



May/June Newsletter

Signing Up for Classes

Here at PRC, we have a passion for education and are excited to have you join us in the pursuit of knowledge!

To register for a class, simply visit our website at www.thepromisecenter.org/register or call us at 301-290-0040. You can pay via credit card on the website or over the phone, or via check, cash or money order. Please note that classes must be paid for in advance, so please pay promptly to secure your spot.

Resource Store

Our Resource Store has multiple tools and supplies available for your art and scholastic needs. Come by the center and take advantage of our equipment and supplies at little or no cost.

Black and White Copies: \$.10/Page Laminating: \$1.50/Per Foot
Colored Paper Copies: \$.20/Page Book Binding: \$2.50/Per Book
Card Stock Copies: \$.25/Page Board Maker: \$.50/Page
Construction Paper: \$2.00/Pack, \$.05/Per Sheet
Die Cut: FREE

Cancellation Policy

We do not issue refunds if a student cancels their enrollment in a class. If you need to cancel, you must call the Promise Resource Center 24-hours in advance and we will gladly give you a credit for another class. *Cancellations must be made 48 hours in advance for CPR and First Aid and Medication Administration or your payment will be forfeited and no credits will be issued.

Stay in the know!

Visit our website to join our mailing list, and you'll receive our bi-monthly e-newsletter, behavior management tips, child care information, updates on local events, and so much more!

www.thepromisecenter.org

Questions? Email us!

info@thepromisecenter.org

It Pays to be a Member!

Become a member of the Promise Resource Center for only \$10 a year to save on certain classes, receive coupons and discounts to our Resource Store! To sign up, call us at 301-290-0040.

Be sure to "like" our page on Facebook to receive updates and fun ideas from The Promise Resource Center!



News From The Promise Resource Center



May 12, 2017 is Provider Appreciation Day! The staff at PRC would like to say "thank you!" to local providers for their dedication to the children of southern Maryland!



This Month's Featured Class

5/24– Child Care Provider Psychological First Aid

This training will define psychological first aid for child care providers and explain strategies to support the soundness of their facility's environment when traumatic events occur. The psychological first aid training will also prepare providers for traumatic events, while promoting skills and techniques that can be used to provide the psychological well-being of a diverse group of children.

Time: 6:00pm-9:00pm, Instructor: Ashley Beisel

Fee: \$30 Member, \$35 Non-Member

Upcoming

EVENTS

- Special Showings for Special Needs (sensory friendly movies) in May features the movie, Smurfs: The Lost Village. See page 4 for the upcoming schedule.



RC
THEATRES
THEATRE EXPERIENCE IT.
LEXINGTON
EXCHANGE
MOVIES 12

in partnership

with

the
PROMISE
—RESOURCE CENTER—
Keep a child tomorrow with what you learn today

Special Showings for Special Needs



- ★ move, cry, talk, or sing
- ★ sound turned down
- ★ lights turned up
- ★ bring your own snacks and drinks if your child has dietary restrictions

April 18 & 22

@10am

May 16 & 20

@10am

June 20 & 24

@10am

For more information, visit
www.thepromisecenter.org/specialshowings

\$ Free Training! \$

Fit From The Start

Date: May 20, 2017

Time: 9:30am-12:30pm

@ La Plata Library

For Charles County Providers Only

Learn about providing nutritious meal and snack options and how to start children on the path to a healthy lifestyle by teaching good eating and exercise habits!

1.5 Hours of Health, Safety & Nutrition

1.5 Hours Curriculum

Call 301-290-0040 to register!



Sponsorship Opportunities!

Sponsorship is a great way to show your support for The Promise Resource Center and our mission to educate and support families in our community.

Visit thepromisecenter.org/drivein to download a sponsorship registration form!

