

Training Schedule

January, February and March 2012



REGION V

Acadia Evangeline Iberia Lafayette St. Landry St. Martin St. Mary Vermillion

REGION VI

Allen Beauregard Calcasieu Cameron Jefferson Davis

REGISTRATION/CLASS POLICIES

Enrollment is Easy

- Pre-Registration is REQUIRED
- Classes are on a first-come-first-served basis
- Pre-Registration can be done by fax or mailed via US Mail
- Substitutions must be made by Monday at 4pm the week of the class
- A photo ID is required when you sign-in at the class site
- Classroom doors will be locked 15 minutes after class begins
- Children are NOT ALLOWED in the classroom
- Only Prepaid participants, on the roster, will be allowed into the training

Payments/Fees

- Payment is due at the time of registration-NO PAYMENTS ACCEPTED AT TRAINING SITE
- Refunds will be mailed within 30 days if a substitute class is not scheduled

General Class Information

- Classes must have **12** pre-registered/paid participants to be held
- If a class is cancelled by 1st Years, a refund will be issued or another class may be scheduled
- Participants must attend both the AM & PM sessions to receive their certificate
- Absences are NON-REFUNDABLE, unless 1st Years is notified within 24 hours prior to the class date
- The cost to obtain a CEU credit is \$15.00

Technical Assistance Visits/Training

- Technical Assistance visits will be tied to training
- TA visits will be given for the participant that attends the training
- TA visits will be directly related to the topic of the training. These topics are selected to help teachers raise quality and centers raise their ERS scores

Training Costs

Completed Registration Form must be received with FULL payment

Make check/ money orders payable to :
The First Years

Class A Centers & Family Home Care Providers

3 clock hours = \$10.00
4 clock hours = \$15.00
6 clock hours = \$20.00

Class B Centers

3 clock hours = \$50.00
6 clock hours = \$100.00

1st Years is now accepting
CREDIT CARD PAYMENTS
Over The Phone

- VISA
- American Express
- Discover
- Master Card

Onsite Trainings

- 1st Years can come to "YOUR" site and offer specialized training in any of the 8 CDA Subject Areas
- Must have 25 paid slots or participants
- Training must be reserved 4 weeks in advance
- Payment must be received 7 days before training
- Please call our office for more details!

CDA Online Training

Learn on your own terms!

- Online CDA classes are now available
- Please go to www.1styears.org and click on Online Training to access

**Free
Computer Access in
1st Years Office**

REGISTRATION FORM

All information requested below is mandatory for your registration to be processed!
Incomplete or missing information will prevent you from being registered!
Payment must be submitted with Registration Form by Fax (337) 332-0310 or US mail
P.O. Box 1285 * Breaux Bridge * LA * 70517

Name of Training Class _____ Date of Class _____

Personal Information

Date of Birth _____/_____/_____

Last 5 Digits of Social Security # -

Name (First) _____ (Middle) _____ (Last) _____

Home Address _____
Street City State Zip

Mailing Address (if different from above) _____
Street City State Zip

Home Phone () _____ Cell Phone() _____ Email _____

Work Information

Center's Name _____

Center Director's Name _____

Center's Address _____
Street City State Zip

Center's Phone _____ Center's Fax _____

Center Email _____

Please place a check next to your current position

Director Assistant Director Teacher Assistant Teacher

Family Home Care Provider Other _____

Make Copies of this Form as Needed! Fax Number: 337-332-0310

Please make checks payable to **First Three Years**

REGION VI

Introduction to TOTS

Having trouble with your Tracking of Time Services (TOTS)? Want the most updated information on TOTS? If you answered YES, then this training is for YOU!

First Methodist, Lake Charles February 25 La'Shon Wilson \$10 Clock Hrs 3 ADM Area 1
812 Kirkman St 9am-12pm

Louisiana Early Learning Guidelines and Program Standards for Four Year Olds

We will review the early learning guidelines for children in Louisiana. Topics include arranging a safe and stimulating environment, interacting with families and effective communication. Meets the QRS staff qualifications (3, 4, 5 points) for directors and teachers.

Ready, Set Grow, Lake Charles March 10 Katie Byrd \$10 Clock Hrs 3 CDA Area 5
188 East Telephone Road 9am-12pm

Louisiana Early Learning Guidelines Birth through Three

We will review the early learning guidelines for children in Louisiana birth through three. Topics include arranging a safe and stimulating environment, interacting with families and effective communication. Meets the QRS staff qualifications (3,4,5 points) for directors and teachers.

