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Taking Care of Yourself

By Chris Kuran, MA, Early Childhood Specialist

Providing care can be physically and emotionally demanding work. Before you can meet the needs of the children in your care, you first have to take care of yourself. You need proper rest, good nutrition, exercise and emotional or spiritual support.

Proper rest

Pay attention to your own 'body clock'. You may function well on six or seven hours of sleep a night or you may need ten hours of sleep. If you find that you are frequently tired, out of sorts, or not feeling as well as you should be the solution may be getting more rest. A late night TV show is not worth staying up for if it means being miserable the next day. When I was a child care provider, I rested with the children at naptime for a few minutes. It was a good signal to the children that it was time to be quiet.

Good nutrition

Just as children require proper nutrition to stay healthy, so do you. In order to function well your body needs the energy that proper eating habits provides. You will have to make a conscious effort to be sure you are getting the nutrients you need. This includes staying hydrated by drinking a lot of water.

Exercise

When working with children it seems like you never stop moving. But the best way to boost your energy and reduce stress is to participate in a regular exercise routine. Do what appeals to you but do it two or three times a week for the best results.

Emotional support

To reduce your stress you need to manage your time effectively. Decide what tasks need to be done, what tasks can be delegated and what can be eliminated. I had the children participate in clean up. One of their favorite jobs was using the portable hand vac after snack time. Plan ahead. I cooked in large quantities and froze foods like spaghetti sauce or meatloaf. When we made holiday sugar



cookies, I cut out some in heart shapes for valentines and shamrocks for St. Patty's day and froze them. I also had my 'No Brainer' list; which listed everything I had to do everyday, so when my brain did not "function" I could remember things like brushing my teeth or meeting the school bus. Look at times during the day that are stressful or chaotic. Our lunchtime was difficult. Once I made sure everyone was served it was time for seconds. So I had the children wait until everyone was served. Lunchtime was more relaxing and enjoyable for everyone.

Connecting or networking with other child care professionals is very rewarding. I got new ideas and a sense that what I was doing was important. I had someone to bounce ideas off.

Make a commitment to yourself to be a life-long learner by taking a workshop, reading a book, or trying something new. Find ways to improve upon your natural talents as a child care provider.

Find ways that work for you and never feel that you have to apologize for taking good care of yourself. All the fancy toys cannot replace a caring adult in the life of a child.

You are worth it!

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View and Reflect

Child Care Resource & Referral of Washington County

Resource Team

Debbie Burrows
Program Coordinator

Bobbie Ludwick
CCR&R Specialist

Chris Kuran
Early Childhood Specialist

Nancy Miller
Early Childhood Specialist

Joyce Suchoski
TLC Early
Childhood Specialist

Donna Bennington
TLC II Early
Childhood Specialist

Barb Dame
Program Assistant &
Newsletter Publisher

The Resource News

is published on a quarterly basis, mailed out on the first week of March, June, September and December. Newsletter submissions must be received by the first of the month prior to mailing. All submissions are subject to approval by Community Action's Family & Community Resources Program Director, Renée Bruce. To submit information, call Debbie Burrows at 503-693-3236, or email her at dburrows@caowash.org.

Protecting Yourself: Scam Alert

Written by Nancy Miller, Early Childhood Specialist

Please beware of email scammers who are trying to steal thousands of dollars from child care providers. Here's how the scam works: you receive an email from someone in Ghana, Greece, or another country. They are planning to be in town for some kind of conference and will need child care for a week, or a few weeks. You may communicate many times by email or phone, and they may tell you all about their children and even send pictures. They will spend time building a relationship with you, gaining your trust and sympathy.



If you agree to provide child care for one of these clients, you will receive a fraudulent cashier's check, or money order, for thousands of dollars. The client will call a day or two later and explain that you were given too much money. Perhaps his employer (or his sponsor, if he is a missionary) accidentally sent you the entire amount for travel expenses plus child care. The client will tell you that he needs you to wire him the extra money immediately so he can purchase plane tickets. Or, he may tell you that an emergency has happened that prevents him from traveling, and ask you to wire him the entire amount, keeping \$50 for your inconvenience. Because you have compassion for the client's situation, and you believe you have deposited a lot of money in your bank account, you quickly go to Western Union and send the money. A week later, you find out from your bank that the money orders you deposited were counterfeit, and you have lost thousands of dollars.

Many providers in Washington County have been contacted by these scammers. What can you do if it happens to you? Protect yourself by deleting these emails and not communicating with the scammers. If you have had contact with them, you can help by contributing evidence that may help with the investigation. CCR&R staff has submitted a complaint to the Oregon Department of Justice and received a response from the Chief Investigator in the Financial Fraud Section. If you have received any emails, checks, or money orders, please make a report.

You may request a Consumer Complaint Form by calling CCR&R at 971-223-6100, or complete the form online by going to the Department of Justice website: <http://www.doj.state.or.us>.

Select "Programs & Services" on the red menu bar, then select "Consumer Protection", then select "Consumer Complaint Form" in either English or Spanish.





Keeping you in the Know...

Where are the parents calling from?

We received 515 calls from Washington County parents looking for child care for the months of August, September and October. Here is the breakdown by zip code:

97005 - 34	97106 - 3	97119 - 3	97140 - 15
97006 - 72	97109 - 1	97123 - 67	97223 - 50
97007 - 50	97113 - 18	97124 - 56	97224 - 26
97008 - 22	97116 - 23	97125 - 0	97225 - 13
97062 - 15	97117 - 0	97133 - 0	97229 - 42

The upcoming winter months have traditionally had lower phone calls that come in from parents with a small spike right after the holidays.

Infant care and extended hour care are always needed. Please help us keep your files updated to better serve families looking for child care.

Washington County reported 1,828 searches for child care from July 1st through September 30th on the www.oregonchildcare.org website. Of those searches, 79% were for licensed care.

Thank you for all of your updates! We've received them via mail, fax, e-mail, phone or hand delivered. Whichever method you choose is great and very much appreciated.



