



Children's
Service Society

Care About
Childcare

at Children's Service Society Provider & Community Links

Spring Quarter Newsletter

April, May & June 2017

CAC at CSS Staff

Encarni Gallardo- Program Director
Sarah Hansen- Resource & Data Coordinator
Tina Kofford- Referral & Community Specialist
Ana Santiago- Referral Specialist, bilingual
Lyn Barker- Quality Improvement Program Coordinator
Aida Peñúñuri- Quality Improvement Consultant, bilingual
Sonia Aguilera- Family Program Coach, bilingual
Sian Anderson- CDA Consultant/Provider Coach
Barbara Johnson- Early Childhood Specialist
Nelly Nunez- Early Childhood Specialist, bilingual
Lilian Madrid- Program Assistant, bilingual
Sandy Craft- Professional Development Coordinator
Denise Waagen- Professional Development Specialist
Mary Corpuz- Instructor
Carolyn Clark- Instructor
Lynn Curtis- Instructor
Carolyn Ellsworth- Instructor
Ilse Wilson- Instructor
Leticia Pedersen- Instructor
Laura Morris- Instructor
Melinda Jacobson- Instructor
Adam Cunningham- Instructor
Heather Adams- Instructor
Molly Poirier- Instructor

IMPORTANT NEWS FROM THE OFFICE OF CHILD CARE

Child Care Market Rate Study

The Office of Child Care is conducting a comprehensive Child Care Market Rate Study this year to gather data that will be used to:

- collect rates to be used in setting state-subsidized payment rates
- assess the needs and resources available to children in Utah
- determine the cost of quality of care
- comply with new federal requirements for the Child Care and Development Block Grant

In April 2017, providers will have the opportunity to participate in this important study by completing an online survey. Care About Childcare will email providers with more detailed information and instructions to complete the survey at that time.

Upon completion of the survey, each facility will receive one voucher for a FREE training at their local Care About Childcare agency.

All Care About Childcare programs are funded by the Federal Child Care and Development Fund, the Department of Workforce Services, and the Office of Child Care.

We Have Specialists to Help You to Prepare for the Big Change!

Providers participating in the Professional Development Award (PDA, formerly called Career Ladder & Longevity program) have until **July 1, 2018** to get a **Demonstrated Competency (DC)** for their **Level 4** before their PDA amount will be affected. Providers won't "lose" their higher levels, but they won't get the PDA money attached to the higher levels. They will get the money that goes with highest level they have for Levels 1-3.

A DC must include an assessment, observation and training. CCPDI has **\$100 scholarships** available to cover the cost of an observation if that is necessary for the DC option chosen. CCPDI also has **\$425 CDA Scholarships** available as well.

Some Options for Achieving a Demonstrated Competency (Level 4):

1. Current CDA (Child Development Associate)
 2. Current CCP (Child Care Professional Credential)
 3. Utah High School Skills Certification A & B within last 5 years
 4. Current NAC (National Administrator's Credential) + 6 specific Career Ladder courses + Observation
 5. Current Teaching Credential + Observation
 6. An Early Childhood Practicum within last 5 years
 7. Current Montessori Certification
 8. Portfolio + 6 Specific Career Ladder Courses + Observation (must have level 4 prior to 7/1/2011)
 9. 4 CEU's + 6 Specific Career Ladder Classes + Observation (must have level 4 prior to 7/1/2011)
 10. Current NAFCC Accreditation for Family Providers
 11. Portfolio + 120 Training Hrs. + Observation (School Age Teacher Only)
 12. Associates Degree (Level 9)
 13. Bachelor Degree (Level 10)
- Observation Information
 - Approved CCPDI Observers
 - Observer Application

For help with achieving a CDA credential please contact
Sian Anderson 801.326.4383 or sian@cssutah.org

For more information on scholarships, DC and the
Professional Development award go to:
<http://ccpdi.usu.edu/professional-development/approved-demonstrated-competencies/index>

Important News

Care About Childcare is now accepting appointments for your **Live Scan Fingerprinting** needs. In order to use CAC services you will need to schedule an appointment. To schedule your appointment please call 801-326-4384

Things you need to know before your appointment:

- You need to call Child Care Licensing and pay the \$37.00 **FBI** processing fee for each scan that needs to be completed. You can call Child Care Licensing at 801-273-6617 to determine who needs to complete fingerprints and to make a payment over the phone.
- Submit, authorize and pay for the Background Screenings which have a fee of \$15.00 per person- **for those 12 years old and older-** you can call Child Care Licensing at 801-273-6617 to make a payment over the phone.
- When scheduling your appointment with CAC, please tell us the exact name **AND LOCATION** of your program such as: "Center #1" or "Center #2" or if the city it is located in is part of the name i.e. Riverton, Sandy, Redwood etc.

When you come to your appointment you will need to bring:

- A copy of the receipt stating your fees have been paid- there are times we don't see a payment has been made even though it has. A copy from you helps expedite the process.
 - State Issued I.D. such as: a Driver's License, Military I.D., or an Identification Card

Hours we are available:

- Monday 2:00 p.m.- 6:00 p.m.
- Tuesday 2:00 p.m.- 6:00 p.m.
- Wednesday 2:00 p.m.- 6:00 p.m.
- Thursday 2:00 p.m.-6:00 p.m.
- Friday 2:00 p.m.- 6:00 p.m.
- The third Wednesday of each month 7:00 p.m.-8:30 p.m.

REMEMBER by appointment only!

If you choose to use other agencies to complete your fingerprints you may do so.

Below are the instructions and information you will need:

- **By ink:** You will need to hand deliver or mail ONE copy of each card to Child Care Licensing. You can pay the fee at that time or over the phone. There are two options for getting your ink cards to Child Care Licensing:
 - You may **hand-deliver** to **3760 S Highland Drive. DO NOT MAIL TO THIS ADDRESS**
 - To **mail** your ink cards **send them to: PO Box 142003, Salt Lake City, Utah 84114-2003.**
- **Live Scan Site:** If you chose to go to a different location, not CAC, you will need to bring this code with you: **B2086** and give it to the agency doing your scan. This code links your prints to the Department of Health

If you have any questions feel free to give us a **call-801-355-4847**

Thank you- we look forward to hearing from you soon!

Your CAC staff



Child Care Provider Appreciation Day

This is a special day to recognize child care providers, teachers and other educators of young children everywhere. Started in 1996 by a group of volunteers in New Jersey, National Provider Appreciation Day is appropriately celebrated each year on the Friday before Mother's Day.

The founding organizers saw the need to recognize the tireless efforts of providers who care for children of working parents. Momentum and national support for this event has grown each year.

Care About Childcare at Children's Service Society would like to show our appreciation for child care provider's hard work this past year by inviting you to our 12th annual Provider Appreciation Event!

Care About Childcare Annual

CHILD CARE PROVIDER

APPRECIATION DAY

Watch the mail towards the end of April for your
CERTIFICATE OF APPRECIATION
and invitation to a free, fun packed day for you
and the children you care for!

We're looking forward to seeing you this year at
This Is the Place Heritage Park!

- SPLASH PAD • TRAIN RIDES • PETTING CORRAL • CRAFTS •
- PONY RIDES • BLACKSMITH • PRIZES • REFRESHMENTS •



Save the Date:

**Thursday,
May 25th, 2017**

Congratulations to the following providers for receiving Professional Development Awards! 2017

Career Ladder Recipients		
<p>Bidora Badjassem – Levels 1 & 2 Dorothy Brown – Levels 7 & 8 Barbara Caplinger – Level 8 Rosa Carrillo – Level 6 Lizka Cedeno – Levels 7 & 8 Katelyn Clements – Level 5 Missy Connole – Level 2 Hannah Dykes – Levels 1 - 3 Veronica Garabedian – Level 6 Sherry Garrett – Level 8 Kimberly Gehrke – Level 9 Sabrina Harris – Level 6</p>	<p>Daniela Hernandez – Level 1 Jolene Kingston – Levels 2 & 3 Shairylann Lisonbee – Level 1 Marleen Marble – Level 8 Umi Modi – Level 1 Aridai Morales – Levels 1 & 2 Kaory Moulton – Level 1 Daniel Nehring – Level 7 Maria Ojeda-Cuenca – Level 1 Wendy Pendleton – Level 8 Adriana Perez – Levels 6 & 7 Evelyn Robb – Level 1</p>	<p>Olesya Root – Level 1 Ines Salgado – Level 1 Maria Sanchez – Level 1 Wendy Sosa – Levels 1 & 2 Jillian Speaks – Level 10 Brittanie Stevens – Level 1 Jodi Turgeon – Levels 5 – 8 Sonia Turley – Level 1 Amy Williams – Level 3 Helen Winder – Levels 1 & 2 Kyla Yagi – Level 9</p>

Career Ladder Endorsement Recipients	
<p>Myranda Bourdon – IT Sandee Burnham – SN Barbara Caplinger – RT, TBP Andrea Hamilton – IT</p>	<p>Katie Lowry – IT Anna Malouf – IT Rashelle Masters – RT Daniel Nehring – FCC</p>



