



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 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

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

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.

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!



Find us on

Facebook

News From The Promise Resource Center

Congratulations to Nikki and Susy for winning our Annual Christmas Door Decorating Contest! Everyone loved their Elf Surveillance Door!



UPcoming EVENTS

- Special Showings for Special Needs (sensory friendly movies) in January featuring the movie Sing!
- STEM Friday Funday on January 13 @ 10AM. We will be making houses out of pasta, experimenting with vinegar and baking soda and more! \$5 per child over the age of 2. Call 301-290-0040 to register. Space is limited.

This Month's Featured Class

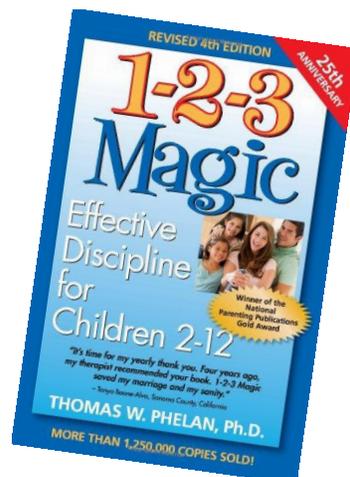
On 1/24, join us for 1-2-3 Magic: Effective Discipline for Children 2-12.

Have you ever found yourself counting to 3 when trying to get a child to listen? In this class, participants will learn how to harness the 1-2-3 method into an effective discipline method and attention-getter.

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

Instructor: Emily Tex

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



Inclement Weather Policy

Please remember that PRC follows the St. Mary's Public School system. If after school activities are cancelled for St. Mary's County, then our evening trainings will also be cancelled. If schools are closed, then PRC is closed and the evening trainings are cancelled.



LEXINGTON
EXCHANGE
MOVIES 12

in partnership with

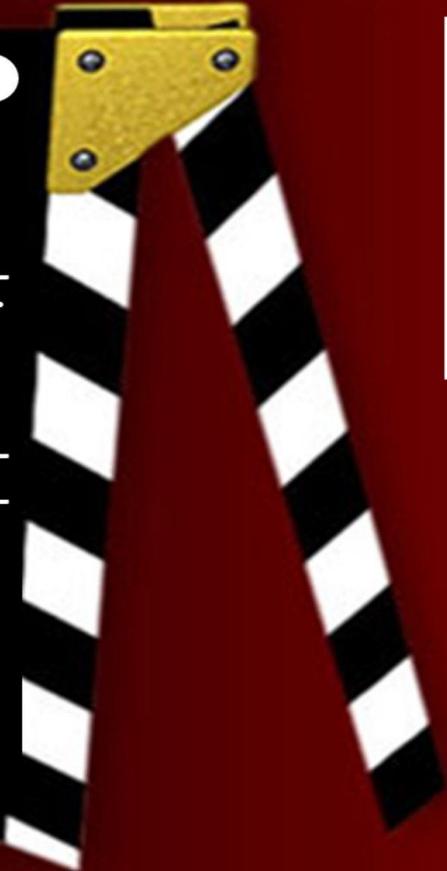
the
PROMISE
—RESOURCE CENTER—

Special Showings for Special Needs

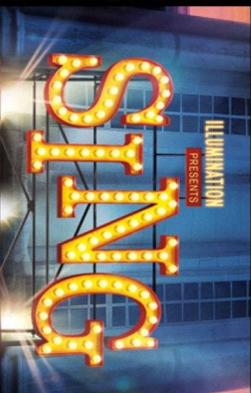
Tuesdays and Saturdays the 3rd
week of the month
@ 10am

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

For groups larger than 5 people, please call 301-290-
0040 to let us know you plan on attending!



- sound turned down
- lights turned up
- bring your own snacks and drinks if your child has dietary restrictions



Jan 17 and 21

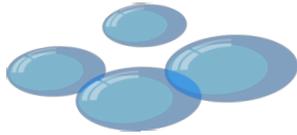
Feb 14 and 18

Mar 21 and 25

PROMISE

Winter can be boring when it's too cold to play outside! Check out these oddball holidays that will inspire you with activities to keep children interested and engaged!

January 8– Bubble Bath Day



Activities:

- Make a bubble sensory table with different bubble blowing utensils such as wands, combs, pipe cleaners, cookie cutters, or anything else you think will create bubbles.
- Create giant bubbles using dish soap, cornstarch and baking powder!
- Make popped bubble art by simply combining bubble mix with food coloring and blowing bubbles onto paper - as the bubbles land and pop, they create beautiful works of art.