DHS Information Column

Visit the DHS website
<http://www.oregon.gov/DHS>

The new Department of Human Services Child Care Provider Guide is now available. If you have not received one, contact DHS at 1-800-699-9074.

In our issue last quarter I shared with you some ideas about how to get listed with DHS and information about accepting DHS clients. Here is some additional information that you may find helpful when working with DHS and their clients.

Be certain to state in your contract with parents the total amount that they are responsible for paying. The family is responsible for their DHS co-pay plus any amount of your fees that DHS doesn't cover. You may not charge a DHS family more than you charge another family for the same care and age group. Also be certain your contract states that if DHS does not pay that the family is responsible for 100% of your customary fees.

Provide parents with receipts for any payments they make. This is important for them because of their co-payment requirement and for tax purposes. It should include their name, the date of payment, and the amount paid. You must also keep attendance logs for the children for at least one year.

Be certain to make a copy of the DHS billing form and send the original to the Direct Pay Unit. Allow 7-10 days for your payment to process.

If you regularly provide care for a family and you do not receive the billing form by the end of the first week of the month, call **DPU at 1-800-699-9074 or 503-378-5500**.

Take advantage of the DPU Automatic Service at 1-800-442-6451 available 24 hours a day, 7 days a week. This system is updated daily. Have your Social Security Number (SSN) or tax ID number and the billing form voucher number ready.

Coordinator's Note

by *Debbie Burrows*

Good Day to You! I hope this newsletter finds you happy and in good health.



The Resource and Referral Specialists handle calls from providers with questions about many different topics. Often times, several providers will ask the same question. We thought that if several people have asked a question, there might be others who have the same question. Therefore, we have decided to start a "Frequently Asked Questions" column in the newsletter (see page 5). Staff members will discuss the questions most frequently asked by providers in the previous quarter and respond to them in the newsletter. We hope this will be a resource for all.

The View & Reflect Training Program that we have with the support of Washington County Public Libraries is a well-used resource by providers who want to get training hours in the comfort of their own homes. Beginning January 1, 2007, there will be a charge of \$10 for each View & Reflect video reflection sent to us for review. This charge will cover staff time to review the worksheets, certificate printing, and postage costs. You may call us if you have questions.



The Learning Circle & The Learning Circle II

Planning for Self Care

By Donna Bennington, TLC II Early Childhood Specialist

For people fulfilling care taking roles, there is often not enough time to do everything that needs doing. Taking time to care for yourself appears selfish when you are so busy caring for others. You might have feelings of guilt or irresponsibility if you do manage to carve out a little 'me time.'

If this sounds like you, try reframing the picture. Think of the rechargeable battery in a cell phone. Periodically the battery must rest in the charger so that it continues to function as it should. A cell phone that has been recharged will work when you need it, especially in a time of emergency. If the battery has not been recharged, the phone does not work just when you need it most. Picture yourself as a rechargeable battery. If you regularly 'recharge' yourself through self-care activities, you are ready to respond, especially in emergencies. If you have not 'recharged,' you will be unable to respond properly. In other words, you do a disservice to yourself and the people who depend on you if you do not take care of yourself.

Self-care Ideas

Make your routines as predictable as possible.

Listen to calming or energizing music; sing.

Take a hot shower or bath.

Knead bread dough or playdoh.

Draw or doodle.

Go out with partner or friend.

Make a special meal.

Go for a walk, run, or dance.

Play with your kids.

Keep a journal.

Laugh daily.

Eat more fruits and veggies.

Smell pleasant scents.

Read.

Sit in the sun with eyes closed for a few minutes.

Stretch or do yoga.

Breathe slowly and deeply.

Make crafts.

Prioritize a 'to do' list.

Tell yourself what you like about you.

Tell yourself what you are grateful for.

What else works for you?



OREGON STATEWIDE MENTORING PROGRAM

Professional Development Mentor Services are now available through Child Care Resource & Referral of Washington County

These services may include assistance with professional development goals such as:

- Applying to the Oregon Registry
- Applying to the Oregon Registry Trainer Program
- How to get a CDA (Child Development Associate Credential)
- How to contact local colleges about early childhood programs
- Assistance with an accreditation process
- Other professional development opportunities

Additional child care and education mentors are available through the state CCR&R network.

Other goals that may be supported include expanding your child care program, setting up your environment, caring for infants and toddlers, caring for children with special needs, or developing your child care business.

For more information, please contact us at 971-223-6100 or 800-624-9516 or e-mail us at ccrr@caowash.org

Professional Development Mentoring

Do you need help with writing competencies, developing a resource file or sorting certificates for the Oregon Registry or CDA ?

Our staff will be available to give you individual help on Monday, January 22nd between 6:00 p.m. and 9:00 p.m. at our Community Action office. Give us a call to reserve your time.



Take Good Care of Yourself

By Molly Carlisle, Youth Services Supervisor, Tigard Public Library

During the busy holiday season, both kids and adults need reminders that taking care of oneself includes eating healthy food, exercising, getting enough sleep, and getting regular check-ups from the doctor and dentist. The following books are full of ideas and activities, and all are available through your local Washington County public library – visit in person or online at www.wilinet.wccls.lib.or.us!



For Kids

Berger, Melvin. *Germs Make Me Sick!*
Explains how bacteria and viruses affect the human body and how the body fights them.

Radabaugh, Melinda Beth. *Going to the Dentist*
Simple text and colorful photographs answer questions such as, "Why do you go to the dentist?", "What tools does the dentist use?" and "What happens next?" Other recommended titles in the First Time series include *Going to the Doctor* and *Getting a Haircut*.

Rockwell, Lizzy. *Good Enough to Eat: A Kid's Guide to Food and Nutrition*
Describes the six categories of nutrients needed for good health, how they work in the body, and what foods provide each.

Wilkes, Angela. *Me & My Body*
Facts, questions, puzzles and a story about our amazing bodies and how we run and jump, hear and see, touch and taste.

For Providers

O'Brien-Palmer, Michelle. *Healthy Me: Fun Ways to Develop Good Health and Safety Habits*
Teaches health and safety through over seventy creative projects, recipes, and experiments. Chapter titles include "Clean Machine," "Healthy Chompers" and "Safe and Sound."

