

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



November & December 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!

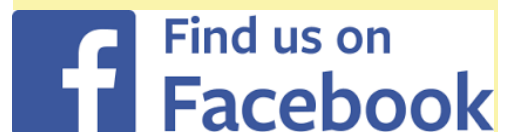
www.thepromisecenter.org

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

Special Showings at R/C Theatre

Lights are left on!

November's dates are :

Tuesday, November 21

Saturday, November 25

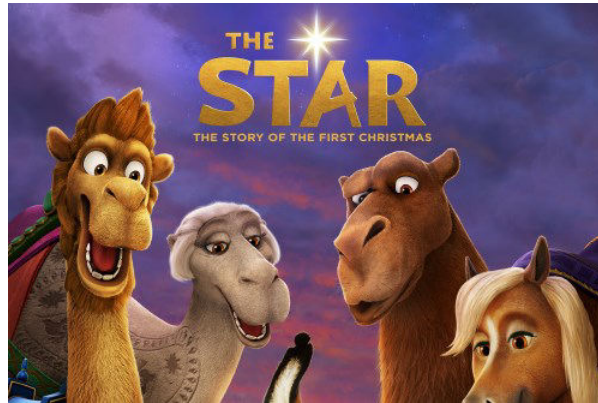
**Only \$6.50 per person on
Tuesdays!**

Sound is turned down!

at 10:00am featuring the movie *The Star*

**\$8.00 per person on
Saturdays!**

Bring snacks & drinks!



Judgement-free zone!

**The little ones can
dance along!**

**Move around, talk, and
laugh—don't worry about
disturbing others!**

**This is a great activity
for centers and family
providers!**

***Movie titles are subject to change**

This Month's Featured Class

11/13--Positive Discipline

*Time: 6:30pm-8:30pm, COK: 2
hours of child development*

Fee: \$25 for members or \$30 for non-members

Positive Discipline is a model that focuses on the positive points of a child's behavior, and is based on the idea that no child is bad. Some just show bad behaviors. In this training we will discuss strategies to help you start implementing positive discipline in your home or center!



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.

PROMISE



| | |
|--|---|
| | PRC Loyalty Card |
| | Get 1 Punch for Each Paid Class You Attend 5 Punches = 1 FREE Class! |
| | _____ |
| | Member Name |
| | <small>*Earn one stamp per paid class. This card is only valid for the active member listed above. Non-transferrable and no cash value. Cannot be used for Med Admin, CPR/1st Aid, any series class, conferences, or any class that is 4 or more hours long. Expires 2 years from the effective date or when the membership expires, whichever is sooner.</small> |
| | Effective date |



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!

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 _____

Holiday Season Provider Resource Nights

November 15 & December 12

6:00pm-8:00pm

- Bind Books
- Use our laminator
- Die-Cut (over 500 shapes)
- Meet other providers!
- Explore Boardmaker software
- Get ideas for decor & activities
- Ask our infant/toddler specialist about behavior concerns, required trainings, etc.
- See curricula & themes in our resource library

The busiest time of the year is approaching! Do you have your crafts and activities planned?

Bring your own paper & materials or purchase it here!

CASH OR CHECK ONLY

Call 301-290-0040 to register!

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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NOVEMBER 2017

| Sunday | Monday | Tuesday | Wednesday | Thursday | Friday | Saturday |
|--------|---|---|---|--|---|---|
| | | | 1 | 2 Express Yourself: Discovering How to Extend Children's Natural Forms of Expression to Promote Early Literacy Skills 6:30pm-8:30pm Instructor: Lauren Signorelli | 3 | 4 Medication Administration 9:00am-4:00pm Instructor: Pat Jennings |
| 5 | 6 Transitions: Helping Children Through the Process of Change 6:30pm-8:30pm Instructor: Patricia Carruth | 7 | 8 Multiculturalism: Embracing Diversity 6:30pm-8:30pm Instructor: Ashley Beisel | 9 Supporting Breastfeeding in Child Care 6:30pm-7:30pm Instructor: Julie Lowthert | 10 PRC Office Closed | 11 Veterans Day |
| 12 | 13 Positive Discipline 6:30pm-8:30pm Instructor: Sarah Sutherland | 14 Basic Health & Safety Training 6:00pm-9:00pm Instructor: Diane Stearns | 15 MD EXCELS: Next Steps 6:30pm-8:30pm Instructor: Thea Quible | 16 | 17 | 18 |
| 19 | 20 Parent Handbook 6:30pm-8:30pm Instructor: Patricia Carruth *Free for providers who work in St. Mary's County* | 21 | 22 | 23 Thanksgiving Holiday Break PRC Office Closed | 24 Thanksgiving Holiday Break PRC Office Closed | 25 |
| 26 | 27 | 28 Attention Deficit Hyperactivity Disorder 6:30pm-8:30pm Instructor: Ashley Beisel | 29 Maryland Accreditation 6:30pm-8:30pm Instructor: Sarah Sutherland | 30 The Importance of Executive Function and Self-Regulation in Early Childhood Education and Care 6:00pm-9:00pm Instructor: Diane Stearns *New Training!* | | |

