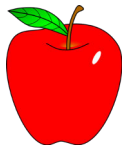


the
PR**MISE**
— RESOURCE CENTER —
help a child tomorrow with what you learn today



September 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 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 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.

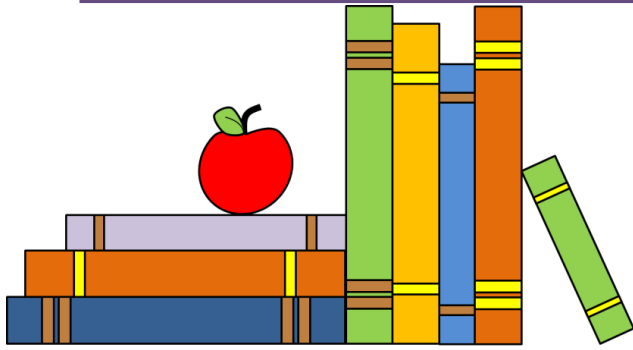
Be sure to "like" our page on Facebook to receive updates and fun ideas from The Promise Resource Center!



Find us on

Facebook

News From The Promise Resource Center



Back To School

St. Mary's County Schools open September 5, 2017

Calvert County Schools open September 5, 2017

Charles County Schools open September 5, 2017

Check your school calendar for information on pre-kindergarten and back to school night/orientation.

This Month's Featured Class

A Sense of Place: Human Geography in the Early Childhood Classroom

2C, 6:30pm-8:30pm

Developing a sense of place through geographic experiences helps build the social and emotional foundation children need and will one day use as adults.



The staff at PRC would like to welcome 3 new staff members!

Welcome Erica Love, Michelle Northam, and Jen Scalise to the PRC team!



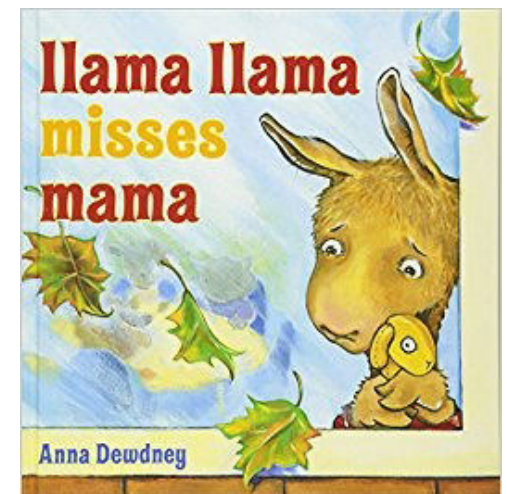
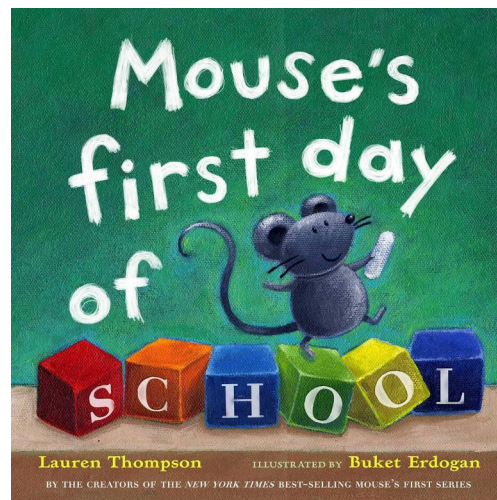
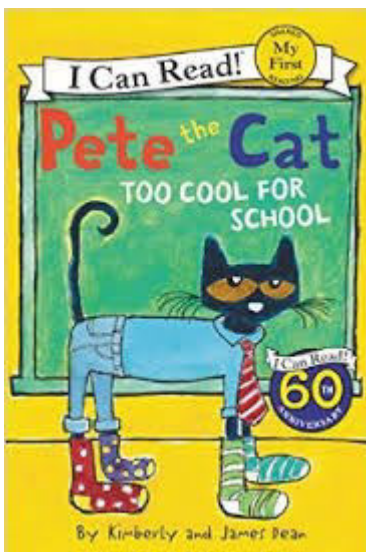
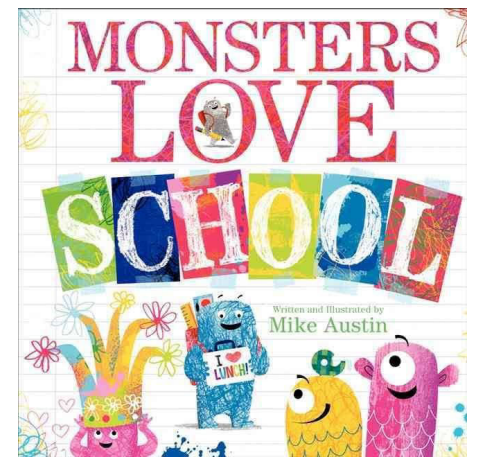
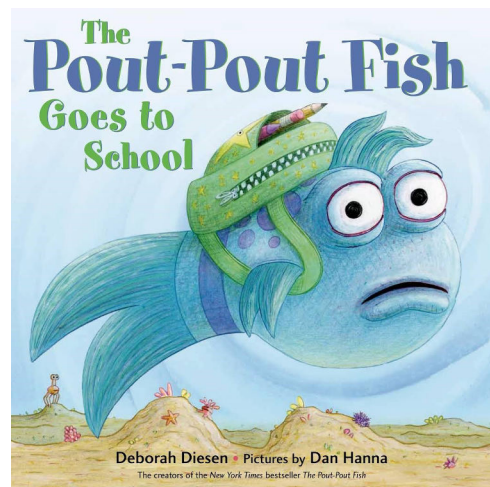
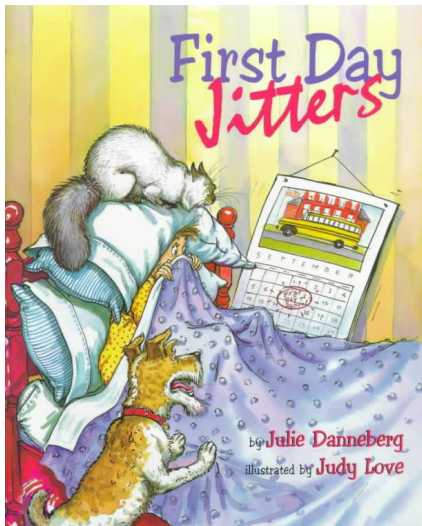
Inclement Weather Policy

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.