Pice, Rae. *Wiggle, Giggle & Shake: 200 Ways to Move and Learn*
This comprehensive resource for kinetic learning includes wonderful chapters such as "Self-Awareness" and "Health Awareness".

Torbert, Marianne. *Follow Me Too: A Handbook of Movement Activities for Three-to Five-Year-Olds*
A resource book featuring 49 organized, active movement games that provide positive play experiences and help children grow physically and mentally.

Frequently Asked Questions



Where do I get more immunization forms?

Washington County Health Department has new forms in English and Spanish. The **Health Department's** telephone number is **503-846-8851**.

A parent says that she has a religious exemption from immunizations. What do I do?

Get an immunization form from the Health Department. On the form there is a section for the parent to sign if she has a religious or medical exemption. You cannot refuse to care for a child due to religious beliefs or medical reasons.

How do I know what illnesses should keep a child out of care?

The Health Department has a list of illnesses that tell you if a child should be excluded from care. Call the Health Department for the list.

Do I need permission from parents for the children to use hand lotion?

It is wise to get parent permission for everything from band-aids to soap. Simply have a check off list for the parent to sign. The check off list will often times remind a parent about an allergy her child may have that she has forgotten.

A very active child frequently comes with bruises on his arms and legs. Should I report this as abuse?

Keep good documentation of bruises and the parent's explanation. If you are not sure if it is child abuse, call the **Child Abuse Hotline** for a consultation at **503-648-8951**.



School-Age News

Physical Activity for Everyone: Are There Special Recommendations for Young People?

*Adapted from the Department of Health and Human Services website
Center for Disease Control and Prevention*

It is recommended by the 2005 Dietary Guidelines for Americans that children and adolescents participate in at least 60 minutes of moderate intensity physical activity most days of the week, preferably daily.

Children and adolescents can choose any type of moderate or higher intensity physical activity, such as brisk walking, playing tag, jumping rope, or swimming, as long as it adds up to at least one hour a day.

For children and adolescents, regular physical activity has beneficial effects on the following aspects of health:



- Weight
- Muscular strength
- Cardiorespiratory (aerobic) fitness
- Bone mass (through weight-bearing physical activities)
- Blood pressure (for hypertensive youth)
- Anxiety and stress
- Self-esteem

Children and adolescents who are just beginning to be physically active should start out slowly and gradually build to higher levels in order to prevent the risk of injury or feel defeated from unrealistic goals. It is important that children and adolescents are encouraged to be physically active by doing things that interest them. This will help them establish an active lifestyle early on.

- Make physical activity part of your child care site's daily routine such as designating time for walks or playing active games together.
- Provide opportunities for children to be active by playing with them. Give them active toys and equipment, and take them to places where they can be active.
- Make physical activity fun. Fun activities can be anything the child enjoys, either structured or non-structured. They may range from team sports, individual sports, and/or recreational activities such as walking, running, skating, bicycling, swimming, playground activities, and free-time play.
- Ensure that the activity is age appropriate and, to ensure safety, provide protective equipment such as helmets, wrist pads, and knee pads.
- Find a convenient place to be active regularly.



Limit the time children watch television or play video games. Instead, encourage children to find fun activities to do with others or on their own that simply involve more activity (walking, playing chase, dancing).



“I Never Have Enough Time”

By Sharon Wood, MA, MFT, Morrison Child and Family Early Childhood Consultant

If you are an adult with children in your life you have probably said more than once “I never seem to have enough time to meet my own needs”. It is true that as caregivers there are always more demands than time especially when it comes to young children. But, if you don't take care of your own needs you will not be able to meet the needs of the small ones in your care. Burnout is one of the main reasons why child care providers quit their jobs. Money is sited as the second most common reason. Some of the symptoms of burn-out might be loss of energy and purpose, unexplained anger at people or situations, physical symptoms like stomach ache or headache, sudden loss of weight, sleeplessness and a general lack of enthusiasm for your work. If you are experiencing any or all of these symptoms you should first consult your physician. Then check your day to see if you are building in some time for your own needs. Be creative about how you build your self-care times into your schedule. When I did child care I would often take the children with me and get them all settled into an activity, which was safe and easy to supervise and then indulge myself. One of those activities was to take the children to the local high school track. While they played in the sand pit at the long jump, I walked a couple of times around the track. They were always in my sight but I was getting some physical exercise and oxygen in my system. When we went home I was refreshed and ready to meet their needs.



Take Care of Yourself

Adapted from www.childwellbeing.org
Center for Child Well Being



The importance of taking care of yourself cannot be overestimated! Taking care of yourself will help you meet the challenges that come with being a parent or an infant child care provider.

- Taking care of your new baby requires a lot of energy! Since your baby will not have a feeding or sleeping schedule for the first several months, try to take advantage of your baby's sleeping and quiet time to take a nap or have some "down time" yourself.
- Most babies have a regular fussy period each day-often in the evening when you are feeling tired, too. Try to prepare for this by taking some time in the afternoon to nap, eat a good meal, and relax.
- Consistent routines help reduce stress, for both you and your baby. Creating a schedule for your day also helps you get things done and stay organized. Your child will eventually get used to sleeping, feeding, and changing routines, and familiarity with the routine helps him feel safe.
- While most babies will quiet down after an hour or two of fussing, about one fifth of all babies have colic, which causes them to cry or scream for hours, and frequently nothing seems to calm them. Talk to your doctor about ways to soothe your child, and make sure you take breaks from caring for your baby. Getting away from your baby's cries regularly will help you be more attentive to them when you return.



- Your infant cannot understand emotions yet. If you lose your temper or raise your voice, he will feel confused and unhappy, but he won't know why. If caring for your infant is making you stressed, talk to your partner, a friend, family member, or someone you trust about helping you take some time for yourself.



- **NEVER** hit or shake your baby. Your baby's muscles, especially around the head and neck, are still developing. Bouncing your child gently is fine, but rough movements can tear your child's developing muscles and can cause severe brain damage or even death. Taking time to relax and taking breaks from caring for your child will help you react more calmly when you are frustrated.