January 19– Popcorn Day



Activities:

- Make a cotton ball popcorn art project by gluing cotton balls to a sheet of construction paper and having children use a pipette to drop yellow food coloring on the popcorn to create a buttery appearance. This is a great activity for developing fine motor skills!
- Make hopping corn in a clear container! Fill your jar with water and add a couple drops of food coloring. Add baking soda and stir well until it is all dissolved. Add a small handful of popcorn kernels. Add vinegar and watch the corn start to hop up and down!



February 11– Make a Friend Day

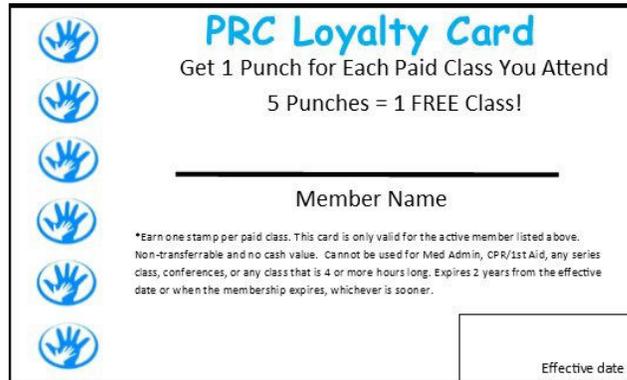


Activities:

- Play "Friend Bingo" by creating a BINGO board with each student's face going in a different space on each sheet. Call out student's names and have children place a dot on that child's face on their sheet. The first child to make a straight line will win a treat.
- Make a Friendship Puzzle by cutting out pieces of poster board in puzzle shapes and handing out 1 piece to each child. After the child has decorated their puzzle piece, collect them and ask for assistance in putting the puzzle back together.



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 _____

Membership: _____ Renewal _____ New

Address _____

City _____ State _____ Zip _____

_____ \$10 Licensed Provider/Potential Provider/Other

Home Phone _____

_____ \$25 Group/Center/Director

Email address _____

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



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January 2017

Sunday	Monday	Tuesday	Wednesday	Thursday	Friday	Saturday
1	2	3	4 Language Development: Delays and Disorders in Young Children 2SN 6:30pm-8:30pm	5 Infant/Toddler Module 7 6:00pm-9:00pm	6	7
8	9 Bully Free Zone 2CM 6:30pm-8:30pm	10 SIDS 1HSN 6:30pm-7:30pm	11 Maryland Accreditation 2P 6:30pm-8:30pm	12 Infant/Toddler Module 8 6:00pm-9:00pm	13 Friday Funday 10:00am-11:00am	14 CPR & First Aid 9:00am-1:00pm
15	16 PRC Office Closed	17 Including All Children and the Americans With Disabilities Act 3SN 6:00pm-9:00pm	18 MD EXCELS Getting to Level 2 2P 6:30pm-8:30pm	19 Infant/Toddler Module 9 6:00pm-9:00pm	20	21 ELA @ Riversong
22	23	24 1-2-3 Magic: Effective Discipline For Children 2-12 2CD 6:30pm-8:30pm	25 Transitions: Helping Children Through the Process of Change 2C 6:30pm-8:30pm	26 Infant/Toddler Module 10 6:00pm-9:00pm	27	28 Medication Administration 6HSN 9:00am-4:00pm ELA @ Riversong
29	30 Childhood Stress, Depression, and Separation Anxiety 2HSN 6:30pm-8:30pm	31 Tax Tips for Your Personal Business 2P 6:30pm-8:30pm Free for St. Mary's County Providers				

January 2017

1/4-Language Development: Delays and Disorders in Young Children (2SN)

This workshop will focus on language development for infants as young as 3 months to toddlers aged 12-24 months. We will discuss typical milestones and ways to promote early language learning.

*Time: 6:30pm-8:30pm, Instructor: Diane Stearns
Fee: \$25 Member, \$30 Non-Member*

1/9– Bully Free Zone (2CM)

Learn about the impact bullying can have on children. Also, learn how to create a safe and nurturing environment for the children in your care.

*Time: 6:30pm-8:30pm, Instructor: Donna Bennett
Fee: \$25 Member, \$30 Non-Member*

1/10-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: Julie Lowthert
Fee: \$15 Member, \$15 Non-Member*

1/11-Maryland Accreditation (2P)

Learn about the steps and process of receiving Maryland Accreditation.

*Time: 6:30pm-8:30pm, Instructor: Sarah Sutherland
Fee: \$15 Member, \$15 Non-Member*

1/14-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: \$65 Member, \$65 Non-Member*

1/17- 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: Kelly Hutter
Fee: \$30 Member, \$35 Non-Member*

1/18-MD EXCELS: Getting to Level 2 (2P)

This training is for anyone currently published at a level one and are interested in working toward publishing at a level two (2). This class will review and interpret level two (2) criteria and work on developing required documentation.

