



**Day Care Council
of New York**

Educated Children Are Our Future

EARLY CHILDHOOD TRAINING INSTITUTE

TRAINING CATALOG

FALL 2019 - WINTER 2020

Professional Development Trainings
for Child Care Providers

On-site Professional Development Training



For [Day Care Centers](#) and [Family Child Care Networks](#) in NYC!

Training Topics for Fall 2019

FOR DAY CARE CENTER STAFF

- Sexual Harassment in the Workplace (3.0 hrs.)
- Positive Discipline (3.0 hrs.)
- Mandated Reporter (3.0 hrs.)
- Social Emotional Development (3.0 hrs.)
- Infectious Disease Control (3.0 hrs.)
- Fine and Gross Motor Development (3.0 hrs.)
- Developing Language Skills (3.0 hrs.)

FOR FAMILY CHILD CARE NETWORKS

- Infectious Disease Control (3.0 hrs.)
- Social Emotional Development (3.0 hrs.)
- Mandated Reporter (3.0 hrs.)
- Fine and Gross Motor Development (3.0 hrs.)
- Developing Language Skills (3.0 hrs.)
- Creativity in the Family Child Care Home (3.0 hrs.)
- Positive Discipline (3.0 hrs.)



Call us at [212-206-7818](tel:212-206-7818) to Schedule your On-site Training

Keep and Eye Out for these NEW Training Topics for Spring 2020!



FOR DAY CARE CENTERS AND FAMILY CHILD CARE NETWORKS

- Preschool Development 3-5 yrs. (3.0 hrs.)
- Families and Culture (3.0 hrs.)
- Infant and Toddler Development 0-3 yrs. (3.0 hrs.)
- Observing and Recording Children's Learning and Lesson Planning (3.0 hrs.)

About Us

The Day Care Council of New York is a diverse membership organization of child care and family service providers, consumers and advocates. The Council's mission is to seek support for and assist in the development of quality child and family care services. The organization works with its members to maintain high standards of child developmental, educational and social services.

Once again, we are thrilled to be able to offer an array of professional development opportunities for those in the child care field, or wishing to become a part of this dynamic profession.

For day care centers, we would particularly like to draw your attention to ***Employment Laws for Center-based Child Care*** taught by our in-house lawyer, Nilesch Patel.

For home-based providers, we are offering a 6-hour ***Family Child Care Business Training*** covering a wide range of topics needed to be in place for any successful home-based business.

And for all employers, we are offering a 3-hour ***Sexual Harassment in the Workplace*** session to cover the NYS mandated annual training for all staff as part of a basic human resources package.

Take a look at our professional development opportunities, and if you have any questions, please feel free to contact us. Take one or two courses (at least) and spend the day at the Day Care Council!

To learn more about the Day Care Council's programs and initiatives, visit our website at www.dccnyinc.org or find us on FACEBOOK at www.facebook.com/dccnyinc

Contact Information and Directions

DAY CARE COUNCIL OF NEW YORK, INC.

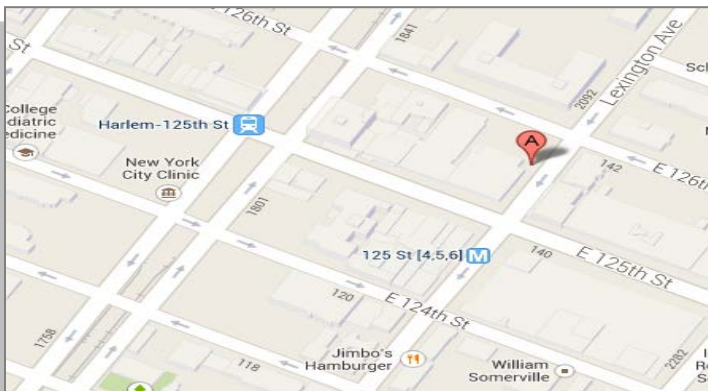
2082 Lexington Ave. Suite 204

New York, NY 10035

Between 125th & 126th Streets

PHONE: 212-206-7818 **FAX:** 212-206-7836 **EMAIL:** info@dccnyinc.org **WEB:** www.dccnyinc.org

HOURS: Monday – Friday, 8:30 a.m. – 5:00 p.m.



