

Regional News & Notes

• July, August & September, 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., July 6, 2019
Sat., July 20, 2019
Sat., Aug. 3, 2019
Sat., Aug. 17, 2019
Sat., Sept. 7, 2019

Lawrence's Late Night Lending Library Hours

4:30 - 7:30 PM
(2518 Ridge Ct. [Inside United Way
Bldg.], Lawrence, Kansas)
Tue., July 9, 2019
Tue., Aug. 13, 2019
Tue., Sept. 10, 2019

2019 Capital City Learn & Share

Sat., Sept. 21, 2019

Offices Closed for Holidays

Thu., July 4, 2019
Mon., Sept. 2, 2019

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

2019 Capital City Learn & Share Managing Emotional Mayhem

Featuring Keynote Speaker

Shana Schmidt, LPC, IMH-E® (III)

Saturday, Sept. 21, 2019, 9 AM - 3 PM

Check in begins at 8:30 AM. Cost is \$30 with lunch included. Advance registration and payment are required and ends at 8 AM on Sept. 16, 2019.

Located at the **Ramada Inn Downtown**
420 SE 6th Ave. • Topeka, Kansas 66607

If you have struggled with helping a child manage frustration, or if you struggle with finding a better way to respond to difficult behaviors, this workshop is for you! Participants will have the opportunity to make a difference in a child's life through recognizing patterns of behavior and simple techniques that build attachment, self-control and courage. From self-regulation to classroom management, it's time to do things differently!



Shana Schmidt has been a Conscious Discipline® Certified Instructor since 2005. As a licensed professional counselor and infant mental health specialist, Shana works from the philosophy that "we are all in this together." How teachers enter their classroom or home depends on how they see the world at any given moment. Without self-care, self-awareness and responsibility, they are unable to teach children how to respond to stress in healthy ways.

Shana's trainings are a personal experience for all participants. You will certainly leave with new ideas and thoughts to access on your journey.

To register...

Register online at <https://east.ks.childcareaware.org>. You can also call 785-357-5171, 877-678-2548 toll free, or complete and return the Class Registration Form included in this newsletter.

***If you require **special dietary needs**, email michelle@east.ks.childcareaware.org. For those signing up multiple attendees, please confirm their dietary needs and notify the email listed above for any special needs. Without prior notice, special dietary requests will not be available.

This event is cosponsored by



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/ccaeaks • 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.

Peer Learning Community Opportunity

As a follow up to the 2019 Capital City Learn & Share in September, Child Care Aware® of Eastern Kansas is offering a unique opportunity to support you as you help children learn self-regulation skills. We will host a Peer Learning Community to discuss implementation strategies learned during the Capital City Learn & Share workshop. This opportunity will be available to 25 child care providers and teachers in Shawnee County who attend the Capital City Learn & Share. Participants of the Peer Learning Community will receive a kit that includes the “Managing Emotional Mayhem” teacher resource book and other materials. Be watching for more information. Funding for this opportunity is provided by the Women’s Fund.



Recruitment Underway for CCQI Program

Recruitment of child care providers interested in an opportunity to participate in the Child Care Quality Initiative (CCQI) is now underway! This 12-month program provides collaborative learning sessions combined with on-site coaching, bringing information and resources to enrolled participants. We have selected Labette and Neosho counties for this program for the 2019/2020 year. If you are a child care provider or center-based teacher in either of those counties, call Talia at 620-232-9700 for additional information on how CCQI might benefit you as you work with young children.