- Returning to work when you have a baby can be stressful. Knowing that your child is in good hands while you are away can help lower the stress. Talk to friends, other parents, and people in the community about child care options. Make sure you feel comfortable with the facility or setting you choose.

CCR&R Activity Corner

Adapted from *Fisher-Price Nature Crafts for Kids* www.fisher-price.com

Ice Ornament -

On a cold winter day, try this fun nature craft. Gather up some natural objects and freeze them in a pie pan.

Take the frozen ornament outside and hang it on a tree branch, then watch the ornament sparkle in the sun!

Materials:

- Natural objects (pebbles, bark, leaves, pine needles, pine cones, nuts, seeds, wood shavings, shells and dried flowers).
- Aluminum pie pan
- Heavy string or shoelace
- Water



What to do:

1. Have your child arrange the natural objects in the pie pan.
2. Fold the string in half and lay it in the pan so the fold is over the edge and the two ends are in the center of the pan.
3. Fill the pan with water. If the weather is cold enough, place the pan outside to freeze. If not, place it in your freezer.
4. When the water is frozen, remove the ice from the pan and hang it outside.



Need training hours towards renewal?

Would you enjoy training that came to you on your schedule?

Is it hard to get to trainings offered in the evening?

The Learning Circle



The Learning Circle is a literacy-based training program that provides training to child care providers in their own environment. The trainer models stimulating story times and related activities with the children. The series consists of 6 trainings at your site. Each training is one hour in length and will count towards one hour of Child Care Division renewal/CDA hours/OR Registry. Each participant who completes the six months of training will receive four new children's books.

Call Joyce at 503-693-3253 for more information about The Learning Circle.

The Learning Circle II

The Learning Circle II builds on the skills acquired in The Learning Circle. The series consists of 6 one-hour trainings. The trainer models the first two modules. During the third and fourth modules, the trainer will help the child care provider plan and implement her/his own story time. The child care provider will then plan and implement a parent/child literacy activity based upon the program parents' preferences during the last two modules.

Each participant who completes the six months of training will receive an early literacy curriculum book and each family who participates will receive a children's picture book. Training certificates can be used towards Child Care Division renewal/CDA hours/OR Registry.

Call Donna at 503-693-3235 for more information about The Learning Circle II.

The Cost for Each Series of Training is:

\$50 for Family Child Care homes with 1-8 participating children

\$75 for Family Child Care homes with 9-16 participating children

\$100 for Child Care Centers

Each series of trainings may only be taken once.



CDA

The Child Development Associate (CDA) National Credential program is designed to provide performance-based training and assessment for family child care providers and child care center staff.

Child Care Resource & Referral of Washington County has created an on-going program that helps you earn your CDA in an easy, inexpensive and fun way.

Dedicated providers, like you, receive support and professional training. Classes meet one Saturday a month. Registration for the 2006-07 CDA program is closed, however you may register for individual classes listed on pages 11-13. All of our classes can be used toward required CDA hours. Each class has the CDA competency listed.

Requirements for CDA:

- Have 480 hours of experience with children.
- Have 120 hours of formal child care education within five years of applying which includes ten hours in eight competencies areas.
- Create a resource file including written competencies
- Parent Opinion Questionnaires
- Observation working with children
- Oral interview
- Written multiply-choice test

If you would like more information please visit www.cdacouncil.org or call Child Care Resource & Referral at 971-223-6100

**OREGON ASSOCIATION OF
CHILD CARE DIRECTORS
WASHINGTON COUNTY
AFFILIATES**

invite you to come and meet monthly
with your fellow Directors.

For questions, a copy of the monthly
discussion topics, to get on our mailing list
or for e-mail reminders, please contact
Carol McMurdie 503-646-3214.

**Workshop Registration
Tips & Tricks!**

By Barbara Dame, CCR&R Program Assistant

Listed below are some guidelines
to help you register for
workshops.



1. It is **important** that you review the registration policies found on page 15 next to the registration form.
2. **Please** print the information on the registration form. Especially your name. This spelling will appear on your certificate for class completion and we want to be accurate.
3. If you provide your e-mail address, again please print clearly, as this is how you will be notified of your confirmation for workshop registration.
4. If you have problems with our regular web address, use www.caowash.org to view the CCR&R newsletter for class information and a registration form.
5. If you cannot make it to a class, please let us know ASAP. Someone else may want to attend and may be turned down if the class is full.
6. Classes fill up quickly. To avoid disappointment or having training bucks sent to you, give us a call to find out the status of classes, **before** you send in your payment.
7. If you have not received confirmation either by phone or e-mail within a week of sending in your form, give us a call.



**Provider Resource
Organization**

If you would like to become a member of PRO, call Laurie Jackson at 503-625-5010. Attend your local chapter and meet people who understand the hard work and rewards of your job!

You can also contact your Washington County chapter directly:

Beaverton / Aloha

Facilitator: Heidi 503-268-1300
Co-Facilitator: Amy 503-626-1180

Hillsboro / Forest Grove

Facilitator (English): DeAnna 503-648-4205
Co-Facilitator (English): Shannon 503-640-6509
Facilitator (Spanish): Rosalba 503-259-2886
Co-Facilitator (Spanish): Rosalinda 503-681-7648

Tigard / Tualatin / Sherwood

Facilitator: Debbie 503-293-3282
Co-facilitator: JoAnna 503-598-3935

**Washington County Early Childhood
Mental Health Consultant Services**

**Does a child in your care
present challenging behaviors?**

Tantrums? Biting? Anxiety?
Inattentive? Impulsive? Demanding?

Are you concerned about this child?

Let us provide you with support,
additional tools and strategies, ideas,
information and resources to assist
you in helping that child succeed.

CALL

503-258-4524

Early Childhood Mental Health Consultants



Services provided at *no fee* through
Morrison Child & Family Services



Interested in becoming a Registered Family Child Care Provider?



Sign up for an Overview Class

The Overview class is required by the Oregon Child Care Division (CCD) to become a registered Family Child Care Provider. This FREE class gives you first hand information on CCD procedures, the USDA Food program, the Department of Human Services (DHS) Subsidy program, business and marketing tips and the application process.