Professional Development Award Recipients

Adams, Heather	Dykes, Hannah	Leindl, Tiffany	Robb, Evelyn
Abalos, Sylvia	Ellis, Marcela	Lisonbee, Shairylann	Rollins, Cheryl
ALbrecht, JoAnne	Elmer, Debbie	Locher, Deborah	Romero, Claudia
Aliaga, Luisa	Ferre, Bernice	Lozano, Maria	Romine, Sue
Alshreyda, Lamiaa	Flores, Maria	Lozano, Sergio	Root, Olesya
Alvarado, Lia	Frehner, Patty	Lunt, Corilynn	Rusk, Kelli
Archuleta, Taishja	Garabedian, Veronica	Macias Rodriguez, Veronica	Shafer, Korianne
Badjassem, Bidora	Garcia, Norma	Marble, Marleen	Sisson, Jessica
Barney, Taylor	Giolas, Tabitha	Mitchell, Brittaney	Sosa, Wendy
Bartmanowicz, Zoe	Gutierrez, Maria	Mondragon, Christie	Stevens, Brittanie
Behjani Zadeh, Mozghan	Hamberlin, Deborah	Montgomery, Denise	Stevens, Tammy
Bonilla, Katia	Hamilton, Elizabeth	Moss, Maria	Taylor, Helena
Brasso, Adela	Hanzon, Michelle	Moulton, Kaory	Teran, April
Brown, Dorothy	Harris, Sabrina	Nehring, Daniel	Terry, Lindsey
Camp, Danielle	Harrison, Corina	Nehring, Heather	Tompkins, Patricia
Caplinger, Barbara	Hausman, Sarah	Neilson-Zander, Nancy	Trujillo, Carolyn
Carrillo, Rachel	Helmsin, Chantel	Nelson, Patty	Turgeon, Jodi
Carrillo, Rosa	Hernandez, Daniela	Nikanpour, Nika	Turley, Sonia
Casselmann, Caroline	Herrin, Carrie	Nugent, Sara	Uzal, Marisol
Clark, Carolyn	Hessheimer, Julie	Nuttall, Traci	Vatani, Akram
Clements, Katelyn	Higgs, Marjorie	Olson, Jamie	Veblungsnes, Jacqueline
Coleman, Holly	Holm, Christy	Ortega, Sandra	Vowles, Shelly
Cuenca, Ana	Howard, Jacqueline	Ortiz, Helia	Wardle, Catherine
Cuenca, Maria	Juarez, Maria	Pendleton, Wendy	Waters, Deborah
Dagsen, Trudy	Kelsey, LeeAnne	Perez, Adriana	Whyte, Katherine
Dastrup, Stacy	Kingston, Jolene	Perley, Robin	Wicks, Jade
De Jesus Carrera, Maria	Krogstad, Malia	Peterson, Candice	Williams, Amy
De Los Angeles Carrera, Maria	Kunz, Feliza	Quintana, Isabel	Winder, Helen
Dershowitz, Sarah	Laforett, Patricia	Ramos, Andrea	Wiser, Leslie
Domino, Kim	Larsen, Kathleen	Ramos, Cheryl	Wood, Carol
Duque, Jacqueline	Ledding, Sunny	Reese, Heather	Yagi, Kyla
		Reeves, Miranda	Young, Jessica



We would like to thank those that have updated their information! Your updates help parents have accurate information about your child care program. Remember to continue to update your rate and vacancy information on a monthly basis!

Updating your vacancies for parents is simple and benefits your program. Here are a few ways you can update your program's information:

- Go online and do it yourself:
[CAC Facility Update](#)
- Call to speak with a Referral Specialist:
801-355-4847 or 1-866-438-4847
- Leave a message on our Provider Update Hotline:
Call 801-783-5566

MAXIMIZE YOUR REFERRALS

Having your **updated** information in our database **may** assist you in receiving additional referrals. Referrals are matched based on your availability and the parents' needs including:



- Transportation to and from schools in your area
- Ages of children accepted and vacancies
- Extended hours and weekend care
- Special Needs care

Don't miss out on referrals. Call us today to update.
801-355-4847 or 1-866-438-4847



Queremos agradecer a las personas que han actualizado su información! Su información actualizada ayuda a padres tener información precisa. Recuerde actualizar sus vacantes mensualmente.

Actualizar su información es fácil y su programa se beneficia. Aquí es como puede actualizar su información:

- Actualice su información usted mismo en nuestra página de la red
www.careaboautchilcare.utah.gov
- **Llame al 801-326-4393 o 801-355-4847** para hablar con una Especialista de Referencias.
- **Llame al 801-783-5566** para dejar un mensaje.

APROVECHE AL MÁXIMO EL PROGRAMA DE REFERENCIAS

El tener información actualizada en la oficina de referencias le ayudará a que su programa reciba más referencias. Las referencias se envían basadas en su disponibilidad y las necesidades de los padres que incluyen:

- Transporte a/o desde la escuela
- Programa preescolar
- Edades de los niños aceptados y puestos vacantes.
- Horas extendidas y fines de semana
- Cuidado de necesidades especiales
- No pierda la oportunidad de recibir más referencias!
- Llame ahora al **801-355-4847 y en Español 801-326-4393**

October, November, & December Referrals Given by City/Zip Codes:

Downtown – 84101, 84102, 84103, 84111	12	Magna – 84044	13
University – 84112, 84113, 84108, 84109	2	West Jordan – 84084, 84088, 84081	16
Rose Park – 84116	3	South Jordan – 84095, 84009	3
Glendale – 84104	3	Herriman – 84096	0
Sugarhouse – 84105, 84106, 84115	2	Riverton/Bluffdale – 84065	0
Murray – 84107	6	Draper – 84020	0
Taylorsville – 84123, 84129	7	Sandy – 84094, 84070	1
Holladay – 84117, 84124	10	Midvale – 84047	9
West Valley City – 84119, 84120, 84128	8	East Bench – 84121, 84092 ,84093	0
Kearns – 84118	3	Tooele - 84029, 84074, 84083	3

October, November, & December Special Needs Referrals Given by City/Zip

Downtown – 84101, 84102, 84103, 84111	1	Magna – 84044	10
University – 84112, 84113, 84108, 84109	0	West Jordan – 84084, 84088, 84081	2
Rose Park – 84116	1	South Jordan – 84095, 84009	0
Glendale – 84104	0	Herriman – 84096	0
Sugarhouse – 84105, 84106, 84115	0	Riverton/Bluffdale – 84065	0
Murray – 84107	0	Draper – 84020	0
Taylorsville – 84123, 84129	0	Sandy – 84094, 84070	1
Holladay – 84117, 84124	1	Midvale – 84047	4
West Valley City – 84119, 84120, 84128	3	East Bench – 84121, 84092 ,84093	0
Kearns – 84118	1	Tooele - 84029, 84074, 84083	1

Current Slots and Vacancies

City	Slots	Vacancies
Alta	46	20
Cottonwood Heights	334	25
Draper	895	102
Grantsville	185	3
Herriman	204	18
Holladay	257	98
Kearns	535	124
Lake Point	8	0
Magna	257	34
Midvale	281	63
Murray	955	126
Riverton	662	72

City	Slots	Vacancies
Salt Lake City	5,619	656
Sandy	1,704	310
Snowbird	44	30
Solitude	15	0
South Jordan	621	52
South Salt Lake	37	8
Stansbury Park	188	26
Taylorsville	1,380	245
Tooele	370	31
Wendover	16	6
West Jordan	2,049	289
West Valley City	2,282	476

Current Number of Programs

City	In Home	Center
Alta	0	1
Cottonwood Heights	3	4
Draper	3	8
Grantsville	1	2
Herriman	8	1
Holladay	5	2
Kearns	16	3
Lake Point	1	0
Magna	8	2
Midvale	4	3
Murray	17	11
Riverton/Bluffdale	5	7

City	In Home	Center
Salt Lake City	48	61
Sandy	25	16
Snowbird	0	1
Solitude	0	1
South Jordan	12	6
South Salt Lake	3	1
Stansbury Park	3	1
Taylorsville	43	9
Tooele	9	2
Wendover	1	0
West Jordan	43	10
West Valley City	77	14



Training Opportunities from the Child Care Licensing Program

All classes are free. Child Care Licensing offers several different types of trainings. There are no costs for attending any of the classes offered. However, pre-registration is required. If no one is registered within 48 hours, the class will be cancelled. Participants may register by contacting any of the following persons:

- **Kathleen Sanders** North Region Trainer. She may be contacted by phone or text at 801-698-3244 or by email at ksanders@utah.gov.
- **Joyce Hasting** South Region Trainer. She may be contacted by phone or text at 801-828-8497 or by email at jhasting@utah.gov.
- **North Region Office** by calling 801-273-6617.
- **South Region Office** by calling 801-374-7688.

