CURRENT NEWS AND TRAINING CALENDAR FROM BCCRC

Feeling Blue?
You are not alone and BCCRC is here to help.

When we begin to write each newsletter, it is the custom to look back at the same time period of the previous year. In doing so, I am struck by the fact that as 2019 was ending, the BCCRC newsletter for the winter of 2020 was full of hope as BCCRC joined The Family Tree, and enthusiasm for all the planned activities, and new collaborations. Little did we know, or ever suspect, that just two-and-a-half months into the winter of 2020 we would be faced with a global pandemic that none of us could have imagined.

Now, here we are heading into the winter of 2021 with the virus raging, the holidays not looking so festive, and a general feeling of anxiety and fear. According to a recent study from John Hopkins University, School of Public Health, issues caused by the pandemic such as fear of illness, social distancing, school closures, work restrictions, and decreased revenue for child care programs are leading to a marked increase in psychological distress, such as anxiety, depression and sleep issues.

Over the past weeks, BCCRC staff have fielded increasing numbers of telephone calls from early care and education providers who are feeling anxious and isolated. A few months ago, there were conversations about a “new normal” but for now there is no normal and there is the need to support one another as we face the coming months.

To this end, BCCRC’s Early Intervention Project is offering a forum for providers to come together and talk, ask questions, get information, and just be a support for one another during this uneasy time. The “Working Together” Support Group meets monthly via the Zoom Platform. Those who have attended a group have found the sessions helpful and invigorating. Kim Sydnor, a recent participant in a Working Together group said the following: “Today’s provider support group was a great space for me to be heard. I truly enjoyed it. And meeting you, it’s always my pleasure to be in the room with those who are dedicated to the well-being of our children.”

(continued on page 2)
Feeling Blue?

(continued from page 1)

Zoom groups will be held during naptime on the 3rd Tuesday of each month between 12:30 pm and 1:30 pm., January 19, February 16, March 16, and April 20.

You must register in advance for the meetings at:
URL: https://us02web.zoom.us/meeting/register/tZIpfs6grzwGtGNR6NlfQpCzWb0D_ry4AnSaa
Meeting ID: 864 8781 7720

At each meeting a raffle will be held, and one attendee will win a cozy corner starter kit worth $50. In addition, all attendees will be offered a PAU for their time.

For more information contact the Infant and Early Childhood Mental Health Consultants by email at sfunk@familytreemd.org or thoicowitz@familytreemd.org.

Good News at Tax Time

Two Hefty Credits Help Working Families

Working families can put extra cash in their pockets at tax time by claiming the Earned Income Credit (EIC). The EIC is a tax provision that allows eligible taxpayers to reduce their tax burden.

Families may qualify for the federal and state EIC, if, in 2020, they:
• were raising one child and earned less than $41,756; or less than $47,646 if married.
• were raising two children and earned less than $47,440; or $53,330, if married.
• were raising three or more children and earned less than $50,954; or $56,844 if married.
• had no children, earned less than $15,820; or $21,710 if married.

The EIC is the biggest tax benefit for working families, but there are other important tax credits. The Child and Dependent Care Tax Credit, gives families with child care expenses up to $3,000 for one child or up to $6,000 for two or more children, a tax credit.

To learn the location of free tax preparation sites, run by well-trained community volunteers, or to get more information on the tax credits, please call 1-800-638-2937 or visit the Maryland EITC web site at www.marylandtaxes.gov

BCCRC: Work Continues Virtually

Out of caution for the health and welfare of staff and clients, BCCRC offices at The Family Tree remain closed until further notice.

BCCRC Staff is available, working remotely from home, Monday through Friday, 8:30am to 4:30pm. Staff can be reached by email, and telephone messages left on office phones will still be delivered to each staff member via email.

We are all here to assist you through this crisis. Do not hesitate to reach out to any staff member.

• Nancy Pelton, General information and inquiries: npelton@familytreemd.org
• Jennifer Lentz, Training and CDA Project: jlentz@familytreemd.org
• Carol Powers, Technical Assistance: cpowers@familytreemd.org
• Sue Penix, Technical Assistance and Infant Toddler Programing: spenix@familytreemd.org
• Suzanne Funk, Infant and Early Childhood Mental Health Consultation: sfunk@familytreemd.org
• Tova Hoicowitz, Infant and Early Childhood Mental Health Consultation: thoicowitz@familytreemd.org
• Jennell Bailey, Training registration, general information: jbailey@familytreemd.org

Emergency Preparedness Training

In need of the required 6-hour Emergency Preparedness Training? Project Security Blanket’s course is available on-line. Go to www.projectsecurityblanket.org to find the schedule of classes and registration information.

Attention Family Child Care Providers

The Maryland State Family Child Care Association (MSFCCA), a professional organization for family child care providers that was established in 1983, is exploring the formation of a Baltimore City chapter. MSFCCA has been the voice of family child care providers in the state and encourages City family child care providers to become direct members of MSFCCA for a reduced rate of $22/year.