JULY, AUGUST & SEPTEMBER

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
JULY									
7/1/19	6:30 - 8:30 PM	SN	Topeka Child Care Aware® Office (1100 SW Wanamaker Rd., Ste. 201, Topeka)	Sensory Play: Going Beyond the Sand and Water Table	D, F, P, S, T	Michelle Gilbert	2	\$12	<i>Free to Literacy Connections program participants. Cosponsored by Capital Area Successful Start.</i>
7/8/19	6:30 - 8:30 PM	NO	Memorial Building (101 S Lincoln, Chanute)	Child Care Contracts and Policies	D, F, L	Talia Juiliano	2	\$12	
7/8/19	6:30 - 8:30 PM	SN	Topeka Child Care Aware® Office (1100 SW Wanamaker Rd., Ste. 201, Topeka)	Science: Read All About It	D, F, P	Susan Drewelow & Michelle Gilbert	2	\$12	<i>Free to Literacy Connections program participants. Cosponsored by Capital Area Successful Start.</i>
7/10/19 through 7/17/19	9 AM	***Online Class***		Lesson Planning Made Easy	D, F, I, P, S, T	Grace Cott	3	\$20	Participants can start at 9 AM on 7/10/19 and have until 11:59 PM on 7/17/19.***
7/10/19	6:30 - 8:30 PM	SN	Topeka Child Care Aware® Office (1100 SW Wanamaker Rd., Ste. 201, Topeka)	Wonderful Word Walls	D, F, P	Michelle Gilbert	2	\$12	<i>Free to Literacy Connections program participants. Cosponsored by Capital Area Successful Start.</i>
7/13/19	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	Register for BOTH Part 1 on 7/13/19 and Part 2 on 7/27/19 at the same time to receive a discounted class fee of \$50 total for both.
7/23/19	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	
7/25/19	6:30 - 8:30 PM	DG	Lawrence Child Care Aware® Office (United Way Douglas County, Doud Room, 2518 Ridge Ct., Lawrence)	Using Books to Support Social/Emotional Development	D, F, I, P, T	Marie Treichel	2	\$12	<i>Free to United Way of Douglas County Get Set for Success program participants. Cosponsored by United Way of Douglas County.</i>
7/25/19	6:30 - 8:30 PM	SN	Topeka Child Care Aware® Office (1100 SW Wanamaker Rd., Ste. 201, Topeka)	Developing Powerful Interactions with Young Children	D, F, I, P, T	Michelle Gilbert	2	\$12	<i>Free to Literacy Connections program participants. Cosponsored by Capital Area Successful Start.</i>
7/27/19	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	Register for BOTH Part 1 on 7/13/19 and Part 2 on 7/27/19 at the same time to receive a discounted class fee of \$50 total for both.
7/30/19	6:30 - 8:30 PM	SN	Topeka Child Care Aware® Office (1100 SW Wanamaker Rd., Ste. 201, Topeka)	Infant Development	D, F, I	Audrey Danielson	2	\$12	<i>Free to Literacy Connections program participants. Cosponsored by Capital Area Successful Start.</i>
7/31/19 through 8/7/19	9 AM	***Online Class***		Let's Move!	D, F, I, P, S, T	Grace Cott	3	\$20	Participants can start at 9 AM on 7/31/19 and have until 11:59 PM on 8/7/19.***
AUGUST									
8/3/19	9:30 - 11:30 AM	SN	Topeka Child Care Aware® Office (1100 SW Wanamaker Rd., Ste. 201, Topeka)	Beakers and Bananas: Exploring Snack Time Math and Science	D, F, P	Susan Drewelow & Michelle Gilbert	2	\$12	<i>Free to Literacy Connections program participants. Cosponsored by Capital Area Successful Start.</i>
8/7/19	6:30 - 8:30 PM	SN	Topeka Child Care Aware® Office (1100 SW Wanamaker Rd., Ste. 201, Topeka)	We're All in This Together: Creating a Positive School Climate	D, F, I, P, T	Michelle Gilbert	2	\$12	<i>Free to Literacy Connections program participants. Cosponsored by Capital Area Successful Start.</i>
8/8/19	6:30 - 8:30 PM	SN	Topeka Child Care Aware® Office (1100 SW Wanamaker Rd., Ste. 201, Topeka)	The Shabby Chic Classroom	D, F, P, T	Susan Drewelow	2	\$12	<i>Free to Literacy Connections program participants. Cosponsored by Capital Area Successful Start.</i>
8/12/19	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	Register for BOTH Part 1 on 8/12/19 and Part 2 on 8/13/19 at the same time to receive a discounted class fee of \$50 total for both.
8/13/19	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	Register for BOTH Part 1 on 8/12/19 and Part 2 on 8/13/19 at the same time to receive a discounted class fee of \$50 total for both.
8/13/19	6:30 - 8:30 PM	SN	Topeka Child Care Aware® Office (1100 SW Wanamaker Rd., Ste. 201, Topeka)	What's in a Name? Learning Letters	D, F, P	Michelle Gilbert	2	\$12	<i>Free to Literacy Connections program participants. Cosponsored by Capital Area Successful Start.</i>
8/14/19 through 8/21/19	9 AM	***Online Class***		Beyond the Book Nook: Creating a Literacy Rich Environment	D, F, I, P, S, T	Grace Cott	3	\$20	Participants can start at 9 AM on 8/14/19 and have until 11:59 PM on 8/21/19.*** <i>Free to United Way Get Set for Success and Literacy Connections participants. Cosponsored by Capital Area Successful Start.</i>
8/20/19	6:30 - 8:30 PM	CR	Lifetime Learning Center (206 N Pine, Pittsburg)	Sensory Play: Going Beyond the Sand and Water Table	D, F, P, S, T	Talia Juiliano	2	\$12	

