

Child Care Resource & Referral ~ Metro

CLASS REGISTRATION FORM — October, November & December 2010

Fill out **all** information on the registration form. **Only one person per form.** Registration form may be copied or you can download a copy from the CCR&R web site at www.cssutah.org. Child Care Resource & Referral ~ Metro only accepts pre-registration and payment through the mail.

Approximately one week after mailing your registration you will be able to go to the Statewide Training Registry <http://trainingregistry.jobs.utah.gov> to check your class schedule. Please indicate on your registration form if you do not know your username and password. Include your e-mail address and your username & password will be e-mailed to you. Mail Registration form with check or money order made out to:

CHILDREN'S SERVICE SOCIETY
Attn: Carla Jones
124 South 400 East #400
Salt Lake City, Utah 84111

- Pre-paid class fees are non-refundable
- All returned checks will be assessed a fee of \$30.00

Complete **toda** la información en su hoja de matrícula. **Solo una persona por hoja.** Usted puede hacer fotocopias si necesita más hojas o puede bajar la aplicación de la página de CCR&R www.cssutah.org

Aproximadamente una semana después de enviar su matrícula puede comprobar su horario de clases en la página de Registro para Entrenamiento del Estado. <http://trainingregistry.jobs.utah.gov>. Usted debe facilitar a CCR&R su dirección electrónica (e-mail) en su hoja de matrícula para que podamos enviarle su nombre de usuario y contraseña. Envíe su matrícula con su cheque o giro postal al siguiente nombre y dirección:

CHILDREN'S SERVICE SOCIETY
Attn: Carla Jones
124 South 400 East #400
Salt Lake City, Utah 84111

- Las clases se pagan con antelación y la tarifa no es reembolsable
- Todos los cheques devueltos tendrán una tarifa añadida de \$30.00

IMPORTANT: Child Care Resource & Referral ~ Metro does not refund course fees for full classes.

EXAMPLE: If you send in payment and registration for 4 classes and one is full you will receive a Credit Voucher for the full class. If you send payment and registration for one class and it is full we will return your check. If you do not wish to receive a Credit Voucher, you must write a separate check for each class you want to register for.

PLEASE READ BEFORE FILLING OUT THIS REGISTRATION FORM

The **Participant Code of Conduct must be read, signed, and mailed in with each registration form.** In an effort to help minimize delays with Career Ladder Applications at CCPDI, all information requested on this registration form is **required** to register for classes at CCR&R ~ Metro. If all of the information is not complete you will not be enrolled into CCR&R ~ Metro classes until we are able to contact you for the missing information. Thank you for your cooperation.

Full legal name as printed on Social Security OR Tax ID Card: _____
First
Middle
Last

Name used in the past to register for training classes with CCR&R ~ Metro: _____

Date of Birth ____ / ____ / ____
 (This information is required **every time** you register)

Home Address:			
City:		Zip Code:	
Phone Number: Home:		Work:	
E-mail Address:		<input checked="" type="checkbox"/> Check here if you need your username and password e-mailed to you	
Please Check One: <input type="checkbox"/> Licensed Family Care <input type="checkbox"/> Residential Certificate <input type="checkbox"/> Licensed Center <input type="checkbox"/> Head Start <input type="checkbox"/> Unregulated			
Name of Center:			
Mark in this column to register	Class Title	Class Dates	Class Fee
↓	October 2010		
<input type="checkbox"/>	Child Development: Ages & Stages	October 2 & 9	\$15
<input type="checkbox"/>	Guidance & Emotional Wellness, Course 1: Setting the Stage	October 2 & 16	\$15
<input type="checkbox"/>	Advanced Child Development: Theories of Development	October 4, 6 & 9	\$15
<input type="checkbox"/>	Child Development: Healthy Care	October 4, 6, 11 & 13	\$15
<input type="checkbox"/>	Infant & Toddler Care, Course 2: Social-Emotional Growth of Infants & Toddlers	October 5, 7 & 9	\$15