Building Blocks, Deridder March 24 Paula Granger \$10 Clock Hrs 3 ADM Area 1
500 West 8th St 9am-12pm

Opening up a Child Care Center

Do you want to operate a childcare center? Where do you start? Are you aware of the multiple pieces: licensing, fire codes, space design and requirements, Department of Children and Family Services, Child Care Assistance program, the food program, staffing, Quality Start and tax refundable credits, and more???. Come to this informative class and get on the right track to starting a quality child care center. Our children and parents need you!

University United, Lake Charles March 24 Katie Byrd \$20 Clock Hrs 6 CDA Area 5
3501 Patrick St 9am-4pm

Director's Network Meetings

Lafayette

February 16th
12:30 - 2:30

Louisiana Technical College
1101 Bertrand Dr Rm. 408

Lake Charles

February 8th
12:30 - 2:30

First United Methodist
812 Kirkman St

Comments, Compliments and Complaints

Please report any comments, compliments or complaints that you may have to the Louisiana Department of Children and Family Services, Child Development and Early Learning Section, P.O. Box 94065, Baton Rouge, LA 70821, phone number 225.342.0694.

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REGION V

Workshops

What do you do with the mad that you feel?

One of the biggest challenges in child care today is that children are coming in with more and more anger and less self-control. Participants will learn ways to work with children in order to foster their developing self-control and guide them towards constructive ways to express their feelings. Participants will leave with activities, strategies, and messages to use directly with the children, giving them tools for building self-control when they are angry.

Boyer's Preschool, Breaux Bridge January 19 Barbara Wood \$10 Clock Hrs 3 CDA Area 7
1026 Gary Dr 6pm-9pm

Learning to Play, Playing to Learn

Learning through play is a natural process for humans. Learning through play introduces and teaches new skills with a happy, comfortable and fun approach. In today's training, you will be introduced to preschool curriculum practices that research has shown to best promote learning processes. This training is on the Preschool Curriculum and it's designed for teachers/caregivers of 3 and 4 year olds.

Cathy's Day Care, New Iberia January 21 Margo Conner \$20 Clock Hrs 6 CDA Area 1
1601 East Admiral Doyle Dr 9am-4pm

Setting Up your Infant/Toddler Environment (NEW)

What does an Infant/Toddler environment look like? In this session, you will develop a floor plan for Infant and Toddler rooms. Participants will look at what materials and activity areas should be included in their classrooms.

Next Generations, Abbeville February 2 Barbara Wood \$10 Clock Hrs 3 CDA Area 1
1919 Charity St 6pm-9pm

How to Maintain Routines and Transitions

Routine times and transitions can be a wonderful time to build relationships with children...or they can be a time of great frustration for teachers. Come and learn techniques to create successful, positive experiences for your classroom.

Mimi's Preschool, Scott February 4 Kizzy Howard \$10 Clock Hrs 3 CDA Area 2
1300 Saint Mary St 9am-12pm

Creating Engaging Group Times

This class discusses the importance of creating a fun, engaging environment for group learning that respects a child's attention span and developmental readiness. The environment and how it is used in the classroom will be discussed. Participants will take away ideas that they can use immediately in the classroom.

Mimi's Preschool, Scott February 4 Kizzy Howard \$10 Clock Hrs 3 CDA Area 3
1300 Saint Mary St 1pm-4pm

CSEFEL: Supporting Social Emotional Development

Healthy social emotional development is the foundation to later school success. Come and explore ways to increase infants' and toddlers' social awareness and emotional development.

Jen's Infant Center, Opelousas February 25 Margo Conner \$20 Clock Hrs 6 CDA Area 3
525 East North St 9am-4pm

Let's bring Science and Nature into your Infant/Toddler Classroom (NEW)

This workshop will provide opportunities to learn how to include science and nature into your classrooms. This will be a make and take session that will provide you with materials to take back into your classrooms.

Butterflies and Beyond, Lafayette February 25 Katie Byrd \$10 Clock Hrs 3 CDA Area 2
214 Rue Louis XIV 9am-12pm

REGION V

Make and Take Books for your Infant/Toddler Classroom (NEW)

This session will be a make and take. You will make books that can be used in your classrooms. Also, participants will receive a list of resources that provides classroom materials free or at little cost to the provider.