NOVEMBER 2017

Training Descriptions:

11/2—Express Yourself: Discovering How to Extend Children’s Natural Forms of Self Expression to Promote Early Literacy Skills

In this training we will explore how daily activities and children’s natural forms of self expression can be extended to promote pre-literacy skills and encourage the development of a positive self image.

*Time: 6:30pm-8:30pm, COK: 2 hours of curriculum
Fee: \$25 for members or \$30 for non-members*

11/4—Medication Administration

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, COK: 6 hours of health, safety, and nutrition
Fee: \$60 for members and non-members*

11/6—Transitions: Helping Children Through the Process of Change

Many children have trouble moving from one activity to the next. Learn ways to plan transition activities that will engage children, help them calm down, and focus on the new activity or task. We will also discuss the benefits of setting routines and how it can help improve behavior and minimize disturbances throughout the day!

*Time: 6:30pm-8:30pm, COK: 2 hours of curriculum
Fee: \$25 for members or \$30 for non-members*

11/8—Multiculturalism: Embracing Diversity

Multicultural education means exposing children to other cultures and helping them become comfortable with, and respect all the ways people are different from each other. In this training we will discuss fun activities to introduce unfamiliar cultures and customs from around the world!

*Time: 6:30pm-8:30pm, COK: 2 hours of community
Fee: \$25 for members or \$30 for non-members*

11/9—Supporting Breastfeeding in Child Care

Written for all childcare providers who work with parents of infants, this course describes the importance of breastfeeding, best ways to support breastfeeding mothers, how to store and handle breast milk, how to create a comfortable environment for breastfeeding mothers, sharing your support policy with families and staff, and current state laws regarding breastfeeding.

*Time: 6:30pm-7:30pm
Fee: \$10 for members or \$15 for non-members*

11/13—Positive Discipline

Positive discipline is a discipline model used by schools, and in parenting, that focuses on the positive points of behavior, based on the idea that there are no bad children, just bad behaviors. Learn how to begin implementing positive discipline in your home or center!

*Time: 6:30pm-8:30pm, COK: 2 hours of child development
Fee: \$25 for members or \$30 for non-members*

11/14—Basic Health & Safety Training

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, COK: 3 hours of health, safety, and nutrition
Fee: \$30 for members or \$35 for non-members*

11/15—MD EXCELS: Next Steps

Credentialing can be a difficult program to navigate on your own. Get help with the next steps you should take to reach your EXCELS goals!

*Time: 6:30pm-8:30pm, COK: 2 hours of professionalism
Fee: \$15 for members and non-members*

11/20—Parent Handbook

Is your parent handbook up-to-date, clear, and easily accessible? Join us for an informative training on designing and keeping a professional parent handbook. Please feel free to bring current copies of your handbook (or ideas you would like to include in a parent handbook) so that we can review them in the training. Laptops are welcome.

*Time: 6:30pm-8:30pm, COK: 2 hours of professionalism
Fee: Free to providers working in St. Mary’s County and \$25 for members or \$30 for non-members working in Calvert /Charles Counties*

11/28—Attention Deficit Hyperactivity Disorder

Children with symptoms of ADHD often need redirection and extra support from teachers to stay focused and on track. In this training we will discuss strategies for helping children with ADHD stay focused and on their best behavior during important learning times.

*Time: 6:30pm-8:30pm, COK: 2 hours of special needs
Fee: \$25 for members or \$30 for non-members*

11/29— Maryland Accreditation

Learn about the steps and process of receiving Maryland Accreditation. This class is great for center directors and assistant directors!

