



January 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.

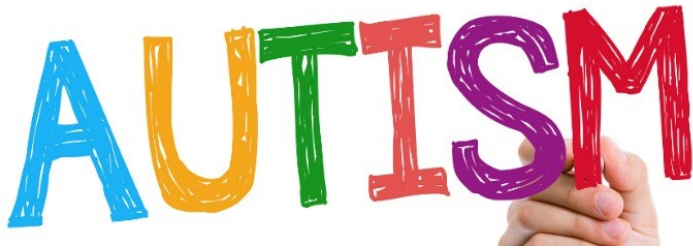
Be sure to "like" our page on Facebook to receive updates and fun ideas from The Promise Resource Center!



News From The Promise Resource Center

FEATURED THIS MONTH

Autism Spectrum Disorder: A Child's Perspective



Date: Tuesday, 1/8

Time: 6:00pm-9:00pm, COK: 3 hours of special needs

Fee: \$30 for members or \$35 for non-members

This workshop will explore the world of autism as seen through the eyes of a child, with a focus on the range and variance of symptoms as a spectrum disorder.

Register by calling 301-290-0040 or visit thepromisecenter.org/register!



NEW INCLEMENT WEATHER POLICY

The Promise Resource Center follows the College of Southern Maryland's inclement weather cancellation schedule. If the college is closed due to inclement weather, the class for that day will be cancelled. For current cancellations, please call 301-290-0040 or visit our facebook page for updates.



POP-UP TRAINING



The Promise Resource Center is partnering with centers and organizations throughout Charles, St. Mary's, and Calvert counties to provide new, convenient locations for trainings. These trainings will be one-time only at each location and unless otherwise noted, all other trainings will remain at The Promise Resource Center. Keep an eye out over the next few months, a training may "pop up" near you!

Upcoming: GROWING STEM MINDS

January 23, 2019 • 10am-1pm

HOLLYWOOD RECS & PARKS

24400 MERVIL DEAN RD, HOLLYWOOD, MD 20636

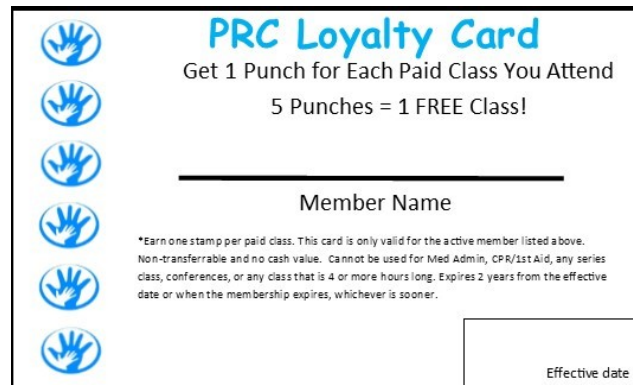
\$30 for members, \$35 for non-members

3 COK hours of curriculum

Learn about the importance of STEM education in early childhood. Join us for a fun day of exploring activities and resources that can be used when incorporating science, technology, engineering, and mathematics into an early childhood curriculum. Hands on STEM activities will also be utilized.



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!

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 _____



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 and Medication Administration** 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 the College of Southern Maryland's inclement weather cancellation schedule. If the college is closed the class for that day will be cancelled. 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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The Promise Resource Center is a member agency of the Maryland Childcare Resource Network with funding provided by Maryland Family Network.