For information on other ways to show your support, call Carolyn Smith at (301) 290-0040 ext 10 or email csmith@thepromisecenter.org

Thank you to the current sponsors of PRC's Drive-In Movie Event:

Jimmy Hayden, Realtor
O'Brien Realty
the #1 choice for southern realtors

MetroCast
VIDEO - INTERNET - RADIO
www.MetroCast.com



Affiliated
Companies



THE STEVENS FAMILY
THE BLANDFORD FAMILY

Silver Screen Sponsor—\$1,000

- ◆ Logo, 100 word description of services and link to sponsor's website on The Promise Center's website, Facebook and Instagram
- ◆ Company ad on pre-movie slideshow (if applicable)
- ◆ Company banners and signs (please provide) placed at the Event with a sponsored entrance and parking area
- ◆ 1 promotional table in exhibitor area
- ◆ 6 individual admission tickets to the Event
- ◆ 1 featured article on somedparents.com
- ◆ 1/2 Page Ad in the Event booklet (please exclude prices, coupons or discounts)

Studio Sponsor—\$500

- ◆ Logo, 100 word description of services and link to sponsor's website on The Promise Center's website, Facebook and Instagram
- ◆ Company ad on pre-movie slideshow (if applicable)
- ◆ Sponsored event area (concessions, exhibitors, activity)
- ◆ 1 promotional table in exhibitor area
- ◆ 4 individual admission tickets to the Event

Cinema Sponsor—\$250

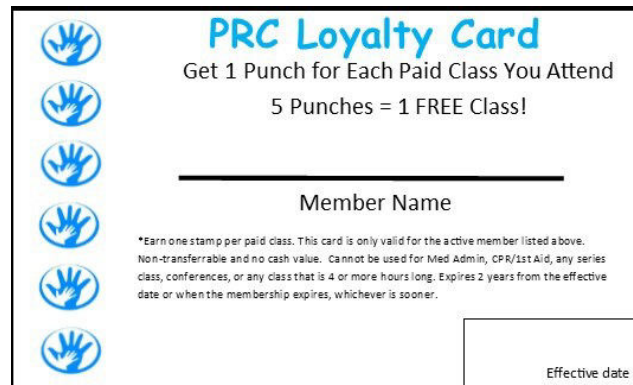
- ◆ Logo and 50 word description of services and link to sponsor's website on The Promise Center's Website, Facebook and Instagram
- ◆ Company Ad on pre-movie slideshow (if applicable)

Silent Film Sponsor—\$100

- ◆ Logo and 25 word description of services on The Promise Resource Center's Website, Facebook, and Instagram

****All Sponsors will receive their company logo placed in the Event booklet, an opportunity to include promotional materials in the Event goodie bag, and a 250x250 pixel ad on somedparents.com for 1 year****

PROMISE



DON'T FORGET TO TAKE ADVANTAGE OF OUR LOYALTY CARD PROGRAM!

Don't think you'll make it to 5 classes this year? That's okay, loyalty cards are valid for 2 years from the date of membership!

Through this program, members will earn **one free class after attending 5 paid classes**. In addition, members will continue to receive special prices, coupons and discounts to trainings and our Resource Store! If you're an existing member, call us or stop in to request your new Loyalty Card!

Become a Member!

Membership Application

Please send application form with check or money order to:

***The Promise Resource Center
29958 Killpeck Creek Court
Charlotte Hall, MD 20622***

Name _____

Address _____

City _____ State _____ Zip _____

Home Phone _____

Email address _____

Membership: _____ Renewal _____ New

_____ \$10 Licensed Provider/Potential Provider/Other

_____ \$25 Group/Center/Director

PROMISE

Did You Know We Can Bring Our Trainings To Your Center?

We offer many of our trainings on-site for as few as 6 people!

Cost:

**2 Hour Training:
\$30 per person**

**3 Hour Training:
\$40 per person**

**Specialty Training
prices vary.**

View our training calendar on our website to see some of our main class offerings, or call us for a training tailored specifically to your needs!



For more information, or to schedule an on-site for your location, contact PRC at (301) 290-0040 or email register@thepromisecenter.org

Extended Hours

Do you want to reserve our training room for a meeting or workshop!? How about use our die cuts & laminator after work? Remember we will be open for extended hours by appointment only and with advanced notice. All you need to do is call 301-290-0040 to schedule the date and time you want.