*Time: 6:30pm-8:30pm, COK: 2 hours of professionalism
Fee: \$15 for members and non-members*

11/30—The Importance of Executive Function and Self Regulation in Early Childhood Education and Care

New Training! The Social Foundation Domain has a new section called executive function. Come learn about executive function and self-regulation and why these skills are important for children to be successful. We will learn strategies to use in your program to build these skills with the children you care for.

*Time: 6:00pm-9:00pm, COK: 3 hours of child development
Fee: \$30 for members or \$35 for non-members*

Membership:

Interested in becoming a member of The Promise Resource Center and receiving discounts on many of the classes you see here?

For only \$10 a year, individual membership will earn you :

- 1 PAU
- \$5 off select trainings
- 1 free training for every 5 trainings completed
- Satisfaction in knowing you are helping families in our community receive services for low or no cost!

Visit thepromisecenter.org/register or call 301-290-0040 to register for membership today!

DECEMBER 2017

| Sunday | Monday | Tuesday | Wednesday | Thursday | Friday | Saturday |
|---------------------|--|---|--|---|--|---|
| | | | | | 1 | 2 Medication Administration 9:00am-4:00pm Instructor: Pat Jennings |
| 3 | 4 | 5 Teaching Problem Solving Throughout the Day 6:00pm-9:00pm Instructor: Ashley Beisel | 6 Including All Children and The Americans with Disabilities Act 6:00pm-9:00pm Instructor: Sarah Sutherland | 7 SIDS 6:30pm-7:30pm Instructor: Julie Lowthert | 8 | 9 |
| 10 | 11 | 12 Age Appropriate Supervision 6:00pm-9:00pm Instructor: Patirica Carruth | 13 | 14 Basic Health & Safety Training 6:00pm-9:00pm Instructor: Diane Stearns | 15 | 16 CPR & First Aid 9:00am-1:00pm Instructor: Jay Hyde |
| 17 | 18 | 19 Cooking with Kids 6:30pm-8:30pm Instructor: Lauren Signorelli | 20 | 21 | 22 Holiday Break PRC Office Closed | 23 |
| 24 Christmas Eve | 25 Christmas Day PRC Office Closed | 26 Holiday Break PRC Office Closed | 27 Holiday Break PRC Office Closed | 28 Holiday Break PRC Office Closed | 29 Holiday Break PRC Office Closed | 30 |

DECEMBER 2017

Training Descriptions:

12/2—Medication Administration

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, COK: 6 hours of health, safety, and nutrition
Fee: \$60 for members and non-members*

12/5— Teaching Problem Solving Throughout the Day

When caring for young ones, arguments, accidents, and frustrations occur all day, everyday. In this training we will discuss the benefits of teaching young children problem solving skills, which include social-emotional development, catching developmental delays and more!

*Time: 6:00pm-9:00pm, COK: 3 hours of child development
Fee: \$30 for members or \$35 for non-members*

12/6—Including All Children and The Americans with Disabilities Act

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

*Time: 6:00pm-9:00pm, COK: 3 hours of special needs
Fee: \$30 for members or \$35 for non-members*

12/7—SIDS

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 will need to complete this workshop.

*Time: 6:30pm-7:30pm
Fee: \$10 for members or \$15 for non-members*

12/12— Age Appropriate Supervision

Accidents due to a lack of supervision can cause chaos, distress, and trauma in a center or home. In this training we will discuss supervision methods, OCC supervision regulations and how to ensure that children are supervised and safe at all times while in your care.

*Time: 6:00pm-9:00pm, COK: 3 hours of child development
Fee: \$30 for members or \$35 for non-members*

12/14—Basic Health & Safety Training

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, COK: 3 hours of health, safety, and nutrition
Fee: \$30 for members or \$35 for non-members*

12/16—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
Fee: \$75 for members and non-members*

12/19— Cooking with Kids

Kids are capable of much more than we sometimes think! If you would like to introduce cooking to the children in your care, join us for Cooking with Kids! We will discuss food safety, age appropriate activities for children of all ages, and fun recipes that will get children interested and engaged in the cooking process!

*Time: 6:30pm-8:30pm, COK: 2 hours of curriculum
Fee: \$25 for members or \$30 for non-members*

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