JANUARY 2019

Sunday	Monday	Tuesday	Wednesday	Thursday	Friday	Saturday
		1	2	3	4	5
6	7	8 Autism Spectrum Disorder: A Child's Perspective 6:00pm-9:00pm Instructor: Erica Love	9	10	11	12 Achieving Quality Standards in Early Education 9:00am-12:00pm @ Charlotte Hall Library + Lunch & Workgroup CPR & First Aid 9:00am-1:00pm Instructor: Jay Hyde
13	14	15	16 Becoming Aware of Cultural Issues 6:30pm-8:30pm Instructor: Diane Stearns	17	18	19
20	21	22	23 Growing STEM Minds @ Hollywood Recs and Parks 10:00am-1:00pm Instructor: Lindsay Edwards *POP-UP TRAINING* See Reverse Side for Details	24	25	26 Medication Administration 9:00am-4:00pm Instructor: Pat Jennings
27	28 Capturing Child Development Through Portfolios 6:00pm-9:00pm Instructor: Melissa Campbell	29	30	31 Classroom Schedules and Transitions: Tricks and Tips to Help Your Day Run Smoothly 6:00pm-9:00pm Instructor: Julie Lowthert		

JANUARY 2019

Training Descriptions:

1/8—Autism Spectrum Disorder: A Child's Perspective

This workshop will explore the world of autism as seen through the eyes of a child with a focus on the range and variance of symptoms as a spectrum disorder.

Time: 6:00pm-9:00pm, COK: 3 hours of special needs

Fee: \$30 for members, \$35 for non-members

1/12—Achieving Quality Standards in Early Education

@ Charlotte Hall Library

All programs have the opportunity to contribute and commit to a common goal that all children should be provided with the best care and education possible. Join us and explore the Maryland quality initiatives we can all be part of.

Time: 9:30am-12:30pm, COK: 3 hours of professionalism

Fee: \$35 for members or \$40 for non-members

Includes Lunch, Workgroup focused on Accreditation, MD EXCELS, & Credentialing, & Lots of MD EXCELS Swag!

1/12—CPR & First Aid—OCC Requirement

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

1/16—Becoming Aware of Cultural Issues

Having a deeper understanding of culture helps child care providers to become more aware of differences among children in their program, as such, they are better enabled to create learning environments that are sensitive to the values and beliefs of each child's family.

Time: 6:30pm-8:30pm, COK: 1 hour of community and 1 hour of professionalism

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

1/23—Growing STEM Minds *POP-UP TRAINING*

@ Hollywood Recreation & Parks

24400 Mervel Dean Rd, Hollywood, MD 20636

Learn about the importance of STEM education in early childhood. Join us for a fun night of exploring activities and resources that can be used when incorporating science, technology, engineering, and mathematics into an early childhood curriculum. Hands on STEM activities will also be utilized.

Time: 10:00am-1:00pm, COK: 3 hours of curriculum

Fee: \$30 for members or \$35 for non-members

1/26—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/post test for successful completion. You may bring a bag lunch or go to a fast food restaurant in the area.

Time: 9:00am-4:00pm, COK: 6 hours of health, safety, and nutrition

1/28—Capturing Child Development Through Portfolios

Participants will gain an in-depth introduction to what a portfolio is and the purpose it serves for educators. Participants will examine samples of what comprises a portfolio, how to appropriately collect samples and record observations, and resources available to assist with planning based on observations. Participants will gain a greater understanding of the connection between compiling a portfolio and understanding a child's individual development throughout the course of a year.

Time: 6:00pm-9:00pm, COK: 3 hours of child development

Fee: \$30 for members or \$35 for non-members

1/31—Classroom Schedules and Transitions: Tricks and Tips to Help Your Day Run Smoothly

Having a great schedule that considers the needs and capabilities of your infants/toddlers/preschoolers can make the difference between great days and not-so-good days. The training empowers teachers to create schedules that will get the most out of their day and the most out of the children in their care.

Time: 6:00pm-9:00pm, COK: 3 hours of curriculum

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!

What is a Pop-Up Training?

The Promise Resource Center is partnering with centers and organizations throughout Charles, St. Mary's, and Calvert counties to provide new, convenient locations for trainings. These trainings will be one-time only at each location and unless otherwise noted, all other trainings will remain at The Promise Resource Center. Keep an eye out over the next few months, a training may "pop up" near you!