Classes are held at venues independent of the Child Care Licensing Program. If you have any questions about the class, please contact the trainer rather than the venue.

Ongoing rules trainings. These trainings are offered as a means to help providers and caregivers gain a better understanding of the rules. There are five different sessions that can be taken in any order. None of these classes are required trainings. These classes are separated by license type. A three-month schedule may be found at childcarelicensing.utah.gov.

New providers are required to attend a New Provider Training. These classes review the application process and the steps required to obtain a license. These classes are general classes that can be attended by any provider seeking a license.

New center directors are required to attend a New Center Director Training. This class reviews what the expectations are for compliance with the rules and the responsibilities of the directors.

No children are allowed in classes. These trainings are not conducive to children and are geared for adult learners. Children may be disruptive and make it hard for others to listen. Please make other arrangements for your children.

For more information on training and requirements please go to <http://health.utah.gov/licensing/Trainings.html>

Licensing Rules Training Schedule (Family & RC)

<p>April 13 – Salt Lake City 7:00 p.m. to 9:30 p.m. Highland Plaza – Auditorium 3760 South Highland Drive Salt Lake City, UT 84106 <u>Home Rules Session 3</u> Trainer – Kathleen Sanders</p>	<p>May 13 – Salt Lake City 9:00 a.m. to 2:30 p.m. Highland Plaza – Auditorium 3760 South Highland Drive Salt Lake City, UT 84106 <u>Home Rules Session 5</u> Trainer – Kathleen Sanders</p>
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Licensing Rules Training Schedule for Child Care Centers

<p>April 29 – Salt Lake City 8:00 a.m. to 1:30 p.m. Highland Plaza – 3rd Floor Auditorium 3760 South Highland Drive Salt Lake City, UT 84106</p> <p><u>Center Rules Session 5</u> Trainer – Kathleen Sanders</p>	<p>May 11 – Salt Lake City 7:00 p.m. to 9:30 p.m. Highland Plaza – 3rd Floor Auditorium 3760 South Highland Drive Salt Lake City, UT 84106</p> <p><u>Center Rules Session 3</u> Trainer – Kathleen Sanders</p>
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New Provider Training Classes

<p>April 13 – Salt Lake City 1:00 p.m. to 3:30 p.m. Highland Plaza – Room 425 3760 South Highland Drive Salt Lake City, UT 84106</p> <p>Trainer – Kathleen Sanders</p>	<p>April 26 – Salt Lake City 1:00 p.m. to 3:30 p.m. Care About Child Care at Children’s Service Society 655 East 4500 South #200 Salt Lake City, UT 84107</p> <p>Trainer – Joyce Hasting</p>
<p>May 9 – Salt Lake City 9:00 a.m. to 11:30 a.m. Highland Plaza – Room 425 3760 South Highland Drive Salt Lake City, UT 84106</p> <p>Trainer – Kathleen Sanders</p>	<p>May 24 – Salt Lake City 1:00 p.m. to 3:30 p.m. Care About Child Care at Children’s Service Society 655 East 4500 South #200 Salt Lake City, UT 84107</p> <p>Trainer – Joyce Hasting</p>

New Center Director Classes

<p>April 20 – Salt Lake City 1:00 p.m. to 4:00 p.m. Highland Plaza – Room 241 3760 South Highland Drive Salt Lake City, UT 84106</p> <p>Trainer – Kathleen Sanders</p>	<p>May 23 - Salt Lake City 9:00 a.m to 12:00 p.m. Highland Plaza – Room 241 3760 South Highland Drive Salt Lake City, UT 84106</p> <p>Trainer – Kathleen Sanders</p>
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CAC Online Training Registration Instructions

To register for classes online you must first log-in to the Care About Childcare website at <https://www.careaboutchildcare.utah.gov>. If you need assistance please call 801-326-4403

- Once you are logged-in, choose the Training Calendar link from the menu on the left side of the screen. Each class you see with a shopping cart next to it is available for online registration. Clicking on that cart adds that class to your list. When you are done adding the classes you wish to register for, you must click on the cart in the green box on the top right of the screen. Choose complete registration and follow the instructions to checkout.
- Online registration can only be completed for one person at a time by each person logging-in with their own username and password.
- Be sure to view and/or print your class schedule. **Please Note:** Online registrations will not receive a confirmation in the mail. Schedules can be viewed by clicking on *My Class Registration* on the menu to the left of the screen.
- **Be sure to print your receipt. It is your only option to get a receipt.**
- Once logged in you can also view other things such as your transcript of previous classes taken, your progress on the Career Ladder and your Annual Award eligibility date. This is also where family providers and center directors can view and update their CAC Marketing Page and view and submit verification for quality criteria.

If you have any questions about the Care About Childcare website, contact Denise or Sandy at 801-326-4403, denise@cssutah.org or sandy@cssutah.org



CAC - CSS Spring 2017 Class Schedule

View training schedule online at <http://www.cssutah.org/providers/training>

Class Title & Description	Date & Time	Location	Cost	Credit	Career Ladder
Child Development: Ages & Stages	Apr 3, 6 & 8 Mon & Thurs 7-9:30 pm Sat 9 am-3 pm	Millcreek Activity Center 4405 South 1025 East (84124) *ENTER FROM 4500 S. ONLY	\$16	10 Lic 10 CDA	Level 1
School Age, Course 4: Expanded Learning Opportunities	Apr 3, 5 & 8 Mon & Wed 7-9:30 pm Sat 9 am-3 pm	Precious People 978 East 12300 South (84020)	\$16	10 Lic 10 CDA 1 CEU	Levels 5-8
Advanced Child Development – Theories of Development	Apr 3, 6, 10 & 13 Mon & Thurs 7-9:30 pm	Children's Academy 6910 S Highland Dr. (84121) (Located behind Whole Foods)	\$16	10 Lic 10 CDA	Levels 2-3
Child Development: Learning in the Early Years	Apr 4, 6, 11 & 13 Tues & Thurs 7-9:30 pm	University Kids 545 Guardsman Way (1580 E) Sunnyside(800 S) to Guardsman (84108) *PARKING IN FRONT OF UNIVERSITY KIDS	\$16	10 Lic 10 CDA	Level 1
Infant & Toddler Care, Course 2: Social-Emotional Growth & Development	Apr 8, 12 & 17 Sat 9 am – 3 pm Wed & Mon 7-9:30 pm	Kid Care Co. 475 S. Redwood Rd. (84104)	\$16	10 Lic 10 CDA 1 CEU	Levels 5-8
Child Development: Healthy Care	Apr 10, 12 & 15 Mon & Wed 7-9:30 pm Sat 9 am- 3 pm	Millcreek Activity Center 4405 South 1025 East (84124) *ENTER FROM 4500 S. ONLY	\$16	10 Lic 10 CDA	Level 1
Core Essentials- This 2.5 hour training has been designed to cover <u>all</u> of the CCDF and Child Care Licensing topics that are required yearly. This class is open to all providers.	Apr 11 Tues 6:30 – 9 pm	CAC-CSS 655 East 4500 South #200 (84107)	\$16	2.5 Lic	None
CDA Orientation – A Great Place to Start	Apr 12 Wed 6:30 – 9 pm	CAC-CSS 655 East 4500 South #200 (84107)	None	2.5 CDA	None
Theory & Best Practices, Course 3: Piaget & Brain Development	Apr 15 & 22 Sat 9 am – 3 pm	Kid Care Co. 475 S. Redwood Rd. (84104)	\$16	10 Lic 10 CDA 1 CEU	Levels 5-8
Strong & Smart! – Promoting Young Children's Physical & Intellectual Development	Apr 17, 19, 24 & 26 Mon & Wed 7-9:30 pm	SLCC South City 1575 S. State St. (84115) Room 3-145	\$16	10 Lic 10 CDA	Levels 2-3
Relationship Touchpoints, Course 3: Preschoolers 3-4 Years	Apr 18, 20 & 22 Tues & Thurs 7-9:30 pm Sat 9 am – 3 pm	CAC-CSS 655 East 4500 South #200 (84107)	\$16	10 Lic 10 CDA 1 CEU	Levels 5-8
STAR Night - Divided into 3 sessions: You can participate in any or all 3; Resource & General Store, Technical Assistance, & Training	Apr 19 Wed 5-8 pm	CAC-CSS 655 East 4500 South #200 (84107)	None	1 Lic (only for 7-8 pm training)	None
Creating Good Child Care – Effective Program Management	Apr 25, 27 & 29 Tues & Thurs 7-9:30 pm Sat 9 am – 3 pm	Children's Academy 6910 S Highland Dr. (84121) (Located behind Whole Foods)	\$16	10 Lic 10 CDA	Levels 2-3
Infant & Toddler Care, Course 1: Infants & Toddlers in Child Care	Apr 25, 29 & May 2 Tuesdays 7-9:30 pm Sat 9 am – 3 pm	Salt Lake County Building 2001 S. State St. (84190) Session 1 RM N2-800 Sessions 2-4 RM N4-850	\$16	10 Lic 10 CDA 1 CEU	Levels 5-8
Guidance & Emotional Wellness, Course 4: Social Emotional Teaching Strategies	Apr 25, 27, May 2 & 4 Tues & Thurs 7-9:30 pm	University Kids 545 Guardsman Way (1580 E) Sunnyside(800 S) to Guardsman (84108) *PARKING IN FRONT OF UNIVERSITY KIDS	\$16	10 Lic 10 CDA 1 CEU	Levels 5-8