Pre-register for overview classes by calling 971-223-6100
OR you can sign up by completing the registration form on page 15.
 (This is the only class which accepts registration by phone).

To register by mail, fill out page 15. Look for **OVC** and the date of the class.

Overview classes are held from 9 am to 12 pm at Community Action
 1001 SW Baseline St, Hillsboro on the following Wednesdays:

<i>January 3, 2007</i>	<i>January 17, 2007</i>
<i>February 7, 2007</i>	<i>February 28, 2007</i>
<i>March 7, 2007</i>	<i>March 28, 2007</i>

Please see page 14 for directions to your class location.

WINTER WORKSHOPS 2007

SUPER SATURDAYS!!

Super Saturdays are a unique way to receive the trainings required for new and renewing child care providers.

These include: Pediatric 1st Aid & CPR and Recognizing & Reporting Child Abuse and Neglect.

Classes fill up fast, mail early!! If you are a DHS listed provider, all of these classes will be discounted by \$5 each.

To Register for the Super Saturday classes, you must complete and mail in the registration form on page 15.

Please see page 14 for directions to your class location.

Food Handler Packets: Food handler packets are distributed through the mail. To have a food handler packet mailed to you, check the "FH" box on page 15 and send \$10 with your regular class registration.

JANUARY 27, 2007	Location: Administration Building, Tualatin Valley Fire & Rescue in Aloha		
Workshop SS-13	Recognizing & Reporting Child Abuse and Neglect	Time: 9:00 a.m. - 11:00 a.m.	Fee: \$10
Workshop SS-14	Pediatric 1st Aid & CPR	Time: 11:45 a.m. - 5:45 p.m.	Fee: \$30
FEBRUARY 24, 2007	Location: Administration Building, Tualatin Valley Fire & Rescue in Aloha		
Workshop SS-15	Recognizing & Reporting Child Abuse and Neglect	Time: 9:00 a.m. - 11:00 a.m.	Fee: \$10
Workshop SS-16	Pediatric 1st Aid & CPR	Time: 11:45 a.m. - 5:45 p.m.	Fee: \$30
MARCH 31, 2007	Location: Administration Building, Tualatin Valley Fire & Rescue in Aloha		
Workshop SS-17	Recognizing & Reporting Child Abuse and Neglect	Time: 9:00 a.m. - 11:00 a.m.	Fee: \$10
Workshop SS-18	Pediatric 1st Aid & CPR	Time: 11:45 a.m. - 5:45 p.m.	Fee: \$30

WINTER WORKSHOPS 2007

Building Blocks of Social-Emotional Development (BBSE).

Although social-emotional development continues throughout a lifespan, researchers believe that the most important development takes place from birth to age six. This set of classes contains four 2-hour modules. **Modules must be completed in order.**

Please bring your certificates to each class for proof of attendance. *If you are a DHS listed provider, these classes will be discounted by \$5.*

Location: Community Action Café **Fee:** \$10 for each workshop

BBSE, Module 1: Positive Relationships

Time: 8:30 a.m. - 10:30 a.m. **CDA Competency:** 3
Workshop SE-9 **Date:** February 3, 2007

BBSE, Module 2: Creating Supporting Environments

Time: 10:30 a.m. - 12:30 p.m. **CDA Competency:** 1
Workshop SE-10 **Date:** February 3, 2007

BBSE, Module 3: Guiding Children's Behavior

Time: 8:30 a.m. - 10:30 a.m. **CDA Competency:** 3
Workshop SE-11 **Date:** February 17, 2007

BBSE, Module 4: Responding to the Individual Child

Time: 10:30 a.m. - 12:30 p.m. **CDA Competency:** 7
Workshop SE-12 **Date:** February 17, 2007

Oregon Child Care Health & Safety (CCHS) classes replaced the Oregon Child Care Basics I class.

This set of classes contains 5 modules, each 2 hours in length. Modules can be completed in any order.

Dates and times for the Health & Safety series can be found on page 13.

If you are a DHS listed provider, these classes will be discounted by \$5.

Title: "TRACS"

Workshop #E33-203

Location: Community Action

Dates: January 6th & 13, and February 3rd, 2007

Time: 8:30 a.m. - 3:00 p.m.

Fee: \$30

CDA Competency: 1, 3, 5 & 8

Presenters: CCR&R staff

Description: This 18 hour workshop will cover the foundations for supporting children's learning and development. The workshop will cover learning environments, inclusion, child development strategies, communication, behavior intervention and teaching social skills.

An 18 hour certificate will be awarded after the completion of all three sessions of this training.

There will be a 1/2 hour break for lunch.

Title: "Early Words: "Coloring A Child's World With Literacy"

Workshop #E34-203

Date: January 11, 2007

Fee: FREE (Pre-Resignation Required)

Presenter: Jody Westerman, Children's Librarian, Cedar Mill Community Library

Description: Getting ready to read starts at birth! Find out how you can help children, from birth through preschool age, learn six specific early literacy skills. The books, activities, and songs presented will offer ways to naturally incorporate early literacy activities throughout your day.

Location: Cedar Mill Community Library

Time: 6:30 p.m. - 8:30 p.m.

CDA Competency: 2

Title: "Can I Take That as a Tax Deduction?"

Workshop #E35-203

Date: January 18, 2007

Fee: \$10 or \$15 w/partner

Presenter: Vicki Sarazen, CPA

Description: One of the great advantages to being a family child care provider is that there are many tax deductions for your business. Are you taking all the deductions allowed? Is your record keeping good enough to save you from an audit? This class is excellent for all family child care providers.

Location: Tigard Town Hall, Tigard

Time: 7:00 p.m. - 9:00 p.m.