School Age, Course 4: Let's Talk About It—Guidance for School Age Care	Oct 5, 12, 19 & 26	\$15
Guidance & Emotional Wellness, Course 3: Positive Guidance	Oct 6, 13, 20 & 27	\$15
Infant & Toddler Care, Course 1: Setting Up for Infants & Toddlers	October 6, 13, 20 & 27	\$15
Desarrollo Infantil: Los Primeros Años de Aprendizaje: equivalente a Child Development: Learning in the Early Years (must be a Family Child Care provider to use on the Career Ladder)	October 7, 14, 21 & 28	\$15
Relationship Touchpoints, Course 3: Preschoolers 3-4 years (A minimum Career Ladder Level 3 is recommended.)	October 9 & 16	\$15
Creating Good Child Care—Effective Program Management	October 11, 13 & 16	\$15
Looking to Learn: Observing & Recording Children's Behavior	October 12, 14, 19 & 21	\$15
A Great Place for Kids! Creating Positive Learning Environments for Young Children	October 16 & 30	\$15
Child Development: Healthy Care	October 18, 20, 25 & 27	\$15
School Age, Course 3: Let's Play! Activities for School Age Care	October 19, 21, 26 & 28	\$15
School Readiness, Course 1: Language & Literacy	October 30 & November 13	\$15

November 2010

Child Development: Learning in the Early Years	November 1, 3, 8 & 10	\$15
Family Child Care, Course 3: Developmental Learning Goals & Activities (Must be a Family Child Care provider to use on the Career Ladder.)	November 1, 8, 15 & 22	\$15
Child Development: Ages & Stages	November 2, 4, 9 & 11	\$15
School Readiness, Course 2: Math	November 2, 4, 9 & 11	\$15
Child Development: Healthy Care	November 2, 4, 9 & 11	\$15
Infant & Toddler Care, Course 4: Working with Families of Infants & Toddlers	November 3, 10, 17 & 24	\$15
Relationship Touchpoints, Course 4: School Age 5-6 years (A minimum Career Ladder Level 3 is recommended.)	November 6 & 13	\$15
STAR Night (A great opportunity for providers to receive Support, Technical Assistance and Resources. Come learn how to improve the quality of your program, share what has worked for you and hear ideas from other providers.)	November 10	None
Theory & Best Practices, Course 2 (Must have a minimum Career Ladder Level 3 to enroll.)	Nov 10, 17, Dec 1 & 8	\$15
Strong & Smart! Promoting Young Children's Physical & Intellectual Development	November 13 & 20	\$15
Working Together—Productive Relationships with Families	November 15, 17, 22 & 24	\$15
Child Development: Healthy Care	November 16, 18 & 20	\$15
Guidance & Emotional Wellness, Course 2: Preventing Problems	Nov 27 & Dec 11	\$15
Professionalism in Child Care—More than Babysitting	Nov 29, Dec 1, 6 & 8	\$15

December 2010

Exploring Creative Curriculum: Look Who's Cooking!	December 1	\$15
Guidance & Emotional Wellness, Course 4: Working with the Challenging Child	December 1, 8, 15 & 22	\$15
Exploring Creative Curriculum: Look Who's Cooking!	December 4	\$15
Child Development: Learning in the Early Years	December 4 & 11	\$15
Infant & Toddler Care, Course 3: Learning in Infancy & Toddlerhood	December 4 & 11	\$15
Family Child Care, Course 4: Professionalism & Business Practices (Must be a Family Child Care provider to use on the Career Ladder.)	December 6, 8, 13 & 15	\$15
Special Needs, Course 2: Building Partnerships with Parents and Families	December 13, 15 & 18	\$15
Learning to Get Along—Supporting Young Children's Social & Emotional Development	December 18, 20 & 22	\$15
Career Ladder Orientation: Receive info. on the Professional Development Program	Call 801-326-4403	None
CDA Workshops: Receive info. on the Child Development Associate Credential	Call 801-326-4383	None

** Please be aware that several class schedules overlap with each other. CCR&R ~ Metro will not be responsible for the overlaps in your schedule. Make up slots are limited. Please double check your schedule to ensure you are not enrolled in two classes that will be taught on the same dates.