CAC - CSS Spring 2017 Class Schedule

View training schedule online at <http://www.cssutah.org/providers/training>

Class Title & Description	Date & Time	Location	Cost	Credit	Career Ladder
Guidance & Emotional Wellness, Course 3: Promoting Social Emotional Wellness	May 1, 3 & 6 Mon & Wed 7-9:30 pm Sat 9 am – 3 pm	Children's Academy 6910 S Highland Dr. (84121) (Located behind Whole Foods)	\$16	10 Lic 10 CDA 1 CEU	Levels 5-8
Desarrollo Infantil: Los Primeros Anos de Aprendizaje: equivalente a Child Development: Learning in the Early Years	May 1, 8, 15 & 22 Mondays 7-9:30 pm	CAC-CSS 655 East 4500 South #200 (84107)	\$16	10 Lic 10 CDA	Level 1
Infant & Toddler Care, Course 4: Working with Families of Infants & Toddlers	May 8, 10 & 13 Mon & Wed 7-9:30 pm Sat 9 am – 3 pm	Children's Academy 6910 S Highland Dr. (84121) (Located behind Whole Foods)	\$16	10 Lic 10 CDA 1 CEU	Levels 5-8
Professionalism in Child Care – More Than Babysitting	May 8, 11 & 13 Mon & Thurs 7-9:30 pm Sat 9 am – 3 pm	St. Paul's 261 South 900 East (84104)	\$16	10 Lic 10 CDA	Levels 2-3
Working Together	May 8, 10, 15 & 17 Mon & Wed 7-9:30 pm	SLCC South City 1575 S. State St. (84115) Room 3-145	\$16	10 Lic 10 CDA	Levels 2-3
From Babysitter to Business Owner-NEW! A Basic/Pre-Service training. Things to consider when deciding if opening a Family Child Care is right for you. Includes business skills, contracts & policies training.	May 13 Sat 9 am – 2:30 pm	CAC-CSS 655 East 4500 South #200 (84107)	\$16	5 Lic	None
Theory & Best Practices, Course 4: Gardner, Moral Development, Vygotsky & Montessori	May 13 & 20 Sat 9 am – 3 pm	Kid Care Co. 475 S. Redwood Rd. (84104)	\$16	10 Lic 10 CDA 1 CEU	Levels 5-8
School Readiness, Course 4: Additional Core Standards	May 13, 15 & 17 Sat 9 am – 3 pm Mon & Wed 7-9:30 pm	University Kids 545 Guardsman Way (1580 E) Sunnyside(800 S) to Guardsman (84108) *PARKING IN FRONT OF UNIVERSITY KIDS	\$16	10 Lic 10 CDA 1 CEU	Levels 5-8
Child Development: Healthy Care	May 16, 18 & 20 Tues & Thurs 7-9:30 pm Sat 9 am – 3 pm	Kids Kampus 232 West 800 South (84101)	\$16	10 Lic 10 CDA	Level 1
STAR Night - Divided into 3 sessions: You can participate in any or all 3; Resource & General Store, Technical Assistance, & Training	May 17 Wed 5-8	CAC-CSS 655 East 4500 South #200 (84107)	None	1 Lic (only for 7-8 pm training)	None
Intro to Basic Child Care- NEW! For new Family & Center providers . Principles of child growth & development, best practices for positive guidance, physical activity & nutrition.	May 20 Sat 9 am – 2:30 pm	CAC-CSS 655 East 4500 South #200 (84107)	\$16	5 Lic	None
Infant & Toddler Care, Course 3: Learning in Infancy & Toddlerhood	May 20, 22 & 24 Sat 9 am – 3 pm Mon & Wed 7-9:30 pm	Salt Lake County Building 2001 S. State St. (84190) Sessions 1, 2 & 4 RM N4-850 Session 3 RM N2-800	\$16	10 Lic 10 CDA 1 CEU	Levels 5-8
Child Development: Learning in the Early Years	May 22, 24 & 27 Mon & Wed 7-9:30 pm Sat 9 am – 3 pm	Children's Academy 6910 S Highland Dr. (84121) (Located behind Whole Foods)	\$16	10 Lic 10 CDA	Level 1

CAC - CSS Spring 2017 Class Schedule

View training schedule online at <http://www.cssutah.org/providers/training>

Class Title & Description	Date & Time	Location	Cost	Credit	Career Ladder
Growing Up Wild	Jun 3 Sat 9 am – 3 pm	TBA	\$16	5 Lic 5 CDA	Levels 1-8
It's Child's Play- NEW! Make & Take class with a focus on different materials and how to use them in your program	Jun 3 Sat 10 am – 12:30 pm	CAC-CSS 655 East 4500 South #200 (84107)	\$16	2.5 Lic	None
Special Needs, Course 4: Teaching Techniques	Jun 3 & 10 Sat 9 am – 3 pm	Kids Park of Stansbury 199 Millpond (84074)(Tooele)	\$16	10 Lic 10 CDA 1 CEU	Levels 5-8
It's Child's Play- NEW! Make & Take class with a focus on different materials and how to use them in your program	Jun 5 Mon 6:30-9 pm	CAC-CSS 655 East 4500 South #200 (84107)	\$16	2.5 Lic	None
Relationship Touchpoints, Course 4: School Age 5-6 Years	Jun 6, 8 & 10 Tues & Thurs 7-9:30 pm Sat 9 am – 3 pm	CAC-CSS 655 East 4500 South #200 (84107)	\$16	10 Lic 10 CDA 1 CEU	Levels 5-8
Help Me Grow: ASQ-3	Jun 10 & 17 Sat 9 am – 3 pm	Salt Lake County Building 2001 S. State St. (84190) RM N4-850	\$16	10 Lic 10 CDA 1 CEU	Levels 5-8
A Great Place for Kids	Jun 14, 17 & 21 Wed 7-9:30 pm Sat 9 am – 3 pm	Boys And Girls Club Of Sugarhouse 986 E. Sugarmon Dr. (2225 S) (84106)	\$16	10 Lic 10 CDA	Levels 2-3
Family Child Care, Course 2: The Home Child Care Environment	Jun 17, 19 & 26 Sat 9 am – 3 pm Mon 7-9:30 pm	CAC-CSS 655 East 4500 South #200 (84107)	\$16	10 Lic 10 CDA 1 CEU	Levels 5-8
Looking to Learn-Observing & Recording Children's Behavior	Jun 19, 21, 26 & 28 Mon & Wed 7-9:30 pm	Children's Academy 6910 S Highland Dr. (84121) (Located behind Whole Foods)	\$16	10 Lic 10 CDA	Levels 2-3
Learning to Get Along	Jun 19, 22, 26 & 29 Mon & Thurs 7-9:30 pm	SLCC South City 1575 S. State St. (84115) Room 3-145	\$16	10 Lic 10 CDA	Levels 2-3
Child Development: Healthy Care	Jun 19, 21 & 24 Mon & Wed 7-9:30 pm Sat 9 am – 3 pm	St. John's Child Dev. Center 475 E. Herbert Ave. (1045 S) (84111)	\$16	10 Lic 10 CDA	Level 1
Child Development: Ages & Stages	Jun 20, 22, 27 & 29 Tues & Thurs 7-9:30 pm	University Kids 545 Guardsman Way (1580 E) Sunnyside(800 S) to Guardsman (84108) *PARKING IN FRONT OF UNIVERSITY KIDS	\$16	10 Lic 10 CDA	Level 1
STAR Night - Divided into 3 sessions: You can participate in any or all 3; Resource & General Store, Technical Assistance, & Training	Jun 21 Wed 5-8 pm	CAC-CSS 655 East 4500 South #200 (84107)	None	1 Lic (only for 7-8 pm training)	None

CAC - CSS Registration & Training Policies

- Fill out **all** information on the registration form. **Email addresses are required** now to use the system. **Only one person per form.** Registration form may be copied or download a copy from the CSS web site at www.cssutah.org or call 801-326-4403 to have a form mailed to you. **Care About Childcare at Children's Service Society only accepts pre-registration and payment through the mail, no telephone or walk-in registration.**
- Mail Registration form with check or money order made payable to Children's Service Society to:

CHILDREN'S SERVICE SOCIETY
Attn: Denise Waagen
655 East 4500 South, Suite 200
Salt Lake City, Utah 84107