Butterflies and Beyond, Lafayette February 25 Katie Byrd \$10 Clock Hrs 3 CDA Area 2
214 Rue Louis XIV 1pm-4pm

Supervision Beyond the Ratio

Careful supervision of the children by center staff is crucial in maintaining a safe and healthy environment. Purposeful supervision maintains healthy and safe environments as it reduces accidents and illness. However, supervision is much more than simply watching children; it also involves acting on what is observed to protect children from harm and encourage their development. Supervision of children appropriately often involves a team of teachers working together with children's safety and well being at heart.

Boyer's Preschool, Breaux Bridge March 3 Kerri Menard \$10 Clock Hrs 3 CDA Area 3
1026 Gary Dr 9am-12pm

Routines and Environments that Support Social Emotional Development

Participants will discuss why it is important to be intentional about supporting social emotional development in infants and toddlers. This session will allow participants to examine the environments in which they work and begin to make plans to enhance them to meet the needs of infants and toddlers in care.

Northgate Church, Lafayette March 3 Erinn Smith \$20 Clock Hrs 6 CDA Area 3
104 Dewberry Dr 9am-4pm

PITC: Ages of Infancy and Environments that Support Learning

As children learn and grow, their thinking capabilities expand and become more flexible. Learn how to support and guide this process. Learn about what you can place in your classroom to promote learning and encourage pro social behavior.

Butterflies and Beyond, Lafayette March 10 Kathleen Flanagan \$20 Clock Hrs 6 CDA Area 3
214 Rue Louis XIV 9am-4pm

Everything you Need to put together your CDA Portfolio (NEW)

Have you completed your CDA course work? Do you need to develop your portfolio and have your classroom observed? If your answer is YES, this training is for YOU! Come and learn how to put your portfolio together as well as learn what to expect during the classroom observation. If you need a CDA Advisor, one can be assigned to you!

Northgate Church, Lafayette March 28 Erinn Smith \$10 Clock Hrs 3 CDA Area 5
104 Dewberry Dr 6pm-9pm

Quality Start/Required Trainings



Overview of Social Emotional Screening

Join us to learn the ABC's and 1,2,3's of how to best prepare preschool curriculum for kindergarten. This fun and interactive class will focus on the skills children need to be ready to enter school. You will also receive coaching on how important you are in their success.

Next Generations, Abbeville March 6 Lisa LaRochelle \$10 Clock Hrs 3 CDA Area 8
1919 Charity St. 6pm-9pm

REGION VI

Inclusion

Project PACT: Observation and Screening (NEW)

This workshop focuses on observation and screening. Teachers must observe children over time and across contexts to obtain information to individualize instruction for each individual child. Observation is a critical tool for effective teaching for all children.

Kidz Kuntry, Iowa January 14 Katie Byrd \$10 Clock Hrs 3 CDA Area 2
701 East Miller Avenue 9am-12pm

Project PACT: Developmental Disabilities (NEW)

What causes developmental disabilities? This session will invite you to reflect on your knowledge of the children in your classroom-their personalities, unique characteristics, how they are alike, and how they are different. Children with special needs or disabilities, in many ways, are similar to the children in your classroom.

University Methodist, Lake Charles March 31 Barbara Wood \$10 Clock Hrs 3 CDA Area 2
3501 Patrick St 1pm-4pm

Quality Start/Required Trainings

Overview of Social Emotional Screening

This class covers an overview of the recommended screening tools, how to explain the meaning of the results to parents, and how to make referrals. The session meets the requirements for directors and teachers training in the social & emotional screening of children.

First Methodist, Lake Charles January 14 Brittne Murray \$10 Clock Hrs 3 CDA Area 3
812 Kirkman St 9am-12pm

Louisiana Early Learning Guidelines Birth through Three & Four Year Old Standards

We will review the early learning guidelines for children in Louisiana birth through three. Topics include arranging a safe and stimulating environment, interacting with families and effective communication. Meets the QRS staff qualifications (3, 4, 5 points) for directors and teachers.