Date	Time	County	Location	Name of Training	Audience	Trainer	Hours	Cost	Additional Information	
8/21/19 through 8/28/19	9 AM	***Online Class***		Director's Toolbox: Connecting Your Team to Curriculum Goals	D	Michelle Gilbert	3	\$20	Participants can start at 9 AM on 8/21/19 and have until 11:59 PM on 8/28/19.***	
8/21/19	6:30 - 8:30 PM	SN	Topeka Child Care Aware® Office (1100 SW Wanamaker Rd., Ste. 201, Topeka)	Toddler Development	D, F, T	Rebecca Quigley	2	\$12	<i>Free to Literacy Connections program participants.</i> Cosponsored by Capital Area Successful Start.	
8/27/19	6:30 - 8:30 PM	DG	Lawrence Child Care Aware® Office (United Way Douglas County, Doud Room, 2518 Ridge Ct., Lawrence)	Supporting Children and Families through Traumatic Times	D, F, I, P, T	Deb Danielson	2	\$12	<i>Free to United Way of Douglas County Get Set for Success program participants.</i> Cosponsored by United Way of Douglas County.	
8/28/19	6:30 - 8:30 PM	SN	Topeka Child Care Aware® Office (1100 SW Wanamaker Rd., Ste. 201, Topeka)	Neurobehavioral Observation	D, F, I, P, T	Audrey Danielson	2	\$12	<i>Free to Literacy Connections program participants.</i> Cosponsored by Capital Area Successful Start.	
8/29/19	6:30 - 8:30 PM	SN	Topeka Child Care Aware® Office (1100 SW Wanamaker Rd., Ste. 201, Topeka)	Understanding and Guiding Children's Behavior	D, F, I, P, T	Michelle Gilbert	2	\$12	<i>Free to Literacy Connections program participants.</i> Cosponsored by Capital Area Successful Start.	
SEPTEMBER										
9/5/19	6:30 - 8:30 PM	SN	Topeka Child Care Aware® Office (1100 SW Wanamaker Rd., Ste. 201, Topeka)	Early Literacy through the Year: Fall	D, F, P, T	Michelle Gilbert	2	\$12	<i>Free to Literacy Connections program participants.</i> Cosponsored by Capital Area Successful Start.	
9/7/19	9:30 - 11:30 AM	SN	Topeka Child Care Aware® Office (1100 SW Wanamaker Rd., Ste. 201, Topeka)	SUPER SATURDAY ... Shared vs. Separate: Designing Your Family Child Care Business	F	Susan Drewelow	2	\$12 or \$20 for both	<i>Free to Literacy Connections program participants.</i> Cosponsored by Capital Area Successful Start.	
9/7/19	12:30 - 2:30 PM	SN	Topeka Child Care Aware® Office (1100 SW Wanamaker Rd., Ste. 201, Topeka)	SUPER SATURDAY ... Let's Play Dough!	D, F, P, T	Audrey Danielson	2	\$12 or \$20 for both	<i>Free to Literacy Connections program participants.</i> Cosponsored by Capital Area Successful Start.	
9/9/19	6:30 - 8:30 PM	SN	Topeka Child Care Aware® Office (1100 SW Wanamaker Rd., Ste. 201, Topeka)	Let's Get Organized!	D, F, I, P, T	Michelle Gilbert	2	\$12		
9/11/19 through 9/18/19	9 AM	***Online Class***		Teaching Critical Thinking Skills Through Loose Materials	D, F, P, S, Y	Grace Cott	3	\$20	Participants can start at 9 AM on 9/11/19 and have until 11:59 PM on 9/18/19.***	
9/17/19	1 - 4:15 PM	SN	Topeka Child Care Aware® Office (1100 SW Wanamaker Rd., Ste. 201, Topeka)	Director's Toolbox: Components of High-Quality Child Care - The Learning Environment	D	Michelle Gilbert	3	\$15	<i>Free to Literacy Connections program participants.</i> Cosponsored by Capital Area Successful Start.	
9/21/19	9 AM - 3 PM	SN	Ramada Inn Downtown (420 SE 6th Ave., Topeka)	2019 Capital City Learn & Share				See cover page for all of the event details!		
9/26/19	6:30 - 8:30 PM	SN	Topeka Child Care Aware® Office (1100 SW Wanamaker Rd., Ste. 201, Topeka)	Travel Agent or Tour Guide: How Do You Plan Your Journey?	D, F, P	Susan Drewelow & 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