- Approximately one week after mailing a registration form you will be able to go to the Utah's Caregiver Registry <http://careaboutchildcare.utah.gov> to check your class schedule or call Sandy or Denise at 801-326-4403. If your email address is current you will receive a reminder email 24 hours before the first session of class(es) you have registered for (Email may go to SPAM (Junk Mail) folder so check there).
- **IMPORTANT:** *Care About Childcare at Children's Service Society (CAC - CSS) does not refund course fees for full classes when paid for with one check.*
- **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 just 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.
- Pre-paid class fees are non-refundable
- All returned checks will be assessed a fee of \$15.00
- ****** Please be aware that **several class schedules overlap** with each other. CAC - CSS will not be responsible for overlapping classes in your schedule. Please double check your schedule to ensure you are not enrolled in two classes that will be taught on the same dates.
- *Make-up slots are limited.* You may register for two make-ups per quarter.
- **ATTENTION CHILD CARE CENTER DIRECTORS:** CAC - CSS will not be responsible for informing staff regarding the classes their director registered them to attend. If you are filling out a registration form for staff, make sure you make a copy **BEFORE** mailing it to CAC - CSS and give your staff a copy.
- The **Participant Code of Conduct must be read, signed, and mailed in with each registration form.**
- In an effort to help minimize delays with Professional Development Award Applications at CCPDI, all information requested on this registration form is **required** to register for classes at Care About Child Care at Children's Service Society. If all of the information is not complete you will not be enrolled into classes until we are able to contact you



Training Registration Form

To register by mail, fill out this form, and include your payment (check or money order payable to Children's Service Society), and send to:

Children's Service Society
Attn: Denise Waagen
655 East 4500 South, Suite #200
Salt Lake City, UT 84107

Registration is done by pre-payment only. The registration form must be received in our office two business days before the class begins. **Please remember registration is accepted only by mail or online.** Only one person per form. Make as many copies of this form as you need, be sure to include all three pages. One-page forms will not be accepted. The Participant Code of Conduct must be read signed and mailed in with each form, for each person.

Your full legal name:		Your birthdate:	
(REQUIRED) Email Address:		Home phone:	
		Work phone:	
Home Address:		City, State Zip:	
Please circle which type of child care you work in: Licensed Family Residential Certificate Licensed Center Exempt Center Other		Name of Child Care program/center you work in: (REQUIRED) Position: (REQUIRED) Age Group: (REQUIRED) Start Date (date hired):	

I have **read, and included a signed copy** of the *Statewide Training Participant Code of Conduct* with this registration form. (The Code of Conduct can be found on page three of this form.)

✓	Class Title	Date	Class Fee	Amount Enclosed
<input type="checkbox"/>	Child Development: Ages & Stages	MU Apr 3, 6 & 8	\$16	
<input type="checkbox"/>	School Age, Course 4	MU Apr 3, 5 & 8	\$16	
<input type="checkbox"/>	Advanced Child Development	MU Apr 3, 6, 10 & 13	\$16	
<input type="checkbox"/>	Child Development: Learning in the Early Years	MU Apr 4, 6, 11 & 13	\$16	
<input type="checkbox"/>	Infant & Toddler Care, Course 2	MU Apr 8, 12 & 17	\$16	
<input type="checkbox"/>	Child Development: Healthy Care	MU Apr 10, 12 & 15	\$16	
<input type="checkbox"/>	Core Essentials	Apr 11	\$16	
<input type="checkbox"/>	CDA Orientation	Apr 12	NONE	
<input type="checkbox"/>	Theory & Best Practices, Course 3	MU Apr 15 & 22	\$16	
<input type="checkbox"/>	Strong & Smart!	MU Apr 17, 19, 24 & 26	\$16	
<input type="checkbox"/>	Relationship Touchpoints, Course 3	MU Apr 18, 20 & 22	\$16	
<input type="checkbox"/>	STAR Night	Apr 19	NONE	
<input type="checkbox"/>	Creating Good Child Care	MU Apr 25, 27 & 29	\$16	
<input type="checkbox"/>	Infant & Toddler Care, Course 1	MU Apr 25, 29 & May 2	\$16	
<input type="checkbox"/>	Guidance & Emotional Wellness, Course 4	MU Apr 25, 27, May 2 & 4	\$16	
<input type="checkbox"/>	Guidance & Emotional Wellness, Course 3	MU May 1, 3 & 6	\$16	
<input type="checkbox"/>	Desarrollo Infantil: Los Primeros Anos de Aprendizaje	MU May 1, 8, 15 & 22	\$16	
<input type="checkbox"/>	Infant & Toddler Care, Course 4	MU May 8, 10 & 13	\$16	
<input type="checkbox"/>	Professionalism in Child Care	MU May 8, 11 & 13	\$16	
<input type="checkbox"/>	Working Together	MU May 8, 10, 15 & 17	\$16	
<input type="checkbox"/>	From Babysitter to Business Owner	May 13	\$16	
<input type="checkbox"/>	Theory & Best Practices, Course 4	MU May 13 & 20	\$16	
<input type="checkbox"/>	School Readiness, Course 4	MU May 13, 15 & 17	\$16	
<input type="checkbox"/>	Child Development: Healthy Care	MU May 16, 18 & 20	\$16	

<input type="checkbox"/> STAR Night		May 17	NONE
<input type="checkbox"/> Intro to Basic Child Care		May 20	\$16
<input type="checkbox"/> Infant & Toddler Care, Course 3	MU	May 20, 22 & 24	\$16
<input type="checkbox"/> Child Development: Learning in the Early Years	MU	May 22, 24 & 27	\$16
<input type="checkbox"/> Growing Up Wild	MU	Jun 3	\$16
<input type="checkbox"/> It's Child's Play		Jun 3	\$16
<input type="checkbox"/> Special Needs, Course 4	MU	Jun 3 & 10	\$16
<input type="checkbox"/> It's Child's Play		Jun 5	\$16
<input type="checkbox"/> Relationship Touchpoints, Course 4	MU	Jun 6, 8 & 10	\$16
<input type="checkbox"/> Help Me Grow: ASQ-3	MU	Jun 10 & 17	\$16
<input type="checkbox"/> A Great Place for Kids	MU	Jun 14, 17 & 21	\$16
<input type="checkbox"/> Family Child Care, Course 2	MU	Jun 17, 19 & 26	\$16
<input type="checkbox"/> Looking to Learn	MU	Jun 19, 21, 26 & 28	\$16
<input type="checkbox"/> Learning to Get Along	MU	Jun 19, 22, 26 & 29	\$16
<input type="checkbox"/> Child Development: Healthy Care	MU	Jun 19, 21 & 24	\$16
<input type="checkbox"/> Child Development: Ages & Stages	MU	Jun 20, 22, 27 & 29	\$16
<input type="checkbox"/> STAR Night		Jun 21	NONE
Office Use Only (Please DO NOT write in this space)		Total Amount Enclosed:	
Date Received: <input type="checkbox"/> Voucher <input type="checkbox"/> MO <input type="checkbox"/> Check <input type="checkbox"/> Ctr. pd. #			

The class fees collected from participants is a registration fee and does not offset the actual cost of training.

All Care About Childcare programs are funded by the Federal Child Care and Development Fund, the Department of Workforce Services, and the Office of Child Care.

No refunds are available, credit vouchers will be issued to those who cancel at least two days before the class starts and a replacement participant is available.

****PLEASE DO NOT FORGET to Read, Sign & Mail
the Participant Code of Conduct**
with each Registration Form (see next page)**



PARTICIPANT CODE OF CONDUCT

Care About Childcare

- **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. This includes returning on time from breaks and lunch. 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 all personnel that support the Professional Development System (i.e.: Care About Childcare/CCR&R staff, CCPDI staff, OCC staff, etc.). I will not use obscene, profane, threatening, discriminatory, harassing or abusive language. During class, I will be respectful to the trainer and others in attendance during each class session. 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 Professional Development Award, 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 my full legal name on 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.
- **Confidentiality:** I understand that confidentiality is extremely important. I understand that I must keep all names and other identifying information confidential when I am relating a story during class or asking for guidance regarding certain issues. I also understand that it is my responsibility to keep sensitive issues discussed during class in confidence, and not discuss it with family or friends outside of that classroom setting.
- **Refunds:** I understand that class registration fees are non-refundable. I understand that if I notify CAC/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 CAC/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 Professional Development Award 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 Professional Development Award System. 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 the Professional Development Award System, and that such action may be cause for intervention by law enforcement and/or other legal action.

Print Name _____

Signature _____ Last revised: July 1, 2016

Date _____

Instrucciones para Registrarse

Cada persona que se matricule en una clase debe firmar el Código de Conducta del Participante y enviarlo conjuntamente con la hoja de registro. Este documento se encuentra en el centro del boletín con la hoja de registro. Usted deberá hacer esto cada vez que se inscriba en una clase.