University United, Lake Charles January 21 Barbara Wood \$20 Clock Hrs 6 CDA Area 5
3501 Patrick St 9am-4pm

Developing an Emergency Plan

What is your emergency action plan? Why should you have a plan? Shelter in place or evacuate where? The more you prepare the less time and effort it will take to get back in operation. Staff, children and their families will be Less stressed. Gas leaks, train derailments... bomb threats... (of course) Hurricanes are possible!

Ready Set Grow, Lake Charles February 11 Paula Granger \$10 Clock Hrs 3 ADM Area 1
188 East Telephone Road 9am-12pm

Introduction to ERS

Gain general information on the Environmental Rating Scales. We will dive into the ERS and All About ERS books, learn how to rate our own classes and survey the three main social and emotional subscales. This training meets the requirements for the three hours of ERS training under the QRS/Staff Qualifications 1 & 2 points.

Ready, Set Grow, Lake Charles February 11 Paula Granger \$10 Clock Hrs CDA Area 5
188 East Telephone Road 1pm-4pm

REGION VI

Let's Bring Science/Nature into your Infant/Toddler Classrooms (NEW)

This workshop will provide opportunities to learn how to include Science and Nature into your classrooms. This will be a make and take session that will provide you with materials to take back and implement.

University Methodist, Lake Charles March 31 Barbara Wood \$10 Clock Hrs 3 CDA Area 2
3501 Patrick St 9am-12pm

Family Home Care Providers

Orientation for Family Child Care Providers

This is a mandatory (one-time only) class that meets the requirements for Department of Children and Family Services. Come and explore the necessary ingredients for quality child care in the home- including: regulations, record keeping, the Child Care Assistance Program, Food Program, communicating with families, improving problem-solving skills and MORE!!



Kidz Kuntry, Iowa January 21 La'Shon Wilson \$15
701 East Miller Avenue Clock Hrs 4 CDA Area 5
9am-1pm

Orientation for Family Child Care Providers

This is a mandatory (one-time) class that meets the requirements for Department of Children and Family Services. Come and explore the necessary ingredients for quality child care in the home-including: regulations, record keeping, the Child Care Assistance Program, Food Program, communicating with families, improving problem-solving skills and MORE!!

Kidz Kuntry, Iowa March 24 La'Shon Wilson \$15 Clock Hrs 4 CDA Area 5
701 East Miller Avenue 9am-1pm



Administrative Classes for Directors & Teachers

Managing Professionalism (NEW)

What qualities must early childhood educators possess in order to be professional in the workplace? This session will examine those qualities as well as what does a professional classroom look like, how does a professional plan their curriculum and manage their time. We will also look at how these qualities transfer into our day to day interactions with children, families, and our co-workers.

University United, Lake Charles February 25 Emily Williamson \$20 Clock Hrs 6 ADM Area 3
3501 Patrick St 9am-4pm

REGION V

Improving your ERS Scores (NEW)

How can I improve my ERS scores? Are you a star program working toward higher stars? Do you need to improve your ERS scores? This class will look at the ERS scoring process. Participants will learn to develop their own action plan based on an ERS report.

Gethsemene, Lafayette January 28 Katie Byrd \$10 Clock Hrs 3 CDA Area 5
701 East Pinhook 9am-12pm

Developing an Emergency Plan

What is your emergency action plan? Why should you have a plan? Shelter in place or evacuate where? The more you prepare the less time and effort it will take to get back in operation. Staff, children and their families will be less stressed. Gas leaks, train derailments... bomb threats... (of course) Hurricanes are possible!

Gethsemene, Lafayette January 21 Paula Granger
701 East Pinhook \$10 Clock Hrs 3
ADM Area 1 9am-12pm



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1300 Saint Mary 9am-12pm

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Gethsemene, Lafayette January 21 Paula Granger \$10 Clock Hrs 3 CDA Area 5
701 East Pinhook 1pm-4pm

Opening up a Childcare Center

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Cathy's Day Care, New Iberia March 10 Lauren Naquin \$20 Clock Hrs 6 ADM Area 6
1601 East Admiral Doyle Dr 9am-4pm

REGION V

Louisiana Early Learning Guidelines Birth through Three

We will review the early learning guidelines for children in Louisiana birth through three. Topics include arranging a safe and stimulating environment, interacting with families and effective communication. Meets the QRS staff qualifications (3,4,5 points) for directors and teachers.