By Subway, take the **4 5 6** to 125th Street.

Exit at the NW Corner.



To 125th Street

Fall 2019	Trainings At-A-Glance	Winter 2020
<p><u>CPR & First Aid for Infants and Children</u> Fridays; 9:00 am – 5:00 pm October 18, 2019 November 22, 2019 January 24, 2020 February 21, 2020 March 13, 2020</p> <p>Saturdays; 9:00 am – 5:00 pm November 2, 2019 December 14, 2019 January 11, 2020</p> <p><u>MAT – Medication Administration</u> Tuesdays; 9:00 am – 6:00 pm October 15, 2019 November 12, 2019 January 21, 2020 February 18, 2020 March 17, 2020</p> <p><u>Creativity in the Family Child Care Home</u> New! 9:00 am – 12:00 pm October 31, 2019-Thursday January 22, 2020-Wednesday April 1, 2020-Wednesday</p> <p><u>Positive Discipline</u> 1:00 pm – 4:00 pm October 24, 2019-Thursday</p> <p><u>Becoming a Home-based Child Care Provider</u> 1:00 pm – 4:00 pm October 3, 2019 – Thursday November 1, 2019 – Friday December 6, 2019 – Friday January 9, 2020– Thursday March 5, 2020 – Thursday</p>	<p><u>Health & Safety for Family & Group Family Providers</u> M/T/Th; 9:00 am – 5:00 pm October 7-8-10, 2019 November 18-19-21, 2019 December 16-17-19, 2019 January 13-14-16, 2020 February 10-11-13, 2020 March 9-10-12, 2020</p> <p>Saturdays; 9:00 am – 5:30 pm October 19 & 26, 2019 November 16 & 23, 2019 January 25 & February 1, 2020 March 7 & 14, 2020</p> <p><u>Infectious Disease Control</u> Wednesdays; 10:00 am – 1:00 pm October 30, 2019 January 8, 2020 March 11, 2020</p> <p><u>Developing Language Skills</u> 1:00 pm – 4:00 pm October 31, 2019-Thursday January 22, 2020-Wednesday April 1, 2020-Wednesday</p> <p><u>Social and Emotional Development</u> 9:00 am – 12:00 pm October 24, 2019-Thursday January 15, 2020-Wednesday March 25, 2020-Wednesday</p> <p><u>Employment Laws for Center-based Child Care</u> This course is scheduled upon request. Please call us at 212-206-7818.</p>	<p><u>Sexual Harassment in the Workplace</u> 9:00 am – 12:00 pm October 25, 2019 - Friday November 14, 2019 - Thursday December 13, 2019 - Friday January 31, 2020 - Friday February 28, 2020 - Friday March 27, 2020 - Friday</p> <p><u>Mandated Reporter</u> Wednesdays; 1:00 pm – 4:00 pm October 16, 2019 November 13, 2019</p> <p><u>Fine and Gross Motor Development</u> New! Wednesdays; 1:00 pm – 4:00 pm January 15, 2020 March 25, 2020</p> <p><u>Family Child Care Business Training</u> 9:00 am – 4:00 pm October 17, 2019-Thursday January 29, 2020-Wednesday March 21, 2020- Saturday</p>

Table of Contents

About Us/ Directions	1
NYS OCFS, Core Body of Knowledge and CDA Content Areas	4
Professional Development: 30-hr Training Package	5
Services of the Day Care Council	11
General Tips and Registration Information	12
Registration Form	13

Safety & Security Procedures

CPR & First Aid for Infants and Children	6
Health & Safety for Family and Group Family Providers	6
Infectious Disease Control	7
Mandated Reporter/Child Abuse and Maltreatment	7
Medication Administration Training (MAT)	7
Sexual Harassment in the Workplace	8

Child Development

Creativity in the Family Child Care Home <i>New!</i>	8
Developing Language Skills	8
Fine and Gross Motor Skills Development <i>New!</i>	9
Positive Discipline	9
Social & Emotional Development	9

Business and Management

Becoming a Home-based Child Care Provider	10
Employment Laws for Center-based Child Care	10
Family Child Care Business Training	10

The OCFS Content Areas (OCFS), the Core Body of Knowledge Core Competency Areas (Core) and the Child Development Associate Competency Goals (CDA) have been included with each training description in this catalog as follows:

NYS Office of Children and Family Services Content Areas (OCFS)

The NYS Office of Children and Family Services (OCFS) outline nine content areas that trainings must incorporate to qualify for the 15 & 30 hour training requirements.

