

Regional News & Notes

• October, November & December, 2019 •

ERC Resource & Referral, Inc., d/b/a Child Care Aware® of Eastern Kansas

Mark Your Calendar...

Topeka's Weekend Lending Library Hours

9 AM - 12 PM

(1100 SW Wanamaker Rd.,
2nd Flr., Topeka, Kansas)

Sat., Oct. 5, 2019

Sat., Oct. 19, 2019

Sat., Nov. 2, 2019

Sat., Nov. 16, 2019

Sat., Dec. 7, 2019

Sat., Dec. 21, 2019

Lawrence's Late Night Lending Library Hours

4:30 - 7:30 PM

(2518 Ridge Ct. [Inside United Way
Bldg.], Lawrence, Kansas)

Tue., Oct. 8, 2019

Tue., Nov. 12, 2019

Tue., Dec. 10, 2019

Offices Closed for Holidays

Thu., Nov. 28, 2019

Fri., Nov. 29, 2019

Tue., Dec. 24, 2019

Wed., Dec. 25, 2019

Wed., Jan. 1, 2020

Check out the inside of this
mailer to view our upcoming
classes and descriptions!



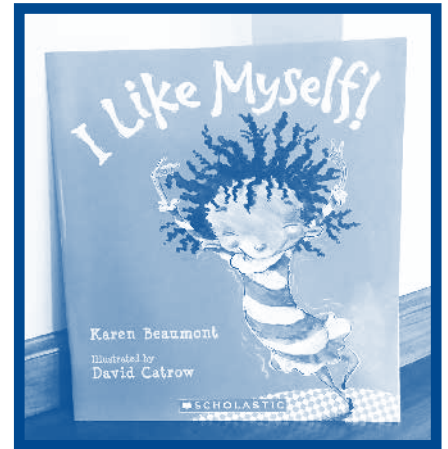
Kansas Reads to Preschoolers

November is Kansas Reads to Preschoolers Month, an annual initiative of the Kansas State Library to promote the importance of reading to young children. This year's featured book is "I Like Myself!," written by Karen Beaumont and illustrated by David Catrow. Visit the Kansas State Library's Kansas Reads to Preschoolers webpage at <https://kslib.info/1017/Kansas-Reads-to-Preschoolers> for more information.

Child Care Aware® of Eastern Kansas will be celebrating this event in a variety of ways, including hosting special professional development events entitled "Learning Fun with 'I Like Myself!'" Class participants will take a fun look at skill-building activities and experiences based on the chosen book.

They will learn how to use the book to build a curriculum that includes learning experiences around the room and in all domains. The first class opportunity is scheduled for 6:30 PM on Nov. 5, and the second is 4:30 PM on Nov. 6. Both will take place at our Topeka office. See our Professional Development Opportunities inside for more details.

Be sure to check with your local library for other events and activities that celebrate Kansas Reads to Preschoolers Month!



New Successful Start Program

Are you new to child care or do you know someone getting ready to become a child care provider? The Successful Start program supports new family child care providers served by Child Care Aware® of Eastern Kansas. If you have received your license in the past six months, this program is great for you! If you know someone that is in the process of applying for their license, this program is also perfect for them!

Successful Start will serve 25 family child care programs. Participants will receive four resource kits that are valued at over \$200. Each kit will include resource materials to help get their business off to a successful start, including books, activity ideas and coupons for fun free stuff. Tips and ideas shared by experienced child care providers and licensing surveyors include strategies for supporting the child care provider, the children and the families.

Participants will benefit from follow-up coaching after the delivery of each kit through a combination of on-site visits and technology-based coaching by phone, email, video calls, etc. A free business course offered online or community-based is also included in this program. The course covers writing your contract and policies, and other helpful information.

Sign up by visiting the child care providers portion of our website, <https://east.ks.childcareaware.org>, and submitting your information. If you have questions about this program, call us at 785-357-5171, option 2. Funding for the Successful Start program is provided through Child Care Aware® of Kansas.



Main Office: 1100 SW Wanamaker Road, Suite 201, Topeka, Kansas 66604
785-357-5171 • 1-877-678-2548 toll free • 785-357-1813 fax
<https://east.ks.childcareaware.org> • info@east.ks.childcareaware.org
facebook.com/ChildCareAwareKS • twitter.com/ccaks • pinterest.com/ccaks

Child Care Aware® of Eastern Kansas supports the development and early education of children by improving access to resources for families, including high-quality child care options.