Books for Back to School

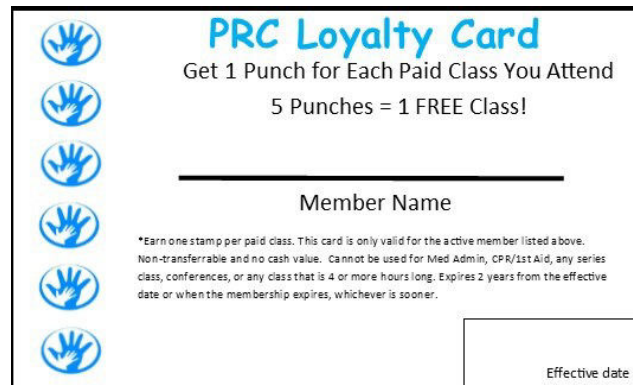
Many children experience some sort of anxiety or stress about going back to school. Extreme stress can lead to sleep deprivation, weight loss, and overall attitude and behavior changes. A great way to prepare children for school is to read books about what they can expect. The books below are just a few examples of the power books can have to ease anxiety about school!



If you can't make it to the library, many of these selections (and more) can be found on YouTube!

Other strategies to help ease back to school jitters include visiting the school prior to the first day or back to school night and beginning routines (like bedtime and picking out clothes the night before) several weeks before the big day. Remember, validating children who are feeling nervous or stressed is key!

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



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

September 2017

Sunday	Monday	Tuesday	Wednesday	Thursday	Friday	Saturday
					1	2
3	4	5	6 Center Aide Orientation 3P 6:00pm-9:00pm	7 A Sense of Place: Human Geography in the Early Childhood Classroom 2C 6:30pm-8:30pm	8	9 Medication Administration 6HSN 9:00am-4:00pm
10	11	12 Guiding Children's Behavior: Where Do I Begin? 2CD 6:30pm-8:30pm	13	14 Including All Children and the Americans With Disabilities Act 3SN 6:00pm-9:00pm	15	16
17	18	19 Basic Health & Safety Training 3HSN 6:00pm-9:00pm	20	21 SIDS 1HSN 6:30pm-7:30pm	22	23 CPR & First Aid 9:00am-1:00pm
24	25 Ethics and Professional Behavior 2P 6:30pm-8:30pm	26 The Credential Program 2P 6:30pm-8:30pm	27 An Introduction to ASQ-3 and ASQ Online 1.5CD, 1.5CM 6:00pm-9:00pm	28	29	30 STEM SATURDAY! See reverse for details!

September 2017

9/6– Center Aide Orientation (3P)

Center Aide Orientation is important to get center aides familiar with the duties and requirements they will need to fill their role.

Time: 6:00pm-9:00pm, Instructor: Patricia Carruth

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

9/7– A Sense of Place: Human Geography in the Early Childhood Classroom (2C) **New Training!!**

Developing a sense of place through geographic experiences helps build the social and emotional foundation children need and will one day use as adults.

Time: 6:30pm-8:30pm, Instructor: Lauren Signorelli

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

9/9–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

9/12– 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: Diane Stearns

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

9/14–Including All Children and 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

9/19- Basic Health & Safety Training (3HSN)

This workshop will satisfy the pending regulation requiring all child care providers, including all center staff and family providers, to complete this workshop. This workshop was developed in partnership with the National Center for Early Childhood Health and Wellness, Child Care Aware of America, the American Academy of Pediatrics, and Maryland Family Network, with support from the Maryland State Child Care Association.

Time: 6:00pm-9:00pm, Instructor: Diane Stearns

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

9/21-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, Julie Lowthert

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

9/23-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

9/25– Ethics and Professional Behavior (2P)

Having a code of ethics is one of the most fundamental qualities of being an early childhood educator. Using NAEYC’s Code of Ethics as our frameworks, we will explore key issues such as conduct, decision making and communication.

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

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

9/26- The Credential Program (2P)

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

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

9/27– An Introduction to ASQ-3 and ASQ Online (1.5CD, 1.5CM)

Participants will learn about the features of the ASQ-3 and ASQ Online, including administration, scoring, referrals, and communicating results with families. Participants will identify the differences between assessments and screening tools.

Time: 6:00pm-9:00pm, Instructor: Sarah Sutherland

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

STEM SATURDAY

9/30– Growing STEM Minds (3C) **New Training!!**

Join us for a great workshop focused on STEM activities to spark scientific thinking and a love for science, technology, engineering and math!

Time: 9:00am-12:00pm, Instructor: Emily Tex

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

9/30– Science, Technology, Engineering, and Math (STEM) in the Early Childhood Program: It’s the Questions, Not the Answers (2C) **New Training!!**

It’s not always about finding the correct answer—it’s about having fun in the process and experimenting with different ideas! Help engage children in learning by presenting question-inducing activities and experiments!

Time: 1:00pm-3:00pm, 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