1. Principles of early childhood development
2. Nutrition and health needs of children
3. Child day care program development
4. Safety and security procedures
5. Business record maintenance and management
6. Child abuse and maltreatment identification and prevention
7. Laws and regulations pertaining to child day care
8. Laws and regulations pertaining to child abuse and maltreatment
9. Prevention of Shaken Baby Syndrome

For more information, please visit ocfs.ny.gov

NYS Core Body of Knowledge (Core)

The Core Body of Knowledge, New York State's Core Competencies for Early Childhood Educators was written for professionals who work directly with young children and is published by NYC Early Childhood Professional Development Institute.

1. Child Growth and Development
2. Family and Community Relations
3. Observation and Assessment
4. Environment and Curriculum
5. Health, Safety, and Nutrition
6. Professionalism and Leadership
7. Administration and Management

For more information, please visit <http://www.earlychildhood.org/>

Child Development Associate Competency Standards and Functional Areas (CDA)

The CDA Competency Standards are the national standards used to evaluate a caregiver's performance with children and families during the CDA assessment process. The Competency Standards are divided into six Competency Goals, which are statements of a general purpose or goal for caregiver behavior. The Competency Goals apply to all child care settings.

1. To establish and maintain a safe, healthy learning environment
2. To advance physical and intellectual competence
3. To support social and emotional development and to provide positive guidance
4. To establish positive and productive relationships with families
5. To ensure a well-run, purposeful program responsive to participant needs
6. To maintain a commitment to professionalism

For more information, please visit <http://www.cdacouncil.org/>

Professional Development – 30 hrs. Training Courses

NYC and NYS Regulations require Family Day Care Providers, Group Family Day Care Providers, Group Family Day Care Assistants, and Center Based Staff to complete a minimum of 30 hours of training every two years that incorporates all nine OCFS content areas (see page 4).

The 30 hours of training can consist of *any* combination of classes as long as the *total* 30 hours has all 9 OCFS content area represented in some fashion.

Below is a sample of a 30-hr training package. If you have any questions about planning your courses, please call us to speak with a provider specialist. ***See the catalog for full course descriptions and information.***

Sample

1. Health and Safety (15hrs) (OCFS: 2, 4, 5, 6, 7, 8, 9,)
2. Family Child Care Business Training (6hrs) (OCFS: 3, 4, 5, 7)
3. Creativity in the Family Child Care Home (3hrs) (OCFS: 1, 3)
4. Positive Discipline (3hrs) (OCFS: 1, 3)
5. Social & Emotional Development (3hrs) (OCFS: 1, 3)



Safety and Security Procedures



➤ CPR & First Aid for Infants and Children

(OCFS: 1, 2, 3, 4; Core: 5, 7 CDA: 1, 2, 6)

This training will prepare all caregivers with the basic knowledge and skills in CPR and First Aid. Participants will learn to recognize an emergency and provide care for infants and children until authorized medical personnel arrive.

Both American Red Cross CPR certification and Infant & Child First Aid certification are valid for 2 years.

COST: \$150 (\$75 for Day Care Council Members and J. C. Hall Network)

TIME: 9:00 a.m. – 5:00 p.m.

DATES:

FRIDAYS

OR

SATURDAYS

October 18, 2019

November 2, 2019

November 22, 2019

December 14, 2019

January 24, 2020

January 11, 2020

February 21, 2020

March 13, 2020

➤ Health and Safety for Family & Group Family Providers

(OCFS: 2, 3, 5, 6, 7, 8, 9; Core: 5, 7; CDA: 1, 2, 4, 5, 6)

The Health and Safety training series is required for anyone wishing to become registered or licensed as a home-based Family or Group Family Child Care Provider in New York State. The Day Care Council also highly recommends all providers re-take this class every 4 years as part of their 30hour training. The **series** will cover the Office of Children and Family Services (OCFS) training modules such as proper diapering, sanitizing, child care safety, and nutrition.