Beakers and Bananas: Exploring Snack Time Math and Science

Sharing early math and science concepts with children doesn't have to be intimidating or use a lot of fancy equipment. Participants in this session will explore how getting preschoolers involved in the snack process can build a wide range of math and science skills and concepts. Core Competencies: 2 Level 3, 5 Level 3; CDAs: 1 & 2.

Beyond the Book Nook: Creating a Literacy Rich Environment

In this class, participants will step beyond the book nook and learn strategies to enhance their environment and provide many literacy-rich experiences for the children in their child care program. Materials and the teacher's role will be covered. Participants will also practice with self-evaluation tools so they can custom design a curriculum that works best in their program. Core Competency: 2 Level 2; CDA: 2.

Building Leadership in Early Childhood at All Levels

Regardless of your role, growing your 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.

Child Care Contracts and Policies

Having a well-written contract and provider policies establishes clear expectations for families enrolled in the child care program. Participants will explore the key elements of contracts and policies that follow accepted business practices in child care. Core Competency: 7 Level 3; CDA: 5.

Developing Powerful Interactions with Young Children

We have a variety of interactions with young children every day, but not all of those interactions lead to positive relationships that help extend children's learning. In this class, participants will explore factors that lead to stronger, more intentional interactions. They will also learn about easy steps they can take to make a difference in the quality of their interactions with young children. Core Competency: 6 Level 2; CDA: 3.

Director's Toolbox: Components of High-Quality Child Care - The Learning Environment

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 the learning environment. Core Competency: 7 Level 3; CDA: 5.

Director's Toolbox: Connecting Your Team to Curriculum Goals

Do the lesson plans in your classrooms reflect your child care program's values? In this class, participants will discuss strategies that support and motivate staff in implementing curriculum and ways to connect their lesson planning back to the purpose and focus of the program's values. Core Competency: 8 Level 4; CDA: 6.

Early Literacy through the Year: Fall

This class will use seasonal children's books as a basis for exploring early learning skills. Participants will learn about a variety of high-quality fall-themed books and use them to plan activities across the curriculum and in all areas of the environment. Core Competencies: 2 Levels 2 & 3; CDA: 2.

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 bio-hazards 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.

Infant Development

This class will provide an expanded look at the development of infants. It will cover benchmarks and milestones for children in the first year of life. It will also look at developmentally appropriate practices and activities to support optimal growth in infants. Core Competencies: 1 Level 2, 2 Level 1; CDAs: 1 & 8.

Lesson Planning Made Easy

Come explore lesson planning and discover many right ways to approach this process. Learn how to go beyond theme-based lessons and work within a plan that allows for flexibility and the individual needs of the children in the classroom. Core Competencies: 2 Level 3, 8 Level 4; CDAs: 1 & 6.

Let's Get Organized!

Participants will explore a variety of organizational strategies which can be applied to the child care setting and to the home life. Core Competencies: 8 Levels 1 & 2; CDA: 6.

Let's Move!