*Our regular business hours are
Monday-Friday from 8:30am-5:00pm*

Complaint Policy Pertaining to CCRR Service

All of the resource centers of the Maryland Child Care Resource Network strive to provide high-quality service to their constituencies. However, in the event that someone has concerns about an incident regarding some aspect of service at a regional child care resource center or feels that he or she was mistreated by a staff member of a resource center, the caller can contact the resource center involved. If the person is not satisfied with the way the concern or complaint was handled by the regional resource center, he or she can contact the network manager at the Maryland Family Network at 410-752-7588.

PROMISE

Be sure to look for the New Trainings being offered this month!

Registration Policy

- **Payment and registration form must be received at the time of registration.** To register for a class: mail check or money order to the Resource Center, drop off payment or call our office to pay with credit card by phone during our regular business hours, Monday-Friday, 8:30am-5:00pm.
- Online registration at our website: www.thepromisecenter.org
- No Walk-ins permitted. No money will be accepted at the door.
- Due to space limitations, liability issues and the need for a learning environment, **children are not allowed** to attend any workshops. Please make child care arrangements in advance.
- Confirmations will not be mailed. You may call 301-290-0040 to verify your enrollment in the class.
- There is a \$40 service charge for returned checks.
- You must be present and participate in the entire class to receive a certificate for the clock hours listed. **Classes begin at the stated time and no admittance is permitted 15 minutes after the class has started. Late arrivals will not receive certificates, refunds, or transfers for the class.**
- If you have lost or misplaced a certificate, there is a \$5.00 replacement fee.
- Please call 301-290-0040 in advance of class if you need assistance or require special accommodations.
- All classes are open to the public.

Cancellation Policy

- We do not issue refunds if a student cancels their enrollment in a class. If you need to cancel, **you must call the Promise Resource Center 24-hours in advance** and we will gladly give you a credit for another class. *** Cancellations must be made 48 hours in advance for CPR and First Aid** or your payment will be forfeited and no credits will be issued.
- Credit for cancelled classes must be used to attend another class within 60 days of the cancellation or it is forfeited.
- Promise Resource Center reserves the right to cancel a class if, the day prior to the class, we don't have the necessary number of paid participants. You will receive a call notifying you of the cancellation and your money will be refunded or a credit will be issued. Credit must be used to attend another class within 60 days of the cancellation or it is forfeited.
- **Promise Resource Center follows St. Mary's County Public School's inclement weather cancellation schedule. If schools are closed or after-school activities are cancelled due to inclement weather, our office will be closed and the class for that day will be cancelled. If at anytime you feel uncomfortable traveling due to inclement weather, please call prior to the class and we will be happy to transfer you to another class.**
- **For current cancellations, please call 301-290-0040.**

The Promise Resource
Center

29958 Killpeck Creek Ct.
Charlotte Hall, MD 20622

(301) 290-0040 or

(866) 290-0040

Visit us on the web at

www.thepromisecenter.org

To register for a class:

- ♦ Mail registration form, check, money order, or credit card information to the Promise Center
- ♦ Drop off payment during our regular business hours, Monday-Thursday, 8:30 am-5:00 pm
- ♦ Call our office to pay with a credit card by phone
- ♦ Visit our website and register online with a credit card

*The Promise Resource Center
provides*

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

LOCATE: Child Care

If you are a licensed child care program or family child care provider, you can take advantage of this free method of advertising by keeping your LOCATE database record current.

- ♦ Report changes to your fees, email, hours, and etc.;
- ♦ Report vacancies.
- ♦ Request a database questionnaire;
- ♦ Leave a question and someone will call you back.

Call toll free **1-866-752-1614** – provider message service.

LOCATE Complaint Policy

Through the LOCATE service, parents share feedback with the LOCATE staff on the programs in the files: licensed child care centers, registered family child care providers and accredited preschools and camps. While this feedback is at times positive, it sometimes concerns complaints parents have about child caregivers. Of course, LOCATE and the Maryland Child Care Resource Network want to use this information in a way that is fair to providers and parents, while protecting children, as well.