Update Your Program's Info for a Chance to Win

Child care programs that update their vacancies at the beginning of each quarter will be entered into a drawing. Five prizes will be given and include gifts and gift cards. The next quarter entry period to be registered for the drawing is October 1 - 21, 2019. All of the following information must be provided in order to be eligible:

- How many openings your child care program currently has and the ages of the vacancies.
- The number of children currently enrolled by age and your desired capacity for each age.
- Current rates and hours.
- If your child care program accepts subsidy or any other discount.
- Any changes in business practices or policies that you would like parents to know.

Log on to your online profile to make your updates at <https://stage.worklivesystems.com/program/16>. You can also contact us during our normal business hours with the above information at 785-357-5171, 877-678-2548 toll free, and select option 1.

The five winners will be contacted by Friday, Oct. 25, 2019. Congratulations to last quarter's winners: Kami Garner (Pottawatomie County), Harriet Schmidt (Pottawatomie County), Laura Deters (Franklin County), Barbara Cummings (Chautauqua County), and Debra Anderson (Shawnee County).

These update requests are made quarterly in order to ensure that we are not only keeping your information current, but that we are offering correct information out to those seeking child care. Information provided also gives us data that helps with funding for child care programs and families. Even if you prefer to receive no referrals, we are required to keep our data current on the number of children enrolled in early learning programs in Kansas and would appreciate a quick update from you.

THANK YOU!



OCTOBER, NOVEMBER & DECEMBER

Professional Development Opportunities

To register for a class below, visit our professional development calendar at <https://east.ks.childcareaware.org>.

You can also call 785-357-5171 in Topeka, 877-678-2548 toll free, or complete and return the Class Registration Form that is included in this mailing.

Classes below are tailored for specific audiences. Please reference the audience key when selecting a class.

Approved Audience Key: All (A), Directors (D), Family Child Care (F), Infant (I), Toddler (T), Licensing Surveyor or Regulatory Staff (L), Preschool (P), School-Age (S), Youth (Y), Other (O), Appropriate for Parents (*).