For additional information on the association and on the benefits of joining, contact MSFCCA President, Ruby Daniels at rubygd33@gmail.com.
Important Telephone Numbers and Contacts

**Baltimore City Child Care Resource Center**
Main Number.......................................................... 410-889-2300
LOCATE: Child Care (toll free)............................ 1-877-261-0060
FAX...................................................................... 410-685-2100

**Other Agencies**
Office of Child Care – Region II.......................... 410-554-8300
MD State Department of Education..................... 410-767-0100
Office of Child Care: Credential Branch.......... 1-866-243-8796
CCS Provider Helpline [toll free].................... 1-866-243-8796
Protective Services..................................................... 410-361-2235
Medical Assistance/WIC......................................... 410-396-9427
Child Care Food Program......................................... 410-767-0214
Maryland Family Network....................................... 410-659-7701
Maryland State Child Care Association (MSCCA)
   Christina Peusch, Executive Director.............. 410-820-9196
   MSCCA, Baltimore City Chapter
   Jennifer Dorsey, President............................. 443-835-0738

**Baltimore Child Care Coalition**
   Email.................................................. baltimorechildcarecoalition@gmail.com
   The Family Tree..................................................... 410-889-2300
   24-hour Parenting Helpline........................... 1-800-243-7337

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**Announcing…**
**Exciting new training opportunity available for infant and toddler caregivers.**

Infant-toddler educators have one of the most important jobs in the world, but they often lack the practical resources to support them. The ZERO TO THREE Critical Competencies for Infant-Toddler Educators™ competency model defines the specific knowledge and practices required for infant-toddler educators to be successful now, and to support the future of our children. Baltimore City Child Care Resource Center in partnership with Howard County Resource and Referral Center will be offering the 45 hour class beginning in January. The first cohort is fully enrolled but a second cohort will be added in May. If you are interested in learning more about this training, contact Jennifer Lentz, jlentz@familytreemd.org.

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**Looking for Twenty Family Child Care Providers**

BCCCRC and twenty family child care providers have the opportunity to participate in a pilot program to investigate how smart, strategic business management systems and business coaching can help the child care industry move forward, and become a sustainable business model no matter what obstacles are thrown in the way. Before COVID-19, the child care industry in the United States was already in an uphill battle to survive. Research is showing that there is no quick fix, but there are promising practices that could change the child care industry from one always struggling to survive to a robust, financially successful business model.

Opportunities Exchange is an organization that has been working for over ten years to “help the early childhood field achieve financial stability and strong child outcomes through Shared Services”. With a proven track record, Opportunities Exchange has developed a strategy to address systemic issues in the early childhood field in order to move away from status quo and begin to invent the child care system.

Along with two other Child Care Resource Centers in the state, BCCRC will begin a pilot project early in 2021 with Opportunities Exchange. The project will focus on the first strategy - automation and business coaching. We will begin small with twenty family child care providers from each of the three jurisdictions, with the hope that a successful outcome of the pilot will lead to further investment for the expansion of the shared services model. The project will provide free professional business training and coaching, free use of a child care management system with tech support, and one-on-one support from a BCCRC consultant.

In order to get the project off the ground, BCCCRC is currently recruiting family child care providers for the pilot project. Ideally, those who are interested would have the following qualifications: 1.) Have been licensed for less than ten years; 2.) Access to reliable technology and some skill in using technology; 3.) Willingness to use an automated child care management system and participate in training and coaching sessions; and 4.) Interest in becoming a leader in the movement to transform the child care industry. If you believe that you meet the qualifications and are interested in receiving an application to participate please contact Nancy Pelton, npelton@familytreemd.org, by January 5, 2021.
# January 2021

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To register online, go to www.bccrcr.org.

ALL CLASSES WILL BE HELD VIRTUALLY
Training Descriptions
January 2021

Developing a Community Resource File [NEW]
Childcare is much more than caring for children. Families come with expectations of services to meet their individual needs. Helping families to help themselves is the most valuable help you can give. In this workshop, you will learn about the importance of keeping a community resource file to help your families in times of need.

   Topic: 3 hours Community  
   Date: Wednesday, January 6  
   Time: 6:00 p.m. — 9:00 p.m.  
   Cost: $15; Must pre-register

Medication Administration [All]
In this class, led by a Child Care Nurse Consultant, participants will learn basic information about administering medication to infant, toddlers, and preschool children. This class fulfills the MSDE/OCC requirement.

   Topic: 6 hours Health, Safety & Nutrition  
   Date: Saturday, January 9  
   Time: 9:00 a.m. — 3:30 p.m.  
   (Bring bag lunch)  
   Fee: $60; Must pre-register

IMPORTANT: This class will be held at the Julie Community Center, 100 S. Washington Street, 21231. Bring a bag lunch.