Therefore, the LOCATE Complaint Policy was developed and has been in effect since its approval by the Maryland Committee for Children Board in November, 1983. According to this policy, all complaints made to LOCATE about child care providers/facilities are recorded. The type of complaint is then determined:

Less Serious Complaint - No Violation: complaints which do not involve violations of child care regulations; complaints about situations which do not pose a threat to the safety, health or welfare of a child.

Less Serious Complaint Involving Violation: complaints of any violation of Office of Child Care (OCC), Maryland State Department of Education (MSDE) regulations, and/or the Health Department which do not pose a threat to the health, safety or welfare of a child.

Serious Complaint: any threat to the immediate health, safety, or welfare of a child.

When a parent calls LOCATE with a complaint, the referral specialist advises him/her to register the complaint directly with the appropriate regulatory agency and/or Protective Services. Names and telephone numbers of the person with whom the parent should speak are provided.

When a Serious Complaint is received concerning one of the providers of facilities in the LOCATE system, no referrals are made by the referral specialists to that provider/facility. The LOCATE Director also communicates with the appropriate regulatory agency personnel about the complaint, and maintains the "hold" on the provider/facility until the agency's disposition of the complaint is known. Should the investigation result in no action, the "hold" status is removed from that provider's/facility's records. Should the license or registration be revoked, the record is removed from the LOCATE files. Providers are advised of LOCATE's actions in writing.

A provider may appeal the LOCATE Director's decision to cease referrals. Appeals are first addressed to the LOCATE Advisory Committee. Final appeals may be made to the board of the Maryland Family Network.

It is the position of LOCATE and MFN that the Complaint Policy is both fair and workable. Safeguards and due process are afforded to the care givers in the files, and parents' and children's rights to safety are addressed, as well. Any questions on this policy should be addressed to FloJean Speck, LOCATE: Child Care Director



**This publication was produced as a work for hire for the benefit
of and with funds from the Maryland State Department of
Education.**

May 2017

Sunday	Monday	Tuesday	Wednesday	Thursday	Friday	Saturday
	1 EXCELS Workgroup: Level 3 6:30pm-8:30pm	2 Fantastic Finger Plays, Felt Boards & More 2C 6:30pm-8:30pm	3	4	5	6
7	8 ELA 12:30pm-4:30pm	9	10 Center Staff Solutions 2P 6:30pm-8:30pm Free for St. Mary's County Providers	11	12 Friday Funday 10:00am-11:00am	13 Medication Administration 6HSN 9:00am-4:00pm
14	15 ELA 12:30pm-4:30pm	16 Teaching Parents About School Readiness 2CM 6:30pm-8:30pm	17	18	19	20 Fit From the Start 1.5C, 1.5HSN 9:30am-12:30pm Free for Charles County Providers CPR & First Aid 9:00am-1:00pm
21	22 Maryland EXCELS: Getting to Level 2 2P 6:30pm-8:30pm	23 Infant and Toddler Behavior Management 2CD 6:30pm-8:30pm	24 Childcare Provider Psychological First Aid 3HSN 6:00pm-9:00pm	25	26	27
28	29	30	31			

5/1-EXCELS Workgroup: Level 3

This is a Free workgroup for providers seeking support with Maryland EXCELS registration and application, publishing at a quality check level rating (1-5), creating or revising documentation to meet Maryland EXCELS criteria, technology support or general question and answer time. No core of knowledge will be earned for this workgroup.

Time: 6:30pm-8:30pm

Fee: Free

5/2-Fantastic Finger Plays, Felt Boards & More (2C)

This is a fun class focused on creating interesting games and activities for your children using different craft materials. There will be plenty of make and takes during this workshop!

Time: 6:30pm-8:30pm, Instructor: Emily Tex

Fee: \$25 Member, \$30 Non-Member

5/10-Center Staff Solutions (2P) **FREE!**

Learn about building a strong team and positive environment among staff members. This class will focus on everything from qualities to look for during staff acquisition to helping preserve staff through communication, appropriate staff training, and creating a positive and nurturing work environment.

Time: 6:30pm-8:30pm, Instructor: Sarah Sutherland

Fee: Free for St. Mary's County Providers, \$25 Member, \$30 Non-Member for Calvert and Charles County Providers

Participants receiving free admission to this course will not receive a punch on their loyalty card.