ATTENTION CHILD CARE CENTER DIRECTORS
 CCR&R ~ Metro will not be responsible for informing staff of the classes their director signs them up to attend. If you are filling out the registration form for staff, please make sure you make a copy **BEFORE** mailing it to CCR&R ~ Metro and give your staff that copy.

Number of Classes Requested	Course Fees Paid
	\$
For office use ONLY	
Ck# _____ MO# _____	

Training Participant Code of Conduct Contract

TRAINING PARTICIPANT CODE OF CONDUCT

- *Punctuality / Attendance: I understand that I must be in class at or before the time scheduled for class to begin in order to obtain credit for the class. If I arrive after the time that class is scheduled to begin, I can use the time that I was actually in attendance for licensing credit, but I will have to repeat the full 2 1/2 hour session to get Career Ladder credit for the course. Class will begin when the trainer determines that it is time to start. I understand that if I am not present during the entire class period, I will not receive Career Ladder credit for the session, and will have to repeat the full 2 1/2 hour session in order to receive credit for the course.*
- *Disruptive Behavior: I will be respectful to the trainer and to all others in attendance during each class session. I will not use obscene, profane, threatening, discriminatory, harassing or abusive language. I will not engage in any conversation or behavior that is disruptive or disrespectful to the trainer or other participants in the class. I will attentively participate in class. I will not text message or make cell phone calls during class time. I understand that I am required to turn my cell phone and/or other electronic devices off or turn them to vibrate during class time. I will limit all cell phone calls to break time or after class time. I will not engage in disruptive private conversations during class time. If I must bring food or drink to class, I will eat quietly and will not allow food or drink to become disruptive or distracting to the trainer or other class participants.*
- *Illegal Activity / Health & Safety: I understand that any illegal activity, including behavior that threatens the health or safety of the trainer or another class participant before, during or after class will be cause for my immediate expulsion from class and permanent suspension from participation in the Career Ladder and the Training and Longevity Supplement, and that such behavior may be reported to law enforcement. I understand that I may be asked to leave a training if my condition prevents me from participating or is disruptive to the class environment.*
- *Children: I understand that adult training classes are not a developmentally appropriate environment for children of any age. I will not bring children to class.*
- *Class Roll: I understand that in order to receive credit for each class session, I must sign the roll before class begins. I understand that failure to do so will result in my not receiving credit for the class session. I understand that I may not sign the roll for someone else. .*
- *Refunds: I understand that class registration fees are non-refundable. I understand that if I notify the CCR&R a minimum of three days in advance that I am unable to attend a course for which I am registered, that my registration fee may be able to be credited toward another class. I understand that it is my responsibility to contact the CCR&R to make these arrangements.*
- *Non-Compliance: I understand that, in cases of infractions of a minor severity (behavior that has been determined to be disruptive but not illegal), that I will be allowed one issued verbal warning upon the first violation of the above listed rules. I understand that upon the second such infraction, I will be suspended from participation in the Career Ladder and Training and Longevity Supplement for one year from that infraction date. I understand that upon the third such infraction I will be permanently barred from participation in the Career Ladder and Training and Longevity Supplement. I understand that upon the first incident of any violation in which I engage in illegal activity (including threatening or intimidating behavior), that I will be permanently banned from participation in the Career Ladder and Training and Longevity Supplement, and that such action may be cause for intervention by law enforcement and/or other legal action.*

Effective Date: July 1, 2007

Amended Date: July 1, 2010

I understand and agree to comply with the rules outlined above.