*Time: 6:30pm-8:30pm, Instructor: Thea Quible
Fee: \$15 Member, \$15 Non-Member*

1/24-1-2-3 Magic: Effective Discipline For Children 2-12 (2CD)

The 1-2-3, or counting method, is used when a child is displaying a behavior that you want him/her to STOP. Learn how to apply this method in your center or home to get kids to listen and change behavior.

*Time: 6:30pm-8:30pm, Instructor: Emily Tex
Fee: \$25 Member, \$30 Non-Member*

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

1/25–Transitions: Helping Children through the Process of Change (2C)

Change can be a scary thing for children (even adults struggle with big changes). Many discipline problems happen during transition times. Learn strategies to help children through changing times with routines, charts, and visuals to help explain what's going to happen next.

*Time: 6:30pm-8:30pm, Instructor: Patricia Carruth
Fee: \$25 Member, \$30 Non-Member*

1/28- 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*

1/30-Childhood Stress, Depression, and Separation Anxiety (2HSN)

Children have trouble controlling emotions and adjusting to change. This often leads to stress, anxiety and even depression. Learn about the causes and common signs of stress in children, and strategies to deal with stress, depression and anxiety.

*Time: 6:30pm-8:30pm, Instructor: Ashley Beisel
Fee: \$25 Member, \$30 Non-Member*

1/31– Tax Tips for Your Personal Business (2P)

It's not too early to begin working on your taxes for 2016. Join us for an informative class featuring money saving tips for filing taxes!

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.



February 2017

Sunday	Monday	Tuesday	Wednesday	Thursday	Friday	Saturday
			1 Multiculturalism: Embracing Diversity 2CM 6:30pm-8:30pm	2 Infant/Toddler Module 11 6:00pm-9:00pm	3 ELA @ Prince Frederick Library 12:30pm-4:30pm Friday Funday 10:00am-11:00am	4
5	6 Guiding Children's Behavior: Where Do I Begin? 2CD 6:30pm-8:30pm	7	8 Messing Around with Science 3C 6:00pm-9:00pm	9 Infant/Toddler Module 12 6:00pm-9:00pm	10 ELA @ Prince Frederick Library 12:30pm-4:30pm	11 CPR & First Aid 9:00am-1:00pm Maryland EXCELS: Next Steps 9:00am-11:30am
12	13	14	15	16 Infant/Toddler Module 13 6:00pm-9:00pm	17 ELA @ Prince Frederick Library 12:30pm-4:30pm	18
19	20	21 Including All Children and the Americans With Disabilities Act 3SN 9:00am-12:00pm	22 Center Staff Solutions 2P 6:30pm-8:30pm Free for St. Mary's County Providers	23 Maryland EXCELS Workgroup 1:00pm-3:00pm Infant/Toddler Module 14 6:00pm-9:00pm	24	25 Medication Administration 6HSN 9:00am-4:00pm
26	27	28 Preventing Accidents and Injury 2HSN 6:30pm-8:30pm				

February 2017

2/1- Multiculturalism: Embracing Diversity (2CM)

Diversity is often visible in the childcare setting. Learn how to expose children to other cultures and help them become comfortable with, and respect all the ways in which people are different from each other.

Time: 6:30pm-8:30pm, Instructor: Diane Stearns

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

2/6-Guiding Children's Behavior: Where Do I Begin? (2CD)

Working with difficult children can be very challenging. We often ask ourselves where do I even begin. We will discuss laying the foundation for effective behavior management.

Time: 6:30pm-8:30pm, Instructor: Donna Bennett

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

2/8-Messing Around With Science (3C)

In this hands-on class we will discuss ways to incorporate science into your curriculum to make class time fun for even the youngest of children!

Time: 6:00pm-9:00pm

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

2/11- Maryland 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: 9:00am-11:00am, Instructor: Thea Quible

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

****Door Prizes****

2/11-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: \$65 Member, \$65 Non-Member

2/21- 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: Sarah Sutherland

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

2/22- Center Staff Solutions (2P)

This class will focus on methods for supervision and evaluation of staff. Realizing that staff is the single most meaningful element of your program, we'll look at the qualities that foster brain development in a young child and how to proactively supervise and evaluate for those qualities.

Time: 6:30pm-8:30pm, Instructor: Diane Stearns

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.

2/23-MD EXCELS Workgroup

This workgroup is 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.

Time: 1:00pm-3:00pm

Fee: Free

2/25- 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

2/28-Preventing Accidents and Injury (2HSN)

This class is full of safety information that could save a child's life! We will discuss car seat safety, water safety, SIDS, mealtime safety and more!

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

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

Core Of Knowledge Areas:

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