Date	Time	County	Location	Name of Training	Audience	Trainer	Hours	Cost	Additional Information
OCTOBER									
10/5/19	9 AM - 4 PM	SN 	Topeka Child Care Aware® Office (1100 SW Wanamaker Rd., Ste. 201, Topeka)	Foundations of Quality Child Care - Part 1	A	Rebecca Quigley	6	\$30	If you register for BOTH Part 1 on 10/5/19 and Part 2 on 10/19/19 at the same time, you can receive a discounted class fee of \$50 total for both. This class meets 4 of the 4 hours of the annual Health and Safety Topic Requirements.
10/8/19	6:30 - 8:30 PM	SN	Topeka Child Care Aware® Office (1100 SW Wanamaker Rd., Ste. 201, Topeka)	Sensory Exploration and Early Literacy for Infants & Toddlers	D, F, I, T	Susan Drewelow	2	\$12	<i>Free to Literacy Connections program participants.</i> Cosponsored by Capital Area Successful Start.
10/9/19	6:30 - 8:30 PM	DG	United Way of Douglas County (2518 Ridge Ct., Lawrence)	Be a Transition Magician	D, F, P, T	Marie Treichel	2	\$12	<i>Free to participants of United Way of Douglas County Get Set for Success program.</i> Cosponsored by United Way of Douglas County.
10/9/19	6:30 - 8:30 PM	SN	Topeka Child Care Aware® Office (1100 SW Wanamaker Rd., Ste. 201, Topeka)	Lighten Up! Using Humor to Enrich Your Life	D, F, I, P, T	Michelle & Chad Gilbert	2	\$12	
10/10/19	6:30 - 8:30 PM	CR	Kid's First (Frontenac United Methodist Church, 102 S Cayuga St., Frontenac)	Happy Meals: Safe Food Practices and Allergy Awareness	D, F, I, P, S, T	Talia Juiliano	2	FREE	Cosponsored by Child Care Aware® of Kansas. This class meets 2 of the 4 hours of the annual Health and Safety Topic Requirements. <i>Limit to three persons from each child care facility.</i>
10/10/19	6:30 - 8:30 PM	SN	Topeka Child Care Aware® Office (1100 SW Wanamaker Rd., Ste. 201, Topeka)	Signing with Babies and Toddlers	D, F, I, T	Grace Cott	2	\$12	<i>Free to Literacy Connections program participants.</i> Cosponsored by Capital Area Successful Start.
10/15/19	6:30 - 8:30 PM	SN	Topeka Child Care Aware® Office (1100 SW Wanamaker Rd., Ste. 201, Topeka)	Building Leadership in Early Childhood at All Levels	D, F, I, P, T	Michelle Gilbert	2	\$12	
10/17/19	6:30 - 8:30 PM	SN	Topeka Child Care Aware® Office (1100 SW Wanamaker Rd., Ste. 201, Topeka)	Infant/Toddler Early Literacy 	D, F, I, T	Audrey Danielson	2	\$12	<i>Free to Literacy Connections program participants.</i> Cosponsored by Capital Area Successful Start.
10/19/19	9 AM - 4 PM	SN	Topeka Child Care Aware® Office (1100 SW Wanamaker Rd., Ste. 201, Topeka)	Foundations of Quality Child Care - Part 2	A	Rebecca Quigley	6	\$30	If you register for BOTH Part 1 on 10/5/19 and Part 2 on 10/19/19 at the same time, you can receive a discounted class fee of \$50 total for both. This class meets 4 of the 4 hours of the annual Health and Safety Topic Requirements.
10/21/19	6:30 - 8:30 PM	SN	Topeka Child Care Aware® Office (1100 SW Wanamaker Rd., Ste. 201, Topeka)	Promoting Higher Order Thinking	D, F, P	Michelle Gilbert	2	\$12	<i>Free to Literacy Connections program participants.</i> Cosponsored by Capital Area Successful Start.
10/30/19 	6:30 - 8:30 PM	SN	Topeka Child Care Aware® Office (1100 SW Wanamaker Rd., Ste. 201, Topeka)	Emergency Preparedness for Child Care Programs	D, F, I, P, S, T, Y	Michelle Gilbert	2	\$12	This class meets 2 of the 4 hours of the annual Health and Safety Topic Requirements.
NOVEMBER									
11/2/19	9 AM - 4 PM	SN 	Topeka Child Care Aware® Office (1100 SW Wanamaker Rd., Ste. 201, Topeka)	Foundations of Quality Child Care - Part 1	A	Rebecca Quigley	6	\$30	If you register for BOTH Part 1 on 11/2/19 and Part 2 on 11/16/19 at the same time, you can receive a discounted class fee of \$50 total for both. This class meets 4 of the 4 hours of the annual Health and Safety Topic Requirements.
11/5/19	6:30 - 8:30 PM	SN 	Topeka Child Care Aware® Office (1100 SW Wanamaker Rd., Ste. 201, Topeka)	Learning Fun with "I Like Myself!"	D, F, P, T	Susan Drewelow & Michelle Gilbert	2	\$12	<i>Free to Literacy Connections program participants.</i> Cosponsored by Capital Area Successful Start.
11/6/19 through 11/13/19	9 AM	***Online Class***		The Artful Room - Supporting and Displaying Children's Art	D, F, I, P, T	Grace Cott	3	\$20	Participants can start at 9 AM on 11/6/19, and have until 11:59 PM on 11/13/19.*** 
11/6/19	4:30 - 6:30 PM	SN	Topeka Child Care Aware® Office (1100 SW Wanamaker Rd., Ste. 201, Topeka)	Learning Fun with "I Like Myself!"	D, F, P, T	Susan Drewelow & Michelle Gilbert	2	\$12	<i>Free to Literacy Connections program participants.</i> Cosponsored by Capital Area Successful Start.
11/7/19	6:30 - 8:30 PM	DG	United Way of Douglas County (2518 Ridge Ct., Lawrence)	Stress, Coping and Caregiving	D, F, I, P, T	Deb Danielson	2	\$12	<i>Free to participants of United Way of Douglas County Get Set for Success program.</i> Cosponsored by United Way of Douglas County.
11/12/19	6:30 - 8:30 PM	SN	Topeka Child Care Aware® Office (1100 SW Wanamaker Rd., Ste. 201, Topeka)	Seeing Children: Using Observation to Inform Teaching and Learning	D, F, I, P, T	Michelle Gilbert	2	\$12	<i>Free to Literacy Connections program participants.</i> Cosponsored by Capital Area Successful Start.
11/13/19	6:30 - 8:30 PM	SN	Topeka Child Care Aware® Office (1100 SW Wanamaker Rd., Ste. 201, Topeka)	Medication Administration in Child Care 	D, F, I, P, S, T, Y	Audrey Danielson	2	\$12	This class meets 2 of the 4 hours of the annual Health and Safety Topic Requirements.