Participant's Signature: _____

Date: _____

Contrato de Código de Conducta para Participantes durante las Sesiones de Entrenamiento de Child Care Resource & Referral

Efectivo el día 1 de Julio del 2007

- **Puntualidad / Asistencia:** Entiendo que debo estar presente en la clase a la hora o, antes de la hora, establecida para el comienzo de la misma para obtener crédito por la totalidad de la clase. Si llego después de la hora establecida de comienzo, puedo utilizar el tiempo real presente en la clase para obtener crédito para el mantenimiento de mi licencia, pero tendré que repetir las 2 horas y media de la sesión para obtener crédito para el curso de Career Ladder. La clase comienza cuando el entrenador/a determine el comienzo. Entiendo que si no estoy presente o/y atento durante todo el periodo de la clase, no obtendré el crédito para mi curso de Career Ladder y tendré que repetir la sesión completa para recibir crédito por el curso.
- **Comportamiento Desconsiderado:** Seré respetuoso con el entrenador/a y hacia los participantes de la clase. No usaré lenguaje abusivo, amenazador, discriminatorio, profano u obsceno. No me involucraré en ningún comportamiento que sea desconsiderado o irrespetuoso hacia el entrenador/a o los participantes de la clase. Participaré activamente en la clase. No enviaré mensajes de texto o haré llamadas telefónicas durante la clase. Entiendo que, durante la clase, debo apagar o mantener en vibración mi teléfono celular y/u otros aparatos electrónicos. Limitaré mis llamadas de teléfono a los tiempos de descanso y/o al finalizar la clase. Si tengo que comer durante el tiempo de la clase, lo haré con cuidado y en silencio, y no permitiré que la comida se convierta en una distracción para el entrenador/a o los participantes de la clase.
- **Actividades Ilegales/ Salud y Seguridad:** Entiendo que cualquier actividad ilegal, incluyendo cualquier comportamiento que amenace la salud o la seguridad del entrenador/a u otros participantes de la clase, durante o después del tiempo de la misma, será causa de expulsión inmediata y suspensión permanente de mi participación en los programas de Career Ladder y Training and Longevity, y que ese comportamiento puede ser notificado a las autoridades.
- **Niños:** Entiendo que las clases de entrenamiento para adultos no es el ambiente apropiado para el desarrollo de los niños. Por favor, no traiga niños a clase.
- **Lista de Asistencia:** Entiendo que para recibir crédito por cada sesión, debo de firmar la lista de asistencia antes de que la clase comience. Entiendo que, al no hacerlo, no recibiré crédito por la sesión. Entiendo que no puedo firmar la lista de asistencia por otra persona.
- **Devoluciones:** Entiendo que la tarifa de matriculación de las clases no es reembolsable. Entiendo que si notifico la oficina de CCR&R con un mínimo de tres días de antelación del comienzo de la clase, para informarles de que no puedo asistir a la misma, mi tarifa de matriculación puede ser usada para otra clase. Entiendo que es mi responsabilidad comunicarme con CCR&R para hacer estos arreglos.
- **Incumplimiento del Contrato:** Entiendo que, en casos de infracciones leves (comportamiento que ha sido determinado como desconsiderado pero no ilegal), será extendido/a una advertencia verbal a la primera infracción de cualquiera de las normas explicadas anteriormente. A la segunda infracción, será suspendido/a de la participación en el programa de Career Ladder y el suplemento de Training and Longevity durante un año desde la fecha de la infracción. Entiendo que después de la tercera infracción me será totalmente prohibido el participar en el programa de Career Ladder o el suplemento de Training and Longevity. Entiendo que después de la primera vez que me involucre en una actividad ilegal (incluyendo amenazas o comportamiento intimidante), me será prohibida la participación en los programas de Career Ladder y el suplemento de Training and Longevity para siempre, y que tal acción puede ser causa de la intervención de las autoridades y/o de acción legal.

Entiendo y estoy de acuerdo con las normas expresadas en este documento.

Firma del Participante: _____

Date: _____

Nombre: _____