CDA Competency: 5

Title: "Ins and Outs of Child Care as a Business"

Workshop #E36-203

Date: January 20, 2007

Fee: \$45

Presenter: Carol McMurdie, Director of Happy Hollow Child Care

Description: We will identify the regulatory agencies in child care and your roles and responsibilities with them. Also what you need to know regarding child custody issues, child abuse, labor laws, the American Disability Act, Discrimination and Compliance and the Occupational Safety & Health Administration (OSHA). We will identify potential trouble spots and what you can do to be proactive. (Bring your staff handbook and parent handbook if you have one).

Location: Community Action

Time: 8:30 a.m. - 3:00 p.m.

CDA Competency: 5

WINTER WORKSHOPS 2007

Title: "You Can't Come to My Birthday Party?"
Workshop #E37-203 **Location:** Joe Paterno CDC
Date: January 23, 2007 **Time:** 6:30 p.m. - 8:30 p.m.
Fee: \$20 **CDA Competency:** 3 or 8
Presenter: Carolyn Ausborn, Care-a-Lot Consulting
Description: Teaching children to be empathetic toward their peers is not easy. Learn the differences in gender, ability, age, culture and family structure and how to set an anti-bias atmosphere for the children.

Title: "Guidance Basics for School-Age Youth"
Workshop #E38-203 **Location:** Little Flower CDC
Date: January 30, 2007 **Time:** 6:30 p.m. - 8:30 p.m.
Fee: \$20 **CDA Competency:** 3
Presenter: Tammy Marino, Phoenix Solutions
Description: Based on the popular book "So They Spit, Scratch and Swear", this workshop covers the fundamentals of behavior guidance and how unique the process is with School Agers. Learn the DOs and DON'T'S of effective guidance for this challenging group.

Title: "Understanding Culture"
Workshop #E39-203 **Location:** Beaverton Community Center
Date: February 3, 2007 **Time:** 9:00 a.m. - 12:00 p.m.
Fee: \$30 **CDA Competency:** 3 or 4
Presenter: Haydiah Miller, PCC Instructor
Description: How does culture impact your relationships with children, families and staff. Learn how to appreciate the differences in your program and ways that you can support children, families and staff in your program.

Title: "The Aggressive Child - the Good & Bad of Aggressive Behavior"
Workshop #E40-203 **Location:** Beaverton Resource Center
Date: February 6, 2007 **Time:** 7:00 p.m. - 9:00 p.m.
Fee: \$10 **CDA Competency:** 3
Presenter: Sharon Wood, Early Childhood Mental Health Specialist
Description: This workshop will help you understand the dynamics of aggression in children, ways to socialize aggression, how to minimize aggression in a group setting and when to get professional help.

Title: "First by Five Module 2: Group Care"
Workshop #E41-203 **Location:** Community Action Café
Date: Feb. 10 & 24, 2007 **Time:** 9:00 a.m. - 2:30 p.m.
Fee: \$30 **CDA Competency:** 8
Presenter: Jean Wucki, CCD certifier
Description: First by Five is a training program designed for infant and toddler caregivers. Topics include the importance of routine, the powerful influence of environments on infants and toddlers, and meeting the intimacy needs of infants and toddlers in groups.

A 10 hour certificate will be awarded after the completion of both sessions of this training.

There will be a 1/2 hour break for lunch.

Title: "Helping Children Learn Social Skills"
Workshop #E42-203 **Location:** Community Action
Date: February 10, 2007 **Time:** 8:30 a.m. - 3:00 p.m.
Fee: \$45 **CDA Competency:** 3
Presenter: Mona El-hizawi, Oregon Registry Master Trainer
Description: This workshop topic covers the following: Creating a secure emotional environment that helps children understand emotions and models genuine, appropriate emotional responses. We will identify seven age-appropriate social goals to work toward with young children and strategies for helping children learn the social skills related to each of the seven goals.

There will be a 1/2 hour break for lunch.

Title: "No Shame, No Blame"
Workshop #E43-203 **Location:** Joe Paterno CDC
Date: February 13, 2007 **Time:** 7:00 p.m. - 9:00 p.m.
Fee: \$20 **CDA Competency:** 3
Presenter: Carolyn Ausborn, Care-a-Lot Consulting
Description: Learn effective discipline for children including those with special needs by implementing inclusive and sensitive practices in partnership with families.

Title: "What's Normal, What's Not?"
Workshop #E44-203 **Location:** Little Flower CDC
Date: February 20, 2007 **Time:** 7:00 p.m. - 9:00 p.m.
Fee: \$20 **CDA Competency:** 3
Presenter: Joan Lowe, MA
Description: Explore the emotional development of children from birth through school age. What happens when a child is not fitting into our child development model? How can you support children who are emotionally immature? Learn more about supporting all children in your care.

Title: "Sunshine on the Half-Moon Mountain"
Workshop #E45-203 **Location:** Beaverton Resource Center
Date: February 26, 2007 **Time:** 7:00 p.m. - 9:00 p.m.
Fee: \$20 **CDA Competency:** 1 or 2
Presenter: Trudy Theiry, Owner of Tiny Treasures Child Care
Description: Discover how practicing yoga and breathing techniques with young children increases their self awareness. Yoga can build cooperation and inspire everyone's imagination. It is easy to incorporate into your program. Dress comfortably and come ready to stretch and breathe.

Title: "Where There is Smoke, There is Fire"
Workshop #E46-203 **Location:** TVF&R Admin Bldg.
Date: February 27, 2007 **Time:** 7:00 p.m. - 9:00 p.m.
Fee: FREE **CDA Competency:** 1
Presenter: Bill Boyle, TVF&R
Description: Are you or your staff ready for an emergency? Are your fire drills taken seriously? Do you know how to use and maintain fire extinguishers and smoke detectors? Answers to these questions as well as learning how to spot and eliminate fire hazards will be discussed.
 (Pre-registration is required).

WINTER WORKSHOPS 2007

Title: "Watch Your Mouth!"
Workshop #E47-203 **Location:** Community Action
Date: March 1, 2007 **Time:** 7:00 p.m. - 8:30 p.m.
Fee: FREE **CDA Competency:** 1
Presenter: Dr. April Love
Description: Children's dental health is very important to their overall health. Many childhood practices affect dental health. Well-informed providers can help children to have healthy smiles.
 (Pre-registration is required).