Date	Time	County	Location	Name of Training	Audience	Trainer	Hours	Cost	Additional Information
11/14/19	6:30 - 8:30 PM	SN	Topeka Child Care Aware® Office (1100 SW Wanamaker Rd., Ste. 201, Topeka)	Bound Together with Love: Building Healthy Collaborations with Families	D, F, I, P, T	Michelle Gilbert	2	\$12	<i>Free to Literacy Connections program participants.</i> Cosponsored by Capital Area Successful Start.
11/16/19	9 AM - 4 PM	SN	Topeka Child Care Aware® Office (1100 SW Wanamaker Rd., Ste. 201, Topeka)	Foundations of Quality Child Care - Part 2	A	Rebecca Quigley	6	\$30	If you register for BOTH Part 1 on 11/2/2019 and Part 2 on 11/16/2019 at the same time, you can receive a discounted class fee of \$50 total for both. This class meets 4 of the 4 hours of the annual Health and Safety Topic Requirements.
11/21/19	9 AM - 12:15 PM	SN	Topeka Child Care Aware® Office (1100 SW Wanamaker Rd., Ste. 201, Topeka)	Director's Toolbox: Components of High-Quality Child Care - Supportive Practices for Staff	D	Michelle Gilbert	3	\$15	<i>Free to Literacy Connections program participants.</i> Cosponsored by Capital Area Successful Start.
DECEMBER									
12/3/19	6:30 - 8:30 PM	NO	Memorial Building (101 S Lincoln, Chanute)	Healthy Environments: Disease Prevention and Control	D, F, I, P, S, T	Talia Juiliano	2	FREE	Cosponsored by Child Care Aware® of Kansas. This class meets 2 of the 4 hours of the annual Health and Safety Topic Requirements. <i>Limit to three persons from each child care facility.</i>
12/3/19	6:30 - 8:30 PM	SN	Topeka Child Care Aware® Office (1100 SW Wanamaker Rd., Ste. 201, Topeka)	Positive Intent in the Workplace	D, F, I, P, T	Michelle Gilbert	2	\$12	<i>Free to Literacy Connections program participants.</i> Cosponsored by Capital Area Successful Start.
12/7/19	10 AM - 12 PM	SN	Topeka Child Care Aware® Office (1100 SW Wanamaker Rd., Ste. 201, Topeka)	Be a Transition Magician	D, F, P, T	Michelle Gilbert	2	\$12	<i>Free to Literacy Connections program participants.</i> Cosponsored by Capital Area Successful Start.
12/9/19	6:30 - 8:30 PM	SN	Topeka Child Care Aware® Office (1100 SW Wanamaker Rd., Ste. 201, Topeka)	Under Construction: Meaningful Block Play Experiences with Preschoolers	D, F, P	Michelle Gilbert	2	\$12	<i>Free to Literacy Connections program participants.</i> Cosponsored by Capital Area Successful Start.
12/10/19	6:30 - 8:30 PM	SN	Topeka Child Care Aware® Office (1100 SW Wanamaker Rd., Ste. 201, Topeka)	Happy Meals: Safe Food Practices and Allergy Awareness	D, F, I, P, S, T	Karen Rogenmoser	2	\$12	This class meets 2 of the 4 hours of the annual Health and Safety Topic Requirements.
12/11/19 through 12/18/19	9 AM	***Online Class***		Growing Engineers - How to Teach Beginning Engineering Concepts Through Block Play	D, F, P, S, Y	Audrey Danielson	3	\$20	Participants can start at 9 AM on 12/11/19, and have until 11:59 PM on 12/18/19.***
12/17/19	6:30 - 8:30 PM	SN	Topeka Child Care Aware® Office (1100 SW Wanamaker Rd., Ste. 201, Topeka)	Important Social & Emotional Gifts to Share with Young Children	D, F, I, P, T	Grace Cott	2	\$12	<i>Free to Literacy Connections program participants.</i> Cosponsored by Capital Area Successful Start.
12/18/19	6:30 - 8:30 PM	SN	Topeka Child Care Aware® Office (1100 SW Wanamaker Rd., Ste. 201, Topeka)	Look at it this Way! Multiple-Perspective Taking with Young Children	D, F, P, S	Michelle Gilbert	2	\$12	<i>Free to Literacy Connections program participants.</i> Cosponsored by Capital Area Successful Start.