Core Of Knowledge Areas:

(HSN) Health, Safety and Nutrition, (CD) Child Development, (C) Curriculum, (P) Professionalism, (CM) Community, (SN) Special Needs

5/13-Medication Administration (6HSN)

This training course is a 6-hour competency-base class approved by MSDE/OCC to train child care providers to safely administer oral, topical and emergency medication to children in a child care setting. Upon successful completion of this course each participant will receive a certificate of completion which will allow the participant to administer MSDE/OCC approved medications to infants, toddlers, preschool and school aged children in child care centers and homes. You must pass a pre and post test. You may bring lunch or go to a fast-food restaurant in the area.

Time: 9:00am-4:00pm, Instructor: Pat Jennings

Fee: \$60 Member, \$60 Non-Member

5/16-Teaching Parents About School Readiness (2CM)

As summer approaches, many parents will begin to panic about the upcoming school year and wonder if their child is ready to enter kindergarten. Be prepared to answer their questions about appropriate activities and where their child stands academically.

Take home school readiness packets with activities & recipes included!

Time: 6:30pm-8:30pm, Instructor: Ashley Beisel

Fee: \$25 Member, \$30 Non-Member

5/20- Fit From the Start (1.5C, 1.5HSN) @ La Plata Library **FREE!**

Learn about healthy meal and snack options, how to keep children healthy and fit!

Time: 9:30am-12:30pm

Fee: Free for Charles County Providers (Only Charles County Providers will be admitted into this training)

***Participants receiving free admission to this course will not receive a punch on their loyalty card. This course will be located at La Plata Library.*

5/20-CPR & First Aid

Participants will be trained in CPR for the infant, child and adult. This class meets the Maryland Child Care Administration's requirements for child care facilities.

Time: 9:00am-1:00pm, Instructor: Jay Hyde

Fee: \$75 Member, \$75 Non-Member

5/22-Maryland EXCELS: Getting to Level 2 (2P)

This training is for anyone currently published at a level one and are interested in working towards publishing at a level two. This class will review and interpret level two criteria and work on developing required documentation.

Time: 6:30pm-8:30pm, Instructor: Thea Quible

Fee: \$15 Member, \$15 Non-Member

5/23-Infant and Toddler Behavior Development (2CD)

In this course, we will discuss infant and toddler development and the difference between misbehavior and a child communicating their needs.

Make & takes included in this training!

Time: 6:30pm-8:30pm, Instructor: Julie Lowther

Fee: \$25 Member, \$30 Non-Member

5/24-Child Care Provider Psychological First Aid (3HSN)

This training will define psychological first aid for child care providers and explain strategies to support the soundness of their facility's environment when traumatic events occur. The psychological first aid training will also prepare providers for traumatic events, while promoting skills and techniques that can be used to provide the psychological well-being of a diverse group of children.

Time: 6:00pm-9:00pm, Instructor: Ashley Beisel

Fee: \$30 Member, \$35 Non-Member

June 2017

Sunday	Monday	Tuesday	Wednesday	Thursday	Friday	Saturday
				1 Including All Children and the Americans With Disabilities Act 3SN 6:00pm-9:00pm	2	3 Medication Administration 6HSN 9:00am-4:00pm
4	5 EXCELS Workgroup: Level 2 6:30pm-8:30pm	6	7	8	9	10 Family Pre-Service Series Professionalism Module 8:00am-12:00pm Health, Safety & Nutrition Module 12:30pm-4:30pm
11	12 ELA 12:30pm-4:30pm	13 SIDS 1HSN 6:30pm-7:30pm	14 How to Create a Budget That Works 2P Free for St. Mary's County Providers	15	16	17 CPR & First Aid 9:00am-1:00pm
18	19 ELA 12:30pm-4:30pm	20	21 Maryland EXCELS: Next Steps 2P 6:30pm-8:30pm	22	23	24 Family Pre-Service Series Child Development Module 8:00am-12:00pm Curriculum Module 12:30pm-4:30pm
25	26 ELA 12:30pm-4:30pm	27	28	29	30	

6/1-Including All Children & The Americans with Disabilities Act (3SN)

This training will go over the requirements of the ADA, inclusionary practices in early childhood and school age programs. Also, learn about the local, state and national resources available to child care providers.