1. Use la página de la red www.cssutah.org o llame al 801-326-4373, pregunte por Aída, para comprobar las plazas disponibles en cada clase que desea asistir antes de enviar su matrícula y su dinero. La matrículas y pagos se aceptarán solo por correo. La matrícula y pago deben recibirse en la oficina 2 días antes de la fecha de comienzo de la clase tanto para asistir a una clase completa como para recuperar alguna sesión. Solo los participantes que se han matriculado con anterioridad podrán asistir a las clases de entrenamiento. No se admiten niños o acompañantes. Si usted tiene un bebé que todavía toma el pecho, por favor llame antes de la clase para hacer los arreglos necesarios.
2. 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 una copia de la página de Care About Childcare, www.cssutah.org Guarde un registro de las fechas y clases en las que se matriculó. Aproximadamente una semana después de haber enviado por correo una forma de registración, podrá ir al Registro de Utah para Cuidadores: <http://careaboutchildcare.utah.gov> para revisar su calendario de clases.
3. Envíe su matrícula con su cheque o giro postal al siguiente nombre y dirección:

Children's Service Society
Attn: Denise Waagen
655 East 4500 South, Suite 200
Salt Lake City, Utah 84107

- Las clases se pagan por adelantado y la tarifa no es reembolsable
- Todos los cheques devueltos tendrán una tarifa añadida de \$15.00

De acuerdo con el Acta de Americanos con Minusvalías:

Se proveerán la acomodaciones razonables (incluyendo ayudas para la comunicación y otros servicios) a aquellos individuos que lo soliciten con cinco días de antelación al comienzo de la clase. **Por favor llame a Aída 801-326-4373**

CAC at CSS Clases en Español

Vea nuestro calendario de entrenamiento en línea <http://www.cssutah.org/providers/training>

Class Title & Description	Location	Date & Time	Cost	Credit	Career Ladder
Desarrollo Infantil: Los Primeros Anos de Aprendizaje: equivalente a Child Development: Learning in the Early Years	CAC-CSS 655 E. 4500 S. #200 (84107)	Mayo 1, 8, 15 & 22	\$16	10 Lic 1 CDA	Level 1

Clases en Español

Care About Childcare at Children's Service Society

Nombre Legal:		Fecha de Nacimiento:	
(REQUERIDA):Correo Electrónica:		Teléfonos: Casa:	
		Trabajo:	
Dirección:		Ciudad, Código Postal:	
Por favor marque uno: <input type="checkbox"/> Licencia Familiar <input type="checkbox"/> Certificado Residencial <input type="checkbox"/> Licencia Centro <input type="checkbox"/> Head Start <input type="checkbox"/> No es regulada		Nombre de la guardería donde trabaja: (REQUERIDA) Posición: (REQUERIDA) Edad del grupo: (REQUERIDA) Fecha en que comenzó su empleo vigente:	
Por favor, firme el contrato de Código de Conducta en la pagina siguiente			
✓	Class Title	Date	Class Fee Amount Enclosed
<input type="checkbox"/>	Desarrollo Infantil: Los Primeros Anos de Aprendizaja: equivalente a Child Development: Learning in the Early Years	Mayo 1, 8, 15 & 22 MU	\$16
<i>Office use only (Please DO NOT WRITE IN THIS SPACE)</i> Date received: <input type="checkbox"/> Voucher <input type="checkbox"/> MO <input type="checkbox"/> Check <input type="checkbox"/> Center Paid # _____			Total Amount Enclosed:



**Contrato de Código de Conducta
para Participantes durante las Sesiones de Entrenamiento
de Care About Childcare at Children's Service Society**

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 de comienzo establecida, 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. Esto incluye regresar a tiempo después de los descansos y el almuerzo. La clase comienza cuando el entrenador/a determine el comienzo. Entiendo que si no estoy presente o/y atento durante todo el período 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. No me involucraré en conversaciones privadas que distraen durante el tiempo de la clases. 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 Sistema de Desarrollo Profesional, y que ese comportamiento puede ser notificado a las autoridades. Entiendo que se me pedirá abandonar la clase si no estoy en condición de participar en la clase o si mi condición es perjudicial para el ambiente de la clase.

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.

Confidencialidad: Entiendo que la confidencialidad es extremadamente importante. Entiendo que debo mantener los nombres y otra información identificadora confidencial cuando comparto una historia durante la clase o cuando necesito ayuda con ciertas situaciones. También entiendo que es mi responsabilidad mantener estas situaciones delicadas que se discuten en la clase confidenciales, y no discutir las con mi familia y amigos fuera de la clase.

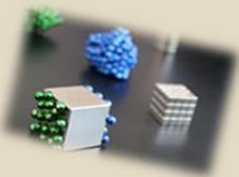
Devoluciones: Entiendo que la tarifa de matriculación de las clases no es reembolsable. Entiendo que si notifico la oficina de Care About Childcare con un mínimo de tres días de antelación del comienzo de la clase, para informarles de que no puedo asistir a la misma, mi tarifa de matriculación puede ser usada para otra clase. Entiendo que es mi responsabilidad comunicarme con Care About Childcare para hacer estos arreglos.

Incumplimiento del Contrato: Entiendo que, en casos de infracciones leves (comportamientos que ha sido determinado perjudiciales pero no ilegales) 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 Sistema de Desarrollo Profesional 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 Sistema de Desarrollo Profesional. 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 Sistema de Desarrollo Profesional para siempre, y 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: _____ Nombre: _____ Fecha: _____

Come to our ALL NEW



Last quarter we successfully introduced our new and exciting class **It's Child's Play** and would like to invite you to experience this amazing training just as other providers have! This is a 2.5 hour make & take class that will be offered quarterly. The class will be focusing on ways to use different materials rather than offering ideas on specific themes. In addition to making the teaching aids in class there will be handouts on how to implement the items you create in your program.

It's Child's Play class is only \$16.00 and space is limited so sign-up today!

Saturday June 3rd, 2017 10:00 am to 12:30 pm

OR

Monday June 5th, 2017 6:30 pm to 9:00 pm

This quarter's theme is

MORE THAN

m a g n e t s

This fun-filled class will help you discover the world of magnets and the amazing things you can do with them. You will keep your children engrossed while they discover the magic of playing with this incredible toy!

Join us as we share a rich curriculum you can use in your program with activities that will cover many child development areas, all while having tons of fun!

**Classes are held at Children's Service Society
655 East 4500 South Ste. 200
Salt Lake City, UT 84107**



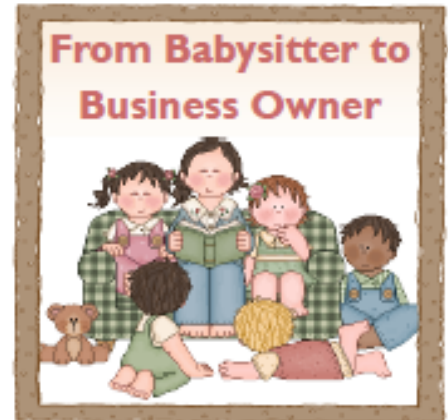
Two Training Opportunities for "New" Child Care Providers!

From Babysitter To Business Owner

5 hours of Pre-Service, face-to-face training \$16.00

This is a **BASIC/PRE-SERVICE** class designed to give an overview of Family Child Care. In this class you will learn basic skills to help you develop the foundations of a quality in-home child care program. Areas of focus include:

- Factors to consider when deciding if opening a Family Child Care is right for you.
- Learning necessary business skills and how to navigate the many helpful websites so you can get the most out of your home child care business.
- The importance and "Many Right Ways" of designing your home environment
- Creating sound, family friendly contracts and policies for your business.
- Supporting families by building trusting and respectful relationships.
- We will discuss Professional Growth, Personal Development and CAC Support opportunities that will help you learn how to make caring for children into a sustainable business venture.



Introduction to Basic Child Care

5 hours of new provider, face-to-face training \$16.00

UNDERSTANDING THE GROWING CHILD

Basic information for new **CENTER & FAMILY** Child Care Providers. You will receive 2 1/2 hours of face-to-face Licensing Training Credit for: PRINCIPLES OF CHILD GROWTH AND DEVELOPMENT & ACTIVITIES

You will explore practical ways to promote young children's physical, cognitive, language, and creative development in age-appropriate play and learning activities.

MEALS WITHOUT SQUEALS

Basic information for new **CENTER & FAMILY** Child Care Providers. You will receive 2 1/2 hours of face-to-face Licensing Training Credit for: POSITIVE GUIDANCE, CHILD NUTRITION

You will learn best practice regarding positive guidance, physical activity and nutrition for the children in your care.



*This class is open to providers from
all types of programs*

*Completing this class is one of the requirements
for Family Child Care Providers to receive the
Reimbursement Start-Up Grant*

**Check out the training registration form
for upcoming dates & times!**

Now... TWO new options for providers to get the yearly training topics that Licensing requires!