*****Online class participants will receive an email from the instructor containing further instructions for the online class following their registration.**

Class Descriptions

Be a Transition Magician

Transitions are part of daily life but can be very difficult for many young children. This class will explore strategies for minimizing the impact of transitions and will empower participants with innovative ideas for a variety of transition times. *Core Competencies: 6 Levels 2 & 3; CDA: 3.*

Bound Together with Love: Building Healthy Collaborations with Families

Early childhood professionals build partnerships with families as an important strategy to promote healthy child development. Building healthy relationships is the foundation for these partnerships. This class supports early childhood providers by offering strategies for active listening, self-awareness and reflection as a basis for establishing healthy, collaborative relationships with families. *Core Competencies: 4 Levels 1 & 2; CDA: 4.*

Building Leadership in Early Childhood at All Levels

Regardless of one's role, growing leadership skills is an important part of being an early childhood professional. This class will explore characteristics of strong leaders and opportunities for building leadership and advocacy in the field. *Core Competency: 8 Level 2; CDA: 6.*

Director's Toolbox: Components of High-Quality Child Care - Supportive Practices for Staff

This class is one in a series of classes designed to give early childhood directors and administrators an opportunity to explore what it takes to operate a high-quality program. The focus of this class will be on supportive practices for staff. *Core Competencies: 7 Levels 3 & 4; CDA: 5.*

Emergency Preparedness for Child Care Programs

This class will help child care providers/teachers proactively plan and prepare for emergencies by helping them develop and implement an effective emergency plan in their child care program. Some of the effective strategies covered in this class include identifying hazards and risks; creating a written plan that addresses the emergency needs of the program; and communicating, practicing and updating emergency plans on a regular basis. Video examples and discussions will be included to help child care providers walk away with ideas they can begin using right away in their classroom and home environments. *Core Competency: 5 Level 3; CDA: 1.*

Foundations of Quality Child Care - Part 1

This class is designed to provide foundational knowledge and best practice information on health and safety topics for those providing child care. Part 1 will cover the following topics: child abuse and neglect, including prevention of shaken baby syndrome and abusive head trauma; prevention and control of infectious diseases; childhood illnesses; medication administration; safe handling hazardous materials, including biohazards and bodily fluids; and transportation safety. *Core Competencies: 5 Levels 1 & 2; CDA: 1.*

Foundations of Quality Child Care - Part 2

This class is designed to provide foundational knowledge and best practice information on health and safety topics for those providing child care. Part 2 will cover the following topics: basic child development, including the supervision of children; safe sleep practices; emergency preparedness; prevention and response to emergencies due to food and allergic reactions; and building and premises safety. *Core Competencies: 1 Levels 1 & 2, 5 Levels 1, 2 & 3; CDAs: 1 & 7.*

Growing Engineers - How to Teach Beginning Engineering Concepts Through Block Play

Enroll in this class to get ideas and inspiration for using the block area to teach beginning engineering concepts. The five-step engineering design process will be covered and participants will write a preschool lesson plan and practice using it in their classroom. *Core Competencies: 2 Levels 2 & 3; CDA: 1.*

Happy Meals: Safe Food Practices and Allergy Awareness

Participants will learn safe food practices, including sanitary preparation, meal service and proper food storage. They will also learn how to prepare meals for a child who has food allergies and how to respond to an allergic reaction due to food. *Core Competencies: 5 Levels 1 & 2; CDA: 1.*