COST: \$250

TIMES: 9:00 a.m. – 5:00 p.m. M/T/TH; 9:00 a.m. – 5:30 p.m. Saturdays

DATES:

3-DAY SERIES WEEKDAYS - M/T/TH

OR

2-SATURDAYS SERIES

October 7-8-10, 2019

October 19 & 26, 2019

November 18-19-21, 2019

November 16 & 23, 2019

December 16-17-19, 2019

January 25 & February 1, 2020

January 13-14-16, 2020

March 7 & 14, 2020

February 10-11-13, 2020

March 9-10-12, 2020

➤ Infectious Disease Control

(OCFS: 2, 3, 7; Core: 5, 7; CDA: 1, 5, 6)

Understand how to prevent, recognize, and manage infectious diseases in child care settings. Participants will learn to apply infection control procedures as per the state and national guidelines for hand-washing, diaper-changing, and many other health issues that are exclusive to early care.

COST: \$50 (\$35 for Day Care Council Members and J. C. Hall Network)

TIME: 10:00 a.m. – 1:00 p.m.

DATES: Wednesdays:

October 30, 2019

January 8, 2020

March 11, 2020



➤ Mandated Reporter/Child Abuse and Maltreatment

(OCFS: 6, 8, 9; Core: 5; CDA: 1, 3, 5, 6)

The purpose of this training is to provide the participant with the knowledge to make an informed decision about whether a situation involves child abuse or maltreatment, what the reporting obligation is, and how to go about making such a report. The objectives of this training are to help:

- Report child abuse or maltreatment/neglect to the New York State Central Register (SCR)
- Evaluate situations to determine whether there is reasonable cause to suspect child abuse or maltreatment/neglect
- Identify the physical and behavioral indicators commonly associated with child abuse and maltreatment/neglect
- Understand the legal framework for the New York State Child Protective System

Participants will receive a formal Certificate of Completion authorized by the **Center for Development of Human Services** and the **New York State Office of Children and Family Services**.

COST: \$50 (\$35 for Day Care Council Members and J. C. Hall Network)

TIME: 1:00 p.m. – 4:00 p.m.

DATES: Wednesdays:

October 16, 2019

November 13, 2019

➤ Medication Administration Training (MAT)

(OCFS: 1, 2, 3, 4; Core: 5, 7; CDA: 1, 5, 6)

This training is required for child care providers to administer medication to children in their programs. Participants will learn and practice how to administer medications properly and how to record when medications are given. Please have your program license or permit number with you.

A **\$100 rebate** is available from MAT/SUNY upon successful completion of the MAT training. For more information on this rebate, log on to www.pdp.albany.edu.

COST: \$250

TIME: 9:00 a.m. – 6:00 p.m.

DATES: Tuesdays:

October 15, 2019

January 21, 2020

March 17, 2020

November 12, 2019

February 18, 2020



➤ Sexual Harassment in the Workplace

(OCFS: 3, 7; Core: 6, 7; CDA: 5, 6)

NYS has mandated that annual sexual harassment training be implemented for all employees as part of a basic human resources package. This 3-hour workshop will help employees provide and maintain a happy and safe work environment free from hostility and discomfort. The session will be interactive, include remedies available to victims, inform participants of pertinent laws, provide definitions and examples of harassment, and provide information addressing conduct and additional responsibilities of employers.

COST: \$50 (\$35 for Day Care Council Members and J. C. Hall Network)

TIMES: 9:00 a.m. – 12:00 p.m.

DATES: October 25, 2019 – Friday
November 14, 2019 – Thursday
December 13, 2019 – Friday
January 31, 2020 – Friday
February 28, 2020 – Friday
March 27, 2020 – Friday

Child Development & Program Development

➤ Creativity in the Family Child Care Home *New!*

(OCFS: 1, 4; Core: 1, 4; CDA: 2, 3, 5)

Creative arts play a very important role in a child's growth and stimulates all areas of development: social, emotional, physical, and cognitive. Explore how music, movement, and art can be used every day with young children to promote development through songs, poems, and use of musical instruments, and creative art projects.

