2 (3 Hours)  
Monday, April 2  
6pm-9pm**

**Part 3 (3 Hours)  
Wednesday, April 4  
6pm-9pm**

**REGISTRATION FORM**

Phone-In Registration to 443-512-0462 (Requires a Visa or Master Card payment) Mon. thru Fri. 8:30am to 3:30pm

OR

Mail registration form to: Child Care Links,  
2105 Laurel Bush Road, Suite 105, Bel Air MD 21015

Name: \_\_\_\_\_

Last Name First

Address: \_\_\_\_\_

City/St./Zip: \_\_\_\_\_

Email Address: \_\_\_\_\_

Please circle one:

Family Provider, Child Care Center Director, Child Care Center Staff, Prospective Provider, Parent, or Other

Work Phone: \_\_\_\_\_

Home Phone: \_\_\_\_\_

Center Name: \_\_\_\_\_

WORKSHOP TITLE:	DATE	COST
1. _____	_____/____/_____	\$ _____
2. _____	_____/____/_____	\$ _____
3. _____	_____/____/_____	\$ _____
4. _____	_____/____/_____	\$ _____
<b>TOTAL</b>		_____

**Payments Accepted are: Visa/Master Card/  
Money Order/Center Check /Cash**

**NO PERSONAL CHECKS PLEASE**

Signature: \_\_\_\_\_

Account #: \_\_\_\_\_

Expiration Date: \_\_\_\_\_



**Child Care Links of Harford & Cecil County  
Training Policies and Procedures**

**Registration.** All workshop participants must pre-register ; meaning, participants must register **AND PAY** for workshops in advance. Registration is accepted by phone, mail or in person. The training line for phone-in registration is operational from 8:30am-3:30pm, Monday-Friday. Visa or MasterCard required for all registrations done by phone. Mail registration form to Child Care Links of Harford/Cecil Counties 2105 Laurel Bush Rd., Suite 105, Bel Air, MD 21015. Child Care Links **does not** accept personal checks.

**Fees Paid are NON-REFUNDABLE.** Should you miss a workshop, credit or transfer to another workshop may be given if Child Care Links is notified prior to the workshop. If after hours, please leave a message on Child Care Links' answering service. No credit or refunds are issued for "no shows". Call 443-512-0462 with any questions or concerns about our refund or credit policies. Any credits issued are good for one year from the date of issue.

**Late Arrivals.** Workshops begin at stated time. Our instructors reserve the right to refuse admittance to any workshop for any participant arriving 15 minutes or more past the start of the workshop. Credit or transfer will be issued at the discretion of the Child Care Links staff for any participant turned away from training for lateness.

**Cancellation or change policy.** Child Care Links may need to cancel a workshop due to lack of enrollment; in this event, a CCL staff member will contact you at the phone number or address you provided upon registration. If we need to cancel a workshop and you do not wish to be transferred to another training, you will be issued credit good for one year or refunded fees paid for the canceled workshop. If you are phoning in your registration please verify that we have the correct contact information, including more than one telephone number where you can be reached.

**Rude and/or disrespectful behavior during workshop will not be tolerated.** Please remember to exercise good judgment and respect for both the trainer and other participants in your session. It is okay to disagree with facts or opinions presented by the trainer or other participants but please remember to remain professional. Should you violate this policy, the instructor may ask you to leave the workshop and you will not be re-admitted, nor will you receive a refund for the class.

**Certificates.** Core of Knowledge certificates will be issued at the conclusion of the training session for all participants who successfully complete all requirements set forth for the course.

**Child care is not provided during workshops.** Workshops provided by Child Care Links are intended for adults only. Please make other arrangements for care of your children during workshop hours.

**Workshop locations.** Child Care Links has two locations where we offer trainings. One location is at our main office on 2105 Laurel Bush Rd. Suite 105 Bel Air, MD 21015. The second location is at the YMCA of Elkton on 25 YMCA Blvd. Elkton, Md. 21921. If you need directions to either locations please let us know upon registering for the trainings.

**Inclement Weather** - Please note that the training department of Child Care Links follows Harford & Cecil Counties Public School Weather Policy for closings and delayed openings. If you are scheduled for a workshop and Harford or Cecil County Schools close for inclement weather, our workshop will be canceled. During the weekend our workshops will be canceled if Parks and Rec cancels school activities. If, for any reason, this changes, a CCL staff member will contact you. Attempts will be made to reschedule any canceled workshop.



Child Care Links  
Resource and Referral Agency  
for Harford and Cecil Counties

**MISSION STATEMENT**

Child Care Links of Harford & Cecil County  
2105 Laurel Bush Rd. Suite 105  
Bel Air, Md. 21015  
Phone: 443-512-0461  
Fax: 443-512-0185  
Business Hours:  
Monday-Thursday 8:30am-4:30pm  
Friday 8:30am -4:00pm

Child Care Links addresses available, affordable, quality child care issues in Harford and Cecil Counties.

Child Care Links is committed to expanding and enhancing the quality of child care in Harford and Cecil Counties by helping parents, child care providers, and the community understand and implement the indicators of quality enabling all children to receive optimum early care and education experiences.

Training Department  
443-512-0462  
Hours: Monday-Friday 8:30am-3:30pm

Child Care Links is committed to enhancing the quality of the child care delivery system in Harford & Cecil Counties by providing pertinent resources, training, and referrals to families, child care providers, and the community.

LOCATE CHILD CARE  
Maryland Family Network  
1-877-261-0060  
Hours: Monday-Friday  
9:30am-3:30pm



Member agency of the Maryland Child Care Resource Network with the funding provided by the Maryland State Department of Education

**FIND IT FAST FOR FAMILIES**— a resource locator document with web links for families of young children on topics such as Choosing Child Care, Transitioning to School, Health, Wellness and Safety and Supporting Your Child's Development.

[http://www.marylandpublicschools.org/MSDE/divisions/child\\_care/commres](http://www.marylandpublicschools.org/MSDE/divisions/child_care/commres)



**FIND IT FAST FOR PROVIDERS** - a quick reference guide with links for professional development, program improvement, Career building and financial supports.

[http://www.marylandpublicschools.org/MSDE/divisions/child\\_care/credentials](http://www.marylandpublicschools.org/MSDE/divisions/child_care/credentials)



***Do you have an activity you would like to share?***  
***Contact Child Care Links at 443-512-0461 at least 2 weeks prior to the planned activity. Someone from our office would love to observe the activity, take pictures and talk about planning and preparation. Both licensed child care centers and family child care providers are invited to call. We hope to hear from you!***