Healthy Environments: Disease Prevention and Control

Participants will learn the causes of infectious disease in child care, principles of disease control, and how to prevent the spread of infectious disease. Sanitation procedures, hand-washing and diapering techniques and how to provide a safe, healthy environment for children will also be covered. *Core Competency: 5 Level 1; CDA: 1.*

Important Social & Emotional Gifts to Share with Young Children

Young children need the help and support of caring adults in order to develop strong, healthy social and emotional skills. This class will explore a variety of gifts adults can share with children to promote social/emotional development. *Core Competency: 2 Level 2; CDA: 3.*

Infant/Toddler Early Literacy

Learn what early literacy is and the six skills needed for children to learn to read. Discussion will include the importance of reading and using nursery rhymes with infants and toddlers, and how to choose age-appropriate books. *Core Competency: 2 Level 2; CDA: 2.*

Learning Fun with "I Like Myself!"

Join us for a fun look at skill building activities and experiences based on the 2019 Kansas Reads to Preschoolers book, "I Like Myself!," by Karen Beaumont. Participants will learn how to use the book to build a curriculum that includes learning experiences around the room and in all domains. *Core Competencies: 2 Levels 2 & 3; CDA: 2.*

Lighten Up! Using Humor to Enrich Your Life

This light-hearted class will focus on the value of humor at work and in life. Participants will explore eight steps for bringing more humor to their lives and how laughter can be an important part of a person's overall wellness and job satisfaction. *Core Competency: 8 Level 2; CDA: 6.*

Look at it this Way! Multiple-Perspective Taking with Young Children

Perspective taking is a complex skill that involves social, emotional and cognitive abilities. When one develops this important life skill, it allows them to offer empathy, utilize advanced problem solving approaches, and think outside the box. Participants will explore strategies for helping preschoolers learn to see things from multiple perspectives. *Core Competency: 2 Level 3; CDAs: 2 & 3.*

Medication Administration in Child Care

Administering medication in the child care setting can be confusing and time consuming. Participants will learn the risks of administering medication, prevention of mistakes and methods for effective administration. *Core Competency: 5 Level 2; CDA: 1.*

Positive Intent in the Workplace

We all desire a workplace where we enjoy spending time. This class will explore how each person has a role in building the emotional maturity of the program. It will look at how positive thinking impacts relationships with colleagues, the families with whom they work, and ultimately with one's self. *Core Competency: 8 Level 2; CDA: 6.*

Promoting Higher Order Thinking

Participants will learn a variety of strategies for promoting critical thinking and problem solving skills in young children. *Core Competency: 2 Level 3; CDA: 2.*

Seeing Children: Using Observation to Inform Teaching and Learning

Careful, objective observation can be a powerful tool, but it also takes practice and commitment. Participants in this class will explore how to use observation to guide instruction, activity planning and further assessment. Focus will also be given to how observation can help adults understand a variety of behaviors by allowing them to see things from the child's point of view. *Core Competencies: 3 Levels 1 & 2; CDA: 7.*

Sensory Exploration and Early Literacy for Infants & Toddlers

Infants and toddlers use all of their senses to explore and make sense of the world. This class will cover information about sensory systems and development, and how to use a variety of sensory play activities to engage children in experiences that promote the development of early literacy skills. *Core Competencies: 2 Levels 1 & 2; CDAs: 1 & 2.*

Signing with Babies and Toddlers

Explore ways to enhance children's communication through simple sign language. Participants will learn simple signs to use in daily routines and play with infants and toddlers. A variety of play activities, songs and books that support language development and the use of sign language will be shared. *Core Competencies: 2 Levels 1 & 2; CDA: 2.*

Stress, Coping and Caregiving

Understanding how our bodies respond to stress enables early childhood educators to recognize stress in young children. It also allows them to provide responsive care to buffer stress and help children cope with it. *Core Competency: 5 Level 3; CDAs: 1 & 3.*

The Artful Room - Supporting and Displaying Children's Art

In this class, participants will learn what types of art materials and experiences are ideal for children at various levels of development. Materials, the teacher's role and practice with self-evaluation tools will be covered so participants can custom-design a curriculum that works best in their program. Creative strategies for displaying children's art that encourage parent/child and teacher/child interactions will also be investigated. *Core Competency: 2 Level 2; CDA: 2.*