Core Essentials

Face-to-Face class on all of the required licensing topics

CAC is happy to offer this training to all child care providers, no matter what type of program you work in. This 2.5 hour Face-to-Face class has been designed specifically to help you comply with the Office of Child Care Licensing training requirements. It can also be used by new caregivers who need pre-service hours when beginning employment with a new program or when opening their business.

The Core Essentials class will be held

Tuesday, April 11, 2017 from 6:30 pm to 9:00 p.m.

The cost of the class is only \$16.00 and includes incentives and lots of fun activities during class time. Remember this will help you fulfill your **Face-to-Face** Licensing training requirement.



Enroll now, spaces fill up fast! Registration forms need to reach us by April 7, 2017

Essentials in an Envelope

NON Face-to-Face Self-Study Packet on all of the required licensing topics

Essentials In An Envelope



Just like attending the **Core Essentials** class, the **Essentials In An Envelope** self-study packet covers **ALL** yearly required Child Care Licensing topics. Whether you choose to attend the class or learn on your own at home with the self-study packet, completing either training is "one stop shopping" and gets your training on the required topics completed quickly and easily leaving you free to attend other classes on topics of your choosing.

This packet is offered by Care About Childcare to accommodate child caregivers who choose to fulfill their yearly licensing training topics by self-study. Upon completion of this training, you will receive 2.5 hours of **Non Face-to-Face** Licensing training credit.



To pick up a packet or have one mailed to you, contact Lilian at 801-326-4377



CAC Resource Open House/STAR Night



Our newest addition to the Lending Library: CriCut Expressions!



Call Lilian to make an appointment today!

Our newest addition to the



LENDING LIBRARY

HOURS



**MONDAY - FRIDAY
8:30 A.M. TO 5:00 P.M.**

★ **Creative Resources & General Store** with Lilian from 5:00 p.m. to 8:00 p.m.

- * Check out materials from the Lending Library to use in your program with the children
- * Laminate for \$.50 cents a foot and purchase materials from the General Store
- * Learn how to use the die cut machines, CriCut & binding machines

★ **Computer Assistance for Providers** with Sarah from 6:00 p.m. to 6:55 p.m.

- * Learn to upload your documents & photos for criteria you have completed
- * Have your questions answered about your Marketing Page or CAC criteria that you are working on



STAR Night

3rd Wednesday of the month from 7:00-8:00 p.m.



Provider Support and Training

- * Come learn how to improve the quality of child care in your program
- * Meet other caregivers and share ideas!
- * Register to attend, materials are purchased based on the number of people registered

STAR Night is the 3rd Wednesday of every month

Regular Hours for the Lending Library: Monday- Friday 8:30- 5:00

We Are Located at:

655 East 4500 South Suite #200
Salt Lake City, UT 84107

Lending Library Specialist: Lilian Madrid
Phone: 801-326-4377 lilian@cssutah.org



STAR Night

PROVIDER SUPPORT & TRAINING

3rd Wednesday of every month
7:00 to 8:00 p.m.

- ★ Learn about CAC indicators to improve the quality of your program
- ★ One specific criterion covered each month
- ★ Receive a one hour training certificate

Wednesday, April 19th

Garden Area for the Children

Wednesday, May 17th

Outdoor Musical Experiences

Wednesday, June 21st

Partnerships with outside agencies that
promote health and wellbeing

Registration is required to attend!

Incentives are purchased according to the number of people attending.

Enroll on line at <https://careaboutchildcare.utah.gov/provider/calendar.aspx>
or call Lilian at 801-326-4377

Resource & General Store Technological Assistance Support and Training

Provider Training & Resource Contacts

CPR & First Aid Training		
Steve Thorkalson (English & Spanish)	www.utahsafetycouncil.org	801-201-0699
Save-A-Heart (\$5.00 Discount for Providers)	http://www.saveaheartofutah.com	801-582-7114
An Act of Caring	http://www.anactofcaring.com	801-598-8370
American Red Cross	http://www.redcross.org/what-we-do/training-education	801-323-7000

Food Handlers Permit--\$30.00 fee		
West High School	1 st & 3 rd Tuesday- Bring Cash and your ID	801-578-8518
Entrada High School	1 st & 3 rd Tuesday- Bring Cash and your ID	801-826-6675
Taylorville High School	Wednesday- Bring Cash and your ID	385-646-5461
On-Line Course	http://www.statefoodsafety.com/	801-494-1416

Kitchen Inspection--\$60.00 fee		
Salt Lake County Health Department	http://slco.org/health/food-protection/child-care-facilities/	385-468-3845

New Licensee Training		
Home Provider Training	http://childcarelicensing.utah.gov/forms/All/HomeRulesTraining.pdf	801-273-6617
Center Provider Training	http://childcarelicensing.utah.gov/forms/All/CenterRulesTraining.pdf	801-273-6617

Food & Nutrition Programs		
Child Care Food Program	http://www.fns.usda.gov/cacfp/child-and-adult-care-food-program	801-538-7680
Helping Hands	http://www.helpinghandsutah.com/	801-955-6234

Fingerprints		
Care About Childcare	By appointment only	801-355-4847



Care About Childcare CDA Program

Interested in advancing your Professional Development?

Are you a child care provider working in a center or running an in-home program? Are you interested in obtaining your Child Development Associate (CDA) credential, or are you trying to figure out if a CDA is right for you?

In any case, Care About Childcare at Children's Service Society would like to assist you in achieving your CDA.

There is a growing trend for child care providers to show demonstrated competency in the Early Childhood field, and a CDA is a great way to do it! Receiving this credential is not only one of the ways to achieve Level 4 on the Career Ladder, but it will also show your ability to put what you learn into action each day with the children in your care. The services we offer, and materials we provide, are FREE for providers in licensed programs and designed to assist you through each step of the process.

If you believe pursuing a CDA is right for you, or you are still deciding if it is, please register for an upcoming FREE CDA Orientation offered on the Class Schedule for this quarter. The Orientation covers an overview of the process, the eligibility and training hour requirements, what classes to register for next, how the classes you take fit into the Career Ladder system, etc. Also, at the Orientation, you will be able to create an individual plan for the next CDA Support Workshops to attend as well.

Support Workshops cover various topics including:

- The NAEYC Code of Ethical Conduct
- The 6 Competency Standards and 13 Functional Areas as defined by the CDA Council
- The philosophy of Developmentally Appropriate Practice and how it relates to the CDA
- Organization and components of the Professional Portfolio
- Family Questionnaires
- Verification Visit, including the Observation, Reflective Dialogue, and CDA Exam
- Renewal Procedures

As part of the process, everyone interested in a CDA is required to obtain 120 hours of formal early childhood training. In addition to registering for an upcoming CDA Orientation, you can also begin to register for, and attend, classes listed as Levels 1-3, which will put you on track to have almost all of the 120 hours completed.

If you have any questions about the support available, please contact the CDA Consultant:

Sian Anderson
801.326.4383
sian@cssutah.org



Thank you for Caring About Childcare and making a difference in the lives of Utah's children.

Provider Coaching Program

The Provider Coaching program is designed for family and center providers to improve the quality of care in their program. Care About Childcare at Children's Service Society has coaches to assist you in setting and achieving your professional goals. Goals may include achieving criteria on the CAC Quality Indicator program.

Receive on-site support and training hours at no cost to you. Upon the completion of up to 20-30 hours providers will be able to purchase \$400 worth of materials or equipment for their program at NO COST.

Call and find out how you can get started with this educational and rewarding program. Space is limited but a waiting list is available.

To receive more information, contact the Provider Coach:

Sonia Aguilera
801-326-4397 / sonia@cssutah.org

El Programa de Entrenamiento para Proveedores está diseñado para mejorar la calidad de los programas de cuidado infantil. Establezca sus metas y trabaje uno-a-uno con un entrenador el cual le apoyará a alcanzar sus metas profesionales. Sus metas pueden incluir indicadores de calidad de CAC.

Reciba entrenamiento en su hogar sin costo alguno. Al finalizar las 20-30 horas recibirá un equipo PC con un valor de \$400 en materiales para su programa.


Llame y averigüe como puede matricularse y ser parte de este programa. Las plazas vacantes para este programa se llenan rápido, y tenemos una lista de espera.


Para recibir más información contacte a


Sonia Aguilera al 801-326-4397 o sonia@cssutah.org




The Professional Family Childcare Association of Utah (PFCCA) provides support and benefits to Family Child Care providers all over the state. We'd love to have you join us!

 We are excited to announce we will be holding our annual Provider Appreciation Picnic on Saturday May 13, 2017! Watch our website and Facebook page for additional details. We can't wait to meet with you and celebrate the amazing work that Family Child Care providers do every single day!

 We are excited to welcome our new board members! They have each already jumped into their duties and hit the ground running! Welcome **Liz Hamilton** - President, **Marijean Aguayo** - Vice President, **Sharon Miller** - Secretary, **Sunny Ledding** - Chapter Liason, and **Ana Cuenca** - Membership Representative. We are so grateful for the hard work of our outgoing board members and will miss them as they move on to other exciting adventures!