COST: \$50 (\$35 for Day Care Council Members and J. C. Hall Network)

TIME: 9:00 a.m. – 12:00 p.m.

DATES: October 31, 2019 – Thursday
January 22, 2020 – Wednesday
April 1, 2020 – Wednesday

(Think of adding an afternoon training class in order to make it a full day!)

➤ Developing Language Skills

(OCFS: 1, 4; Core: 1, 4; CDA: 2, 3, 5)

Learn how to plan and facilitate classroom routines or play activities, extend social interactions, or structure the environment to promote interactive language experiences for young children. Incorporate reading and writing in meaningful ways, creating the opportunity for children to feel successful in linking their early language skills to literacy.

COST: \$50 (\$35 for Day Care Council Members and J. C. Hall Network)

TIME: 1:00 p.m. – 4:00 p.m.

DATES: October 31, 2019 – Thursday
January 22, 2020 – Wednesday
April 1, 2020 – Wednesday

(Think of adding a morning training class in order to make it a full day!)

➤ **Fine and Gross Motor Development** *New!*

(OCFS: 1, 2, 4; Core: 1, 4, 5; CDA: 1, 2, 3, 5)

Learn about the stages of development from birth to age five and how to develop strategies to support young children's fine and gross motor development. We will also discuss the importance of physical activity and healthy eating for children's gross motor development.

COST: \$50 (\$35 for Day Care Council Members and J. C. Hall Network)

TIME: 1:00 p.m. – 4:00 p.m.

DATES: Wednesdays:

January 15, 2020

March 25, 2020

(Think of adding a morning training class in order to make it a full day!)

➤ **Positive Discipline**

(OCFS: 1, 4; Core: 1, 4; CDA: 1, 2, 3, 5)

Designed for both novice and experienced child care providers, participants will learn to identify common misbehaviors and how to prevent them, develop goals and guidelines of positive discipline and also design a list of "classroom rules". Attendees will be actively involved in applying positive discipline techniques to help guide children and promote safe behavior and self-control.

COST: \$50 (\$35 for Day Care Council Members and J. C. Hall Network)

TIME: 1:00 p.m. – 4:00 p.m.

DATE: October 24, 2019 -Thursday

(Think of adding a morning training class in order to make it a full day!)

➤ **Social & Emotional Development**

(OCFS: 1, 4; Core: 1, 4; CDA: 1, 2, 3, 5)

Explore strategies and approaches to use towards developing confident and competent children. By understanding the social and emotional developmental milestones during early childhood, the different temperaments of children behaviors, and guidance practices and techniques, participants will be able to support the individual needs of the children in your care.

COST: \$50 (\$35 for Day Care Council Members and J. C. Hall Network)

TIME: 9:00 a.m. – 12:00 p.m.

DATES: October 24, 2019 -Thursday

January 15, 2020 -Wednesday

March 25, 2020 -Wednesday

(Think of adding an afternoon training class in order to make it a full day!)

Business and Management

➤ Becoming a Home-based Child Care Provider

Do you love spending time with children? Have you thought of becoming a child care provider? Do you have questions on operating a child care business in your home? Join us for an informal session and refreshments to answer your questions and guide you through the process by learning about the steps to follow to become a NYS registered Family Child Care Provider or a licensed Group Family Child Care Provider.

COST: \$30

TIME: 1:00 p.m. – 4:00 p.m.

DATES: **October 3, 2019 – Thursday**
 November 1, 2019 – Friday
 December 6, 2019 – Friday
 January 9, 2020 – Thursday
 March 5, 2020 – Thursday

➤ Employment Laws for Center-based Child Care

(OCFS: 6, 7; Core: 6, 7; CDA: 6)

There are nearly four dozen employment laws that regulate the workplace. Employers need to know what they are and how to avoid violating them, because failure to comply can lead to penalties and costly employee complaints and lawsuits. In this training, find out how to set up your organization so that it does not violate anti-discrimination, family or sick leave, minimum wage and overtime, and many other employment laws.