Title: "Infant & Toddler Environments"
Workshop #E48-203 **Location:** Beaverton Community Center
Date: March 3, 2007 **Time:** 9:00 a.m. - 12:00 p.m.
Fee: \$30 **CDA Competency:** 1
Presenter: Tammy Marino, Phoenix Solutions
Description: Looking for ideas to add wonder and excitement to your environment? Working together, we will explore ways to link developmental needs to infant/toddler environments using the design approach to include color and fun.

Title: "The Anxious Child"
Workshop #E49-203 **Location:** Beaverton Resource Center
Date: March 6, 2007 **Time:** 7:00 p.m. - 9:00 p.m.
Fee: \$10 **CDA Competency:** 3
Presenter: Sharon Wood, Early Childhood Mental Health Specialist
Description: This workshop will cover what is anxious behavior, how to help children deal with anxiety and when there are signs of other mental health issues.

Title: "But, I Hate Those Green Things"
Workshop #E51-203 **Location:** Beaverton Resource Center
Date: March 13, 2007 **Time:** 7:00 p.m. - 9:00 p.m.
Fee: \$20 **CDA Competency:** 1
Presenter: Carolyn Ausborn, Care-a-Lot Consulting
Description: Learn fun ways to get kids to like eating those veggies and other foods they only thought they did not like, along with principles of good nutrition.

Title: "Owies! Preventing Injuries"
Workshop #HS13 **Location:** Community Action
Date: March 17, 2007 **Time:** 10:30 a.m. - 12:30 p.m.
Fee: \$10 or \$5 DHS listed **CDA Competency:** 1 or 5
Presenter: Sheila Henderson, Oregon Registry Trainer
Description: Playground crashes, cuts and scrapes happen. Find out how to reduce the number of "boo-boos" while still having fun. Health & Safety Module # 5.

Oregon Child Health & Safety Series: **CDA Competency:** 1
Date: March 3, 2007 at Community Action

Title: "You Are Special"
Workshop #HS9 **Presenter:** Sheila Henderson
Fee: \$10 or \$5 DHS listed **Time:** 8:30 a.m. - 10:30 a.m.
Description: Learn how to build your energy and prevent burnout so you can be there for the children. This class will also cover the latest information on support for children with special needs. Health & Safety Module # 1.

Title: "Growing Healthy Children"
Workshop #HS10
Fee: \$10 or \$5 DHS listed **Time:** 10:30 a.m. - 12:30 p.m.
Description: We will discuss the importance of physical activity and discover inexpensive games to get those kids moving. Health & Safety Module # 2.

Title: "Growing Healthy Children"
Workshop #HS11
Fee: \$10 or \$5 DHS listed **Time:** 1:00 p.m. - 3:00 p.m.
Description: Good food nourishes the mind and body. This workshop will help you to encourage picky eaters to try healthy snacks. Health & Safety Module 3.

Title: "Curriculum and Child Development: A Reggio-Inspired Journey"
Workshop #E50-203 **Location:** Community Action
Date: March 10, 2007 **Time:** 8:30 a.m. - 3:00 p.m.
Fee: \$45 **CDA Competency:** 2 or 8
Presenter: Will Parnell, Helen Gordon CDC Director
Description: How do we pay 100% attention to the deepest and most interesting ideas children offer us? Let's spend some time together reconstructing our most innovative teaching-selves, which opens us up to fun by asking us to come out and play!

Title: "All Those Runny Noses"
Workshop #HS12 **Location:** Community Action
Date: March 17, 2007 **Time:** 8:30 a.m. - 10:30 a.m.
Fee: \$10 or \$5 DHS listed **CDA Competency:** 1
Presenter: Sheila Henderson, Oregon Registry Trainer
Description: Whenever children come together there is a chance for illness. Learn ways to prevent the spread of germs from invading your child care. Health & Safety Module # 4.

Title: "New Trends in Child Care"
Workshop #E52-203 **Location:** Community Action
Date: March 27, 2007 **Time:** 7:00 p.m. - 9:00 p.m.
Fee: FREE **CDA Competency:** 5 or 6
Presenter: Chris Kuran, MS, CCR&R staff
Description: As a professional field, child care is still in its infancy. Rapid changes are occurring in the way we care for and educate young children. How many children will need care in the future? Will providers be able to meet the need? We will discuss future trends and needs in child care including non-traditional hours, cost of care and regulations, corporate child care and care for children with disabilities.
 (Pre-registration is required).

Workshop Locations

HILLSBORO LOCATIONS:

Community Action Organization, 1001 SW Baseline Street, Hillsboro
Just after Big O Tires on the right side of the street. Baseline Street in Hillsboro is the road that takes you from Hillsboro west to Cornelius (also known as Highway 8).

BEAVERTON/ALOHA LOCATIONS:

Administration Building, Tualatin Valley Fire & Rescue, 20665 SW Blanton, Aloha
At the intersection of 209th and Blanton. Turn south off TV Hwy on 209th and east on Blanton.

Beaverton Resource Center, 12500 SW Allen Blvd., Beaverton
At the intersection of Allen Blvd and Hall Blvd (used to be the old Beaverton Library).

Beaverton Community Center, 12350 SW 5th St, Ste 100, Beaverton
At the intersection of Hall Blvd. and 5th Street (across 5th street from Beaverton Library).

Joe Paterno CDC, Nike World Campus, Beaverton

Main entrance on Murray Blvd. between Walker and Jenkins, stop at security bunker, turn right, third building on left.

Little Flower CDC, 4450 St. Mary's Drive, Beaverton

Off of SW Farmington Rd., west of Murray Blvd. on Valley Catholic Campus.

PORTLAND LOCATIONS:

Cedar Mill Community Library, 12505 NW Cornell Road, Portland
The library is located on the hill above and behind Walgreens. Enter through the driveway on NW Saltzman Rd.

TIGARD/TUALATIN/SHERWOOD LOCATIONS:

Tigard Town Hall, 13125 SW Hall Blvd, Tigard.
South of Hwy 99 on SW Hall Blvd next to police station.