 Are you good with graphics and can handle a computer? We are planning to make some adjustments to the board member duties and use our strengths to better meet the needs of Family Child Care Providers in Utah. As part of this we are *now recruiting for someone to take over the newsletter editor duties*. If you'd like more information on what this includes please email Kristy at kdegraaf97@gmail.com.

 Have you been waiting to join PFCCA or renew your membership? We have an exciting giveaway for anyone who joins PFCCA while supplies last! If you've been waiting it's the perfect time! Refer your friends, find a network of support and help us improve the quality of care across Utah.

Chapter Meetings - We continue to provide quality and fun trainings every month at chapters throughout Utah. These trainings count as face-to-face trainings for licensing purposes. For more information about your local chapter visit our website at pfcca.org. Can't find a local chapter? We are always looking for motivated chapter directors. Contact Sunny at sunnyledding@gmail.com for more information on starting a chapter in your area.

Contact us: PO Box 57931 SLC, UT 84157, 1-800-430-6026

Do You Know Someone Who Has Recently Lost Their Job?



**Kids In Care
Job Search Support Fund** is
Available To Pay Up To **150 Hours** Of
Child Care per family. **FREE** child care
for qualifying families!

The goal of the Kids in Care Job Search Fund is to ensure that recently unemployed parents have access to regulated child care at **no cost** while they engage in formal job search activities. Do you have a parent in your program that could use some help?

For Eligibility Requirements or to apply contact Tina

Phone: 801-326-4399

Email: KIC@cssutah.org

Providers, Join the **TOP Star Program** Now!

“Targeting Obesity in Preschool and Childcare Settings”

TOP Star is easy to do, can be done at your own pace and can be FREE!

Improve the health & well-being of yourself, your staff, & the children in your care.



Receive up to 10 hours of Licensing Credit, & Career Ladder Credit in Health & Safety (Level 1 & Levels 5-8).

Free Resources & Support throughout your Endorsement!

Call 385.468.4064 or Email JMaple@slco.org

Do you know someone with an ***unplanned pregnancy***? Adoption is an option.

To speak with an options counselor for free call or text 801-656-8527.

Below: A Children's Service Society birthmother and adoptive family visit with each other at a local park.



BRINGING HOPE AND HEALING TO FAMILIES

EMPOWERED TO CONNECT CONFERENCE

PRESENTED BY SHOW HOPE

SIMULCAST | APRIL 28-29, 2017

EQUIPPING FAMILIES, CHURCHES, AND PROFESSIONALS

TO BETTER SERVE CHILDREN IMPACTED BY

ADOPTION AND FOSTER CARE

Featuring *Trust-Based Relational Intervention*® methods developed by Dr. Karyn Purvis and Dr. David Cross from the TCU Institute of Child Development to help bring attachment and connection in families.

This Prerecorded Simulcast is being Hosted by:

Children's Service Society of Utah

655 East 4500 South, Suite 200, Salt Lake City, Utah 84107

cssutah.org

Friday & Saturday April 28-29, 10 am - 6 pm

Early Bird until March 1, \$50 (Couple \$80) or \$60 (Couple \$90)

This event is great for foster parents, adoptive parents, professionals, teachers, social workers, and anyone working with children from hard places. CEU's may be offered.

For more details and to register visit:

eventbrite.com (search for Empowered to Connect Simulcast)

Questions? Email: liesl@cssutah.org Phone: 801-326-4391

PRESENTED BY:



CEU credits may be available to professionals

FROM **MOUNTAINS** TO *marshes*
LOGAN, UT

THE 27TH ANNUAL UTAH
ENVIRONMENTAL EDUCATION
CONFERENCE



APRIL 6-8, 2017

THE CONFERENCE
April 7-8, 2017
The Bullen Center, Downtown Logan

featured speakers
Shaun Dustin
Mayor of Nibley
Chris Leucke
Dean of USU Quinney College of Natural Resources

keynote speakers
Bora Simmons
Director of National Project for Excellence in Environmental Education
Dan MacNulty
USU Wildlife Ecologist

THE WORKSHOP
April 6, 2017
8:30 A.M. - 4:30 P.M.
Open to the Public

*best practices in EE:
guidelines for excellence*

USEE BENEFIT BASH!!
April 8, 2017 6-9:30 P.M.
Logan Country Club
(open to the public)

special guest keynote speaker
Brett Prettyman-Trout Unlimited,
Utah's Bucket List & More!

Live Auction, Silent Auction,
Dinner, Dessert
& Cash Bar

THE ACTIVITY
April 6, 2017
6-9:30 P.M.
open to conference attendees &
their families only

Family Friendly Dinner,
Film Screening, &
USU Observatory
(weather permitting)



EARLY BIRD REGISTRATION NOW OPEN! *for more information visit* WWW.USEE.ORG

UTAH SOCIETY FOR ENVIRONMENTAL EDUCATION INVITES ALL TO THE

27TH ANNUAL BENEFIT BASH

APRIL 8
6:00-9:30 P.M.
LOGAN COUNTRY CLUB

FEATURING:
BRETT PRETTYMAN
CREATOR OF "UTAH'S BUCKET LIST"

• LIVE AUCTION • SILENT AUCTION • DINNER & DESSERT • CASH BAR •

TICKETS AVAILABLE AT USEE.ORG



Serving young children and their families is what childcare programs are all about. You do what you do because you care. At the Bureau of Child Development in the Utah Department of Health, we understand that, we honor that, and we want to help you do it. Our Early Childhood Utah program currently offers two game-changing tools to assist you in the good work you're already doing. The Ages and Stages Questionnaire (ASQ) and the Strengthening Families Protective Factor Framework can help improve clarity and precision in your work with families.

The Bureau is offering to partner with interested childcare programs in the service of families; we provide access to training, materials, tools, and ongoing support in integrating the ASQ into your program. In addition to providing insight on how to work with a specific child in the moment, screening is the first step to identifying children who could benefit from additional services to improve their outcomes now and down the road.

We're also in the process of applying and adapting the Strengthening Families Protective Factors Framework to a variety of fields across the state. This strengths-based framework puts the work that we do with individual children every day in the larger context of the family, and what each partner, program, and provider contributes to that family's development of the five protective factors:

- Parental Resilience
- Social Connections
- Knowledge of parenting and child development
- Concrete support in times of need
- Social and emotional competence of children

To learn more about either of these efforts, please reach out to your local Care About Childcare agency, or contact the Program Coordinator within the Bureau of Child Development, Justin Nuckles, directly at:

Justin Nuckles

Email: jnuckles@utah.gov

Office: 801-273-2908

Cell: 385-232-6366

Family Mealtimes

What every family needs!

Why have Family Meals?

- Lowers risk of obesity
- Meals served are healthier
- Improves school performance
- Reduces risk of drug and alcohol use
- Improves communication between parent and child

BROUGHT TO YOU BY
UTAH'S PUBLIC HEALTH
DEPARTMENTS

- ✓ **Cook Together.** Family-fun recipes are a great way to have quality time with the whole family.
- ✓ **Be Creative!** Have the whole family create a table centerpiece.
- ✓ **Share Jobs.** For example, have the children set the table.
- ✓ **Mix it up!** Have a picnic at a park or in your backyard.
- ✓ **Extend your mealtime.** Take a family walk after eating.
- ✓ **Too busy?** Instead of dinner, plan a family breakfast!



Ideas for Healthy Meals:



Serve low-fat milk at mealtimes



Serve fruits & veggies at each meal



Have kids help plan & prepare the meal



Make 1/2 your grains whole grains

For more information on family mealtimes, visit UtahFamilyMeals.org

Comida en Familia

¡Lo que toda familia necesita!

¿Por qué comer en familia?

- Disminuye el riesgo de obesidad
- Los platillos son más saludables
- Mejora el desarrollo escolar
- Reduce el riesgo de uso de drogas y alcohol
- Mejora la comunicación entre padres e hijos

TRAÍDO A USTED POR LOS
DEPARTAMENTOS DEL
SALUD PÚBLICA DE UTAH

- ✓ **Cocinen juntos.** Recetas que incluyan a toda la familia son una buena manera para compartir y disfrutar tiempos juntos.
- ✓ **¡Sea creativo!** Trabajen juntos para crear un centro de mesa.
- ✓ **Comparta el trabajo.** Por ejemplo, pida a sus hijos que pongan la mesa.
- ✓ **¡Cambie la cosas!** Organice un día de campo en el parque o en patio.
- ✓ **Amplíe la hora de la cena.** Camine con su familia después de cenar.
- ✓ **¿Muy ocupado?** ¡En vez de cena, planee un desayuno!



Ideas para comidas saludables.



Sirva leche baja en grasa con la cena



Sirva frutas y verduras con cada comida



Permita que sus hijos organicen y preparen la comida



Asegúrese que la 1/2 de los granos sean granos enteros

Para más información visite UtahFamilyMeals.org