Time: 6:00pm-9:00pm, Instructor: Julie Lowthert

Fee: \$30 Member, \$35 Non-Member

6/3-Medication Administration (6HSN)

This training course is a 6-hour competency-based class approved by MSDE/OCC to train child care providers to safely administer oral, topical and emergency medication to children in a child care setting. Upon successful completion of this course each participant will receive a certificate of completion which will allow the participant to administer MSDE/OCC approved medications to infants, toddlers, preschool and school aged children in child care centers and homes. You must pass a pre and post test. You may bring lunch or go to a fast-food restaurant in the area.

Time: 9:00am-4:00pm, Instructor: Pat Jennings

Fee: \$60 Member, \$60 Non-Member

6/5-EXCELS Workgroup: Level 2

This is a Free workgroup for providers seeking support with Maryland EXCELS registration and application, publishing at a quality check level rating (1-5), creating or revising documentation to meet Maryland EXCELS criteria, technology support or general question and answer time. No core of knowledge will be earned for this workgroup.

Time: 6:30pm-8:30pm

Fee: Free

Core Of Knowledge Areas:
(HSN) Health, Safety and Nutrition, (CD) Child Development,
(C) Curriculum, (P) Professionalism,
(CM) Community, (SN) Special Needs

6/10-Family 24 Hour Pre-Service

Professionalism Module

Learn about the business side of child care.

Time: 8:00am-12:00pm, Instructor: Patricia Carruth

Fee: \$150 Member, \$160 Non-Member covers all 6 modules.

\$40 Member, \$50 Non-Member covers individual module.

Health, Safety, and Nutrition Module

Learn about keeping your home safe and nurturing for the children you care for.

Time: 12:30pm-4:30pm, Instructor: Patricia Carruth

Fee: \$150 Member, \$160 Non-Member covers all 6 modules.

\$40 Member, \$50 Non-Member covers individual module.

6/13- SIDS (1HSN)

This one-hour workshop will discuss information on how to reduce the risk of SIDS in the child care setting. *Any provider planning on becoming licensed to care for infants needs to complete this workshop.

Time: 6:30pm-7:30pm, Instructor: Sarah Sutherland

Fee: \$15 Member, \$15 Non-Member

6/14-How to Create a Budget That Works (2P)

This training will feature great tips for budgeting and spending! Participants will learn how to effectively budget and save money in the process.

Time: 6:30pm-8:30pm

Fee: Free for St. Mary's County Providers, \$25 Member, \$30

Non-Member for Calvert and Charles County Providers

***Participants receiving free admission to this course will not receive a punch on their loyalty card.*

6/17-CPR & First Aid

Participants will be trained in CPR for the infant, child and adult. This class meets the Maryland Child Care Administration's requirements for child care facilities.

Time: 9:00am-1:00pm, Instructor: Jay Hyde

Fee: \$75 Member, \$75 Non-Member

6/21-MD EXCELS: Next Steps (2P)

Designed to familiarize participants with the Maryland EXCELS website, where and how to find documents and resources, the publishing process from application through upgrading and renewal; and to provide basic guidance about collecting and uploading materials to be evaluated

Time: 6:30pm-8:30pm, Thea Quible

Fee: \$15 Member, \$15 Non-Member

6/24- Family 24 Hour Pre-Service

Child Development Module

Learn about the basics of child development for children birth-12 years.

Time: 8:00am-12:00pm, Instructor: Emily Tex

Fee: \$150 Member, \$160 Non-Member covers all 6 modules.

\$40 Member, \$50 Non-Member covers individual module.

Curriculum Module

Learn about learning domains, themes, and curriculum appropriate for different developmental stages.

Time: 12:30pm-4:30pm, Instructor: Emily Tex

Fee: \$150 Member, \$160 Non-Member covers all 6 modules.

\$40 Member, \$50 Non-Member covers individual module.