Under Construction: Meaningful Block Play Experiences with Preschoolers

Participants will build on their knowledge of block play and discover how impactful it can be in all developmental areas. Many extension ideas will also be shared. *Core Competencies: 2 Levels 1 & 3; CDA: 2.*



[HTTPS://EAST.KS.CHILDCAREAWARE.ORG](https://east.ks.childcareaware.org)

Your Input Matters

Child Care Aware® of Eastern Kansas and Child Care Aware® of Kansas have once again partnered to release a joint annual survey to child care providers. By completing this survey, you will be helping us to determine the types of programs and services that child care providers in our service delivery area would most benefit from.

Please visit <https://east.ks.childcareaware.org/child-care-providers> for a link to complete this survey online. We would like the staff at your facility to complete a survey: Directors, Assistant Directors, Teachers, Teacher Aids, Family Child Care Owners, etc. Please complete the survey no later than Nov. 15, 2019. Thank you for your time and feedback!

Class Registration Form...

To register for Child Care Aware® of Eastern Kansas classes, visit our professional development calendar at <https://east.ks.childcareaware.org> and register online. You can also call 785-357-5171 in Topeka, 877-678-2548 toll free, or complete the form below and submit it with payment to:

Child Care Aware® of Eastern Kansas, Attn. Professional Development
1100 SW Wanamaker Rd., Ste. 201, Topeka, KS 66604

Attendee Information

Name: _____
Center/Business: _____
Address: _____
City: _____ Zip: _____ County: _____
Phone: _____ Email: _____

I would like to enroll in the following classes:

Course Title: _____
Date Offered: _____ City: _____ Cost: _____

Course Title: _____
Date Offered: _____ City: _____ Cost: _____

Course Title: _____
Date Offered: _____ City: _____ Cost: _____

Course Title: _____
Date Offered: _____ City: _____ Cost: _____

PAY BY CREDIT CARD

Card Type: ☐ Visa ☐ Mastercard ☐ Discover

Name on Card: _____

Credit Card Number: _____ Expiration Date: _____

Zip Code for Card: _____ Security Code (three-digit number on back of card): _____

If you are late to an in-service class, you will not receive a certificate.

Find updated classes on the Class Calendar at <https://east.ks.childcareaware.org>.

For office use only...

☐ PAID

Class Info

Policies for Child Care Aware® of Eastern Kansas sponsored professional development sessions:

- Registration accompanied by payment is required to complete registration for any class that is sponsored by Child Care Aware® of Eastern Kansas. The deadline for registration of classes occurring on a weekday is 12 PM the business day before the class is scheduled. The deadline for registration of classes occurring on Saturdays is 8 AM the Friday before the class is scheduled. You may register online, by mail or by phone to pay with a credit or debit card. Payment will not be accepted at class.
- If you cancel by the registration deadline for the class, the fee may be transferred to another class to be held in the future. Refunds are not available. In cases of emergencies (illness or other unplanned situation), you may call and cancel up to 2 hours (during normal business hours) prior to the time the class is scheduled to begin. If you are calling after hours (after 5 PM on a weekday or over the weekend), please leave a message with the time of your call and the reason for your late cancellation. You will only be able to transfer your payment one time to a different class. If you are unable to attend the class you have been transferred to, there will be no refunds or further transfers. Refunds or transfers will not be issued for those who fail to notify us if they are unable to attend.
- A minimum of 10 class participants is required. A class with insufficient enrollment may be canceled by Child Care Aware® of Eastern Kansas. Paid registrants may elect to take a coupon or be added to a future class.
- Participants arriving more than 10 minutes after the start time of the class are invited to stay, but will not be awarded in-service hours.
- In cases of inclement weather, every effort will be made to make a decision about canceling class three hours prior to the scheduled class start time. Registered participants will be notified by phone, but if you have any questions, you are welcome to call the Child Care Aware® of Eastern Kansas Topeka office at 785-357-5171 to determine whether a class will be held.
- Please do not bring children to any in-service class.
- Exceptions to these policies may be made as appropriate after review by a member of the Child Care Aware® of Eastern Kansas management staff.