View and Reflect

A video-training program presented by Child Care Resource & Referral of Washington County.
**** Beginning January 1, 2007, there will be a \$10 processing fee for each reflection paper sent in for review.**

View and Reflect is an approach that enables caregivers to receive additional training by viewing videos, reflecting on the information, and completing a reflection worksheet that is relevant to the information shared on the video. You can find the **View and Reflect** binder in the video section of your local library. The binder holds the reflection worksheets that you need to fill out after viewing a training video. You can also download the worksheets from our website at <http://www.communityaction4u.org/ccrr/providers>. One training hour certification will be given for each training video with its required assignments. This is how the program works:

1. Choose a video and the corresponding reflection worksheet on a topic that you would like to work on.
2. If you cannot find a particular video, go to the Willi-Net system and have it sent from one of the other libraries to your local library.
3. View the video and complete the reflection sheet. Send the reflection sheet, along with a check or money order payable to Community Action to:

**Community Action
Child Care Resource & Referral
1001 SW Baseline St., Hillsboro, OR 97123**

You will receive a training certificate as long as all the requirements are fulfilled.

View & Reflect IS approved by the Oregon Child Care Division.
If you have additional questions, call Chris Kuran at 503-693-3221.

VIDEO TITLES:

Child's Play
Come Join In
Give Yourself a Hand
Let's Talk
Now You're Talking
Once Upon a Time
Read to Me
Space to Grow
Time Together

Registering for Workshops Winter 2007

Please read carefully and call us with any questions at **971-223-6100**.

To register for a workshop, you must:

1. Mail in your registration form with a check payable to Community Action. When we receive your payment we will call or e-mail and confirm placement, which will guarantee a place in the class. Placement is done on a first come, first served basis. Registrations will only be accepted by mail and must be received in our office at least 3 days in advance of the class date.
2. Please use one registration form per staff person. Make copies of the registration form as necessary. A form can also be found at: www.communityaction4u.org/ccrr/providers.php

You should call us at **971-223-6100** to check on the current status of classes before sending in your payment. **For Locations and Directions to our workshops, refer to Page 14.**

Cancellation Policy

Cancellations must be given **3 days** before any workshop. In the event that a workshop is canceled by either CCR&R or the participant, we will send a credit coupon (Training Bucks) for use in any of our workshops.

Training Bucks expire one year after date of issue.

Refunds are not possible.

Attendance Policy

If you miss a class and have not given at least 3 days notice, no credit or refund will be given. Participants must be on time. Doors will be locked 15 minutes after class begins. **Children are not permitted at the class.**

Mail registration form and make check payable to:

Community Action
Attn: CCR&R
1001 SW Baseline Street
Hillsboro, OR 97123

Get Into Training - Winter 2007!

WARNING: Classes fill up very quickly! Register early!

CCR&R staff use only
Counselor _____
Case Mgr _____
Workshop Coordinator _____
Workshop Facilitator _____
Workshop _____

NAME: _____

DAYTIME PHONE: _____

EVENING PHONE: _____

CENTER NAME: _____

ADDRESS: _____

CITY: _____

ZIP: _____

EMAIL: _____

Type of Care? Family _____ Center _____

DHS listed Providers receive a \$5 discount off **specified classes only**. Check here if you are listed with DHS. _____

By checking these boxes, you agree that you have read and understand the following:

- Registration Instructions
- Cancellation Policy
- Locations
- Directions
- Attendance Policy (No cash refunds)

If you do not understand any of these items, please call 971-223-6100.

Check the workshops that you are registering for:

Workshop	Fees	DHS	Check to register	Workshop	Fees	DHS	Check to register	Workshop	Fees	Check to register
OVC 1/03	FREE			SE-9	\$10	\$5		E36-203	\$45	
OVC 1/17	FREE			SE-10	\$10	\$5		E37-203	\$20	
OVC 2/7	FREE			SE-11	\$10	\$5		E38-203	\$20	
OVC 2/28	FREE			SE-12	\$10	\$5		E39-203	\$30	
OVC 3/7	FREE							E40-203	\$20	
OVC 3/28	FREE							E41-203	\$30	
								E42-203	\$45	
				HS-9	\$10	\$5		E43-203	\$20	
				HS-10	\$10	\$5		E44-203	\$20	
FH	\$10	\$5		HS-11	\$10	\$5		E45-203	\$20	
				HS-12	\$10	\$5		E46-203	FREE	
SS-13	\$10	\$5		HS-13	\$10	\$5		E47-203	FREE	
SS-14	\$30	\$25						E48-203	\$30	
SS-15	\$10	\$5						E49-203	\$10	
SS-16	\$30	\$25		E33-203	\$30			E50-203	\$45	
SS-17	\$10	\$5		E34-203	FREE			E51-203	\$20	
SS-18	\$30	\$25		E35-203	\$10	\$15		E52-203	FREE	

Total # of Workshops: _____ **Total fees:** _____

PLEASE ASSIST US IN KEEPING OUR INFORMATION UP TO DATE

PLEASE UPDATE MY RECORD WITH THE FOLLOWING INFORMATION

Print Name: _____

Phone #: _____

Email/Website: _____

Total Capacity: _____

	<u>Number Enrolled</u>	<u>Number Vacancies</u>
0 – 12 months	_____	_____
13 – 29 months	_____	_____
30 mos – 5 yrs	_____	_____
6 yrs and up	_____	_____

I am currently:

- Registered Exempt
 Certified

ID#: _____

Expires: _____

Hours: _____

- Full Time Part Time

I am open:

- Mon Fri
 Tues Sat
 Wed Sun
 Thurs

Transportation is available, or children walk from the following schools:

Comments: _____

The following information is requested for the purpose of creating a unique ID number.

_____/_____/_____
 Your Last 5 digits of SS No. Month Day Year
Your Date of Birth

Raffle:

If you would like your name to be placed in a drawing for \$25 off the registration fees for The Learning Circle Programs, please check this box.

★ **Congratulations to the latest winner**
Dana Bloch !!

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Community Action Organization
 1001 SW Baseline Street
 Hillsboro, OR 97123
 971-223-6100