Come explore ways to harness the high energy and playfulness of children into activities that grow their minds and bodies. Both structured and unstructured playful activities will be discussed and shared, as well as rough and tumble play. Core Competencies: 2 Levels 2 & 4, 8 Level 4; CDAs: 2 & 6.

Let's Play Dough!

It's no secret children love play dough, but did you know it is also a valuable skill-building tool? This class will explore the many benefits of using play dough, as well as ideas and extensions that can be used to maximize both the fun and learning potential of this wonderful sensory substance. Core Competencies: 2 Levels 2 & 3; CDA: 2.

Neurobehavioral Observation

Early childhood professionals are good observers of child behavior. Observing behavior in terms of nervous system functioning is a natural extension of that skill. Neurobehavioral observation helps one think about individual differences between children and about how they as caregivers can help them learn and develop. Core Competencies: 1 Level 4, 3 Level 4; CDAs: 7 & 8.

Science: Read All About It

This class will explore the many connections between science and early literacy. Participants will learn about experiences and materials to spice up their science area using literacy as a base. Core Competency: 2 Levels 2 & 3; CDA: 2.

Sensory Play: Going Beyond the Sand and Water Table

Participants will explore the benefits of offering sensory play with young children. Sensory strategies for various learning styles, environments and personal tolerances will be considered. Participants will also be given an opportunity to explore their own sensory preferences and how that impacts the sensory experiences they offer to children. Core Competency: 2 Level 3; CDA: 2.

Shared vs. Separate: Designing Your Family Child Care Business

Balancing child care and home space can be a challenge in a family child care home. This class will help you look at your space and think of creative organization solutions. Information about Developmentally Appropriate Practice (DAP) will be shared as a basis for designing a relaxed, family-friendly environment and curriculum. Core Competency: 2 Level 1; CDA: 1.

Supporting Children and Families through Traumatic Times

When families face challenging situations, young children can be especially vulnerable to stress. This class will explore signs of stress and behaviors children may exhibit during traumatic times. It will also look at strategies and resources for supporting children and families through difficult times. Core Competencies: 4 Level 1, 6 Level 2; CDAs: 3 & 4.

Teaching Critical Thinking Skills Through Loose Materials

What do washers, buttons, sticks and stones have to do with school readiness? Learn how loose materials can be used to teach children higher order thinking when paired with Bloom's Taxonomy of question-asking strategies. Core Competencies: 2 Levels 2 & 3; CDA: 2.

The Shabby Chic Classroom

Participants in this class will have the opportunity to reimagine their environment and consider new ways to repurpose materials to turn them into valuable assets in the classroom. Core Competency: 2 Level 3; CDA: 1.

Toddler Development

This class will provide an expanded look at child development in the toddler years. It will cover benchmarks and milestones for children ages 1 through 3. It will also look at developmentally appropriate practices and activities to support optimal growth in toddlers. Core Competencies: 1 Level 2, 2 Level 1; CDAs: 1 & 8.

Travel Agent or Tour Guide: How Do You Plan Your Journey?

Participants will explore strategies for creating an environment that facilitates child-initiated transitions, routines and learning. Various environments will be considered from a preschool child's perspective. Participants will also have the opportunity to reflect on their own child care setting. Core Competency: 6 Level 1; CDA: 3.

Understanding and Guiding Children's Behavior

Participants will learn age appropriate, positive guidance strategies and techniques. The importance of providing a supportive environment where children can safely practice appropriate behaviors will also be covered. Core Competencies: 6 Levels 1 & 2; CDA: 3.

Using Books to Support Social/Emotional Development

In this class, participants will explore children's books that teach a variety of emotions and social skills. Information on offering cross-curricular activities that promote social emotional literacy will also be covered. Core Competency: 2 Level 2; CDA: 3.

We're All in This Together: Creating a Positive School Climate

Participants will explore structures and strategies for creating a trusting, inclusive environment where children, families and staff feel valued and accepted. Core Competency: 6 Level 3; CDA: 3.

What's in a Name? Learning Letters

Participants will learn about using children's names as a basis for learning about letters. Many hands-on ideas will be shared. Core Competency: 2 Level 2; CDA: 2.

Wonderful Word Walls

Come discover how word walls can be used to teach a wide variety of early literacy skills. Core Competency: 2 Level 2; CDA: 2.

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.