This course is available upon request. Please call us at 212-206-7818 to schedule your training.

➤ Family Child Care Business Training

(OCFS: 6, 7; Core: 6, 7; CDA: 1, 6)

This 6-hour workshop is an overview of the fundamental topics that must be addressed to run a successful home-based child care business. The day-long session will walk participants through some examples of practices and procedures that are useful for a small business, and also provide attendees with tools and resources that will prove useful today and years to come. Topics include business structure and requirements, financial management, limiting risk, and documentation and recordkeeping.

COST: \$250 (\$125 for J. C. Hall Network members)

TIME: 9:00 a.m. – 4:00 p.m.

DATES: **October 17, 2019 -Thursday**
 January 29, 2020 -Wednesday
 March 21, 2020 -Saturday

SERVICES OF THE DAY CARE COUNCIL

HEALTH CARE CONSULTANT

The Day Care Council of New York heads efforts to assist child care settings in implementing NY State's Medication Regulations. Any licensed/regulated child care setting that chooses to administer medications to children must have staff with the appropriate training, including MAT (Medication Administration Training). Each of these child care settings must also have a Health Care Plan approved by a Health Care Consultant (MD, RN, NP or PA). To assist with your Health Care Plan and other questions, please contact our **Health Care Consultant, Arden Corbett**, at 212-206-7818 or healthcarespecialist@dccnyinc.org.

CHILD CARE PROVIDER SPECIALISTS

The Child Care Provider Specialists are professionals that can be consulted by telephone and free of charge. In addition, they conduct site visits to child care settings. These are some of the many services that they can help you with: technical assistance, information on quality child care best practices, information on the regulations and requirements of Articles 47, 416 and 417 of the Office of Children and Family Services (OCFS) and Department of Health and Mental Hygiene (DOHMH), and the Environmental Rating Scales (ITERS, ECERS and FCCERS).

INFANT & TODDLER SPECIALIST

I-Ling Tsai and Clara Almanzar are the Day Care Council of New York, Inc.'s Infant/Toddler Specialists. Our Infant/Toddler Program was established to emphasize the unique needs of very young children. The Infant/Toddler Program offers trainings specializing in topics for very young children, technical assistance for child care providers, one-on-one mentoring and guidance, as well as tips and answers to questions and concerns pertaining to infants and toddlers. Please contact **I-Ling Tsai** at 212-206-7818 x116 or i-lingtsai@dccnyinc.org , or **Clara Almanzar** at extension x111 or calmanzar@dccnyinc.org for more information.

EARLY CHILDHOOD EMPLOYMENT PARTNERSHIP

The Early Childhood Employment Partnership is focused on helping displaced child care workers find new job opportunities in both the public and private sector. We offer individual career counseling, training and job placement forums. Our comprehensive employment website where qualified professionals can be matched with available vacancies can be found at www.dccnyinc.org . For more information, please contact **Lisa Caswell** at **212-206-7818 x 106** or lcaswell@dccnyinc.org.

CHILD & ADULT CARE FOOD PROGRAM (CACFP)

The Council's J.C. Hall, Jr. Family Child Care Network offers the federally funded Child and Adult Care Food Program (CACFP) for Family Providers and Group Family Providers in Queens, NY. For more information on the food program, please contact **Karen McCray** at our office at York College at 718-262-2872 or **Keishla Hornsby** at 212-262-2215 and khornsby@york.cuny.edu . For CACFP information with other agencies, please call 1-800-522-5006.

LEARNING ENVIRONMENT & BUSINESS QUALITY IMPROVEMENT GRANTS

The Day Care Council offers quality improvement grants for eligible providers and business training grants for newly licensed family and group family child care providers. To find out if you are eligible please call our provider specialists at **212-206-7818**.