Joslyn's , Berwick February 11 Katie Byrd \$10 Clock Hrs 3 ADM Area 1
3203 Hwy 182 9am-12pm

Developing an Emergency Plan

What is your emergency action plan? Why should you have a plan? Shelter in place or evacuate where? The more you prepare the less time and effort it will take to get back in operation. Staff, children and their families will be less stressed. Gas leaks, train derailments... bomb threats... (of course) Hurricanes are possible!

Boyer's Preschool, Breaux Bridge March 3 Paula Granger \$10 Clock Hrs 3 ADM Area 1
1026 Gary Dr 1pm-4pm

Administrative Classes for Directors & Teachers

Managing Professionalism (NEW)

What qualities must early childhood educators possess in order to be professional in the workplace? This session will examine those qualities as well as what does a professional classroom look like, how does a professional plan their curriculum and manage their time. We will also look at how these qualities transfer into our day to day interactions with children, families, and our co-workers.

Butterflies and Beyond, Lafayette March 24 Emily Williamson \$20 Clock Hrs 6 ADM Area 3
214 Rue Louis XIV 9am-4pm

Family Home Care Providers

Orientation for Family Child Care Providers

This is a mandatory (one-time only) class that meets the requirements for Department of Children and Family Services. Come and explore the necessary ingredients for quality child care in the home- including: regulations, record keeping, the Child Care Assistance Program, Food Program, communicating with families, improving problem-solving skills and MORE!!

Jen's Center, Opelousas January 14 La'Shon Wilson \$15 Clock Hours 4 CDA Area 5
525 East North St 9am-1pm

Orientation for Family Child Care Providers

This is a mandatory (one-time only) class that meets the requirements for Department of Children and Family Services. Come and explore the necessary ingredients for quality child care in the home- including: regulations, record keeping, the Child Care Assistance Program, Food Program, communicating with families, improving problem-solving skills and MORE!!

Americas Best Suites, Lafayette March 3 La'Shon Wilson \$15 Clock Hrs 4 CDA Area 5
125 East Kaliste Saloom 9am-1pm

Inclusion

Project PACT: Observation and Screening

This workshop focuses on observation and screening. Teachers must observe children over time and across contexts to obtain information to individualize instruction for each individual child. Observation is a critical tool for effective teaching for all children.

Joslyn's, Berwick February 11 Katie Byrd \$10 Clock Hrs 3 CDA Area 2
3203 Hwy 182 1pm-4pm

REGION VI

CDA Infant/Toddler Series

New Class Registration

January 12th-March 29th

Thursdays Only (6pm-9pm) Off February 2nd

First Methodist

812 Kirkman St, Lake Charles

Cost \$110 (\$10 per session)

Trainer: Sarah Brumett

(3 hours X 11 weeks)=33 clock hours towards a CDA

Workshops

Routines and Environments that Support Social Emotional Development

Participants will discuss why it is important to be intentional about supporting social emotional development in infants and toddlers. This session will allow participants to examine the environments in which they work and begin to make plans to enhance them to meet the needs of infants and toddlers in care.

Ready, Set Grow, Lake Charles January 16 Paula Granger \$20 Clock Hrs 6 CDA Area 3
188 East Telephone Road 9am-4pm

Building Positive Relationships with Families

We can help you create a dynamic team! Learn to communicate effectively, ease the child's transition from home to child care setting, and embrace the approach of comprehensive care giving. Building better relationships with families allows individuals to effectively meet the needs of the children.

Kidz Kuntry, Iowa February 11 Lauren Naquin \$20 Clock Hrs 6 CDA Area 4
701 East Miller Avenue 9am-4pm

Make and Take Books for your Infant/Toddler Classrooms (NEW)

This session will be a make and take. We will make books that you can use in your classrooms. Also, participants will receive a list of resources that provides classroom materials free or a little cost.

Ready, Set Grow, Lake Charles March 10 Katie Byrd \$10 Clock Hrs 3 CDA Area 2
188 East Telephone Road 1pm-4pm

Setting up your Infant/Toddler Classroom (NEW)

What does an Infant/Toddler environment look like? In this session, you will develop a floor plan for your Infant/Toddler classrooms. Participants will look at what materials and activity areas should be included in your environment.

Building Blocks, Deridder March 24 Paula Granger \$10 Clock Hrs 3 CDA Area 1
500 West 8th St 1pm-4pm