GENERAL TIPS AND REGISTRATION INFORMATION

- ★ Registration is accepted on a **first-come**, first-served basis. To make sure you have a spot, register as soon as possible!
- ★ **Certificates** will be mailed to each participant upon completion of workshop.
- ★ Please remember that these courses are about children, but are not *for* children. **Children will not be allowed in training sessions.**
- ★ **Registration form** and payment is required for all sessions. Registrations will be canceled for declined transactions. An email confirmation will be sent upon receipt and processing of payment.
- ★ There are no refunds for training registration unless the session is canceled by Day Care Council.
- ★ Attendees more than 10 minutes late may be denied entrance to training session or denied a certificate of completion.
- ★ For more information on our **Online Training** options, please visit the **Training Calendar** page on our website at www.dccnyinc.org. **NOTE:** These workshops are not conducted by DCCNY staff.
- ★ All trainings offered through Day Care Council adhere to the **NYS Office of Children & Family Services Components** as well as the Core Body of Knowledge and CDA Goals as indicated. The components included for trainings are listed underneath each course description.
- ★ Free **SUNY Videoconference Trainings**: To register or receive a training booklet, please call SUNY at 1-800-295-9616. Trainings are generally from 6:45 pm – 9:15 pm and space is limited.
- ★ Educational Incentive Program – **EIP** –Scholarships: Most providers and staff are eligible for EIP scholarships in amounts up to \$2,000 per year to pay for quality training. An application and information can be obtained at <http://ecetp.pdp.albany.edu/> or by calling SUNY at 1-800-295-9616

TO REGISTER BY:



CREDIT CARD: You can download a registration form from our website at www.dccnyinc.org. **Fax** or **Email** completed registration form to 212-206-7836 or registration@dccnyinc.org. You can also **call us** at 212-206-7818 to register over the phone.

CHECK or MONEY ORDER: **Mail** your check or money order (**please do not send cash**) made out to Day Care Council of New York, Inc., **along** with your complete registration form to:

Day Care Council of New York, Inc.
2082 Lexington Avenue, Suite 204
New York, NY 10035
Attn: Sofia Lopez, Assistant Director, Child Care Division



★Please contact us if you would like to use an EIP Award Letter

Training Opportunities Registration Form/Hoja de Registro



Full Name/Nombre y Apellido: _____

Home Address/Dirección: _____

Apartment/Apartamento #: _____ Borough/Condado: _____ Zip Code/Código Postal: _____

Home Phone/Teléfonos: _____ Cell Phone: _____

Email/Correo electrónico: _____

Professional Setting/Tipo de Programa

☐ Day Care Center ☐ Family Child Care ☐ Group Family Child Care ☐ Legally Exempt ☐ Other

Program Name/Nombre del Programa: _____

Program Address/Dirección del Programa: _____

Program License or Registration Number/Número de Licencia o Registro: _____

Day time telephone/Teléfono del Programa: _____ Fax: _____

Email/Correo electrónico: _____

Training Title/Entrenamiento	Date of Training/Fecha	Fee/Costo
TOTAL		

☐ MasterCard ☐ Visa ☐ Discover ☐ American Express

Name on card/Nombre en Tarjeta: _____

Card number/Número de Tarjeta: _____

Expiration Date/ Fecha de Expiración: _____

Signature on card/Firma: _____

Mail this form with CHECK or MONEY ORDER to the address below, or for credit card orders fax to 212-206-7836 or email registration@dccnyinc.org

Complete y envíe esta Hoja de Registro con su CHEQUE o MONEY ORDER al:

Day Care Council of New York, Inc.
2082 Lexington Avenue, Suite 204
New York, NY 10035

Attn: Sofia Lopez, Assistant Director Child Care Division

If you need assistance or would like to use an EIP award letter, call us from Mon to Fri, 9am - 5pm to complete your registration./Si necesita ayuda o desea utilizar una beca del EIP, llámenos de lunes a viernes de 9am - 5pm para completar su registro.

An email confirmation will be sent upon receipt and processing of payment.

Please note that refunds or rescheduling will not be offered unless the Day Care Council cancels the workshop.

Attendees more than 10 minutes late may be denied entrance to training session or denied a certificate of completion.

Usted recibirá un correo electrónico cuando el proceso de registro sea completado con su pago.
Su dinero será devuelto únicamente si el Day Care Council tuviera que cancelar algún entrenamiento.
No se permitirá la entrada 10 minutos después de comenzada la clase.

8/2019