Engaging Young Learners Virtually [NEW]
When implementing lessons, providers will design activities, lessons and experiences that are engaging and develop the whole child in a virtual learning environment.

   Topic: 2 hours Curriculum  
   Date: Wednesday, January 13  
   Time: 6:00 p.m. — 8:00 p.m.  
   Cost: $15; Must pre-register

Positive Words for Positive Actions
Using positive language when talking to children gives them an understanding of the expectations we have. Learn how easy it is to reword your directions and other guidance techniques you can use in your childcare.

   Topic: 3 hours Child Development  
   Date: Thursday, January 14  
   Time: 6:00 p.m. — 9:00 p.m.  
   Cost: $15; Must pre-register

Marketing for Business Growth
This session provides low cost strategies and tips on how a provider can market their services to the community so that they become the childcare of choice.

   Topic: 3 hours Professionalism  
   Date: Saturday, January 16  
   Time: 9:00 a.m. — 12:00 p.m.  
   Cost: $15; Must pre-register

Family Child Care Pre-service Module 1 — Child Development
This workshop will cover basic child development concepts including stages of child growth and development; an overview of leading child development theorists; and an overview of learning differences.

   Topic: 4 hours Child Development  
   Date: Thursday, January 21  
   Time: 10:00 a.m. — 2:00 p.m.  
   Fee: $20; Must pre-register

All Children are Gifted
Understanding the special needs of children prepares child development professionals to create environments and programs for the children in their care. In this workshop you will explore ways and share inclusion strategies to use in your program.

   Topic: 2 hours Special Needs  
   Date: Saturday, January 23  
   Time: 9:00 a.m. — 11:00 a.m.  
   Cost: $15; Must pre-register

Family Child Care Pre-service Module 2 — Curriculum
Through this workshop participants will develop a better understanding of the components of a family childcare curriculum; how to create a developmentally appropriate curriculum for family childcare; and how to plan and design the family childcare environment.

   Topic: 4 hours Curriculum  
   Date: Thursday, January 28  
   Time: 10:00 a.m. — 2:00 p.m.  
   Fee: $20; Must pre-register

Creating a Stress Reducing Environment for All Children
The purpose of this training is to look at the increasing levels of stress found in children ages 2 through 12, and what can be done to help these children cope with their stress and anxiety. You will also learn techniques you can use to help lessen that stress, and how to establish collaboration between providers and parents to reduce the impact of stressors on young children.

   Topic: 1 hour Child Development,  
          1 hour Curriculum,  
          1 hour Health, Safety & Nutrition  
   Date: Thursday, January 28  
   Time: 6:00 p.m. — 9:00 p.m.  
   Cost: $15; Must pre-register
## February 2021

**Workshop Training Sessions**

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To register online, go to www.bcccrc.org.

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**The Family Tree**

*Baltimore City Child Care Resource Center*

Raising families up.

24-hour Parenting Helpline: 1.800.243.7337

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**ALL CLASSES WILL BE HELD VIRTUALLY**

2108 North Charles Street

Baltimore, MD 21218

410-889-2300

familytreemd.org
Training Descriptions
February 2021

Family Child Care Pre-service
Module 3 — Health, Safety & Nutrition
This workshop will focus on the components of emergency preparedness, menu planning, and on health and safety concerns when caring for young children.
Topic: 4 hours Health, Safety, & Nutrition
Date: Thursday, February 4
Time: 10:00 a.m. — 2:00 p.m.
Fee: $20; Must pre-register

Cultivating Creative Problem Solvers
Teachers lose valuable instruction time to time spent mediating conflicts between students. In this training participants will learn how to teach their young students to manage their emotions and resolve conflicts collaboratively with their peers. Participants will also practice appropriate responses to resolving conflict.
Topic: 3 hours Child Development
Date: Saturday, February 6
Time: 9:00 a.m. — 12:00 p.m.
Fee: $15; Must pre-register

Taking Good Care of You
This workshop will increase awareness of self-care for providers. Without good self-care, there may come a point when we have nothing left to give. Participants will learn the signs of burnout, brainstorm ideas on how to avoid burnout, examine the importance of staying healthy, discover resources, discuss the need to not control everything in life, and become more aware that it is impossible to be perfect.
Topic: 3 hours Health, Safety & Nutrition
Date: Wednesday, February 10
Time: 6:00 p.m. — 9:00 p.m.
Fee: $15; Must pre-register

Family Child Care Pre-service
Module 4 — Special Needs
This workshop will cover basic information regarding inclusive childcare; the ADA requirements; and health, behavioral, and developmental issues and concerns.
Topic: 4 hours Special Needs
Date: Thursday, February 11
Time: 10:00 a.m. — 2:00 p.m.
Fee: $20; Must pre-register

Child Development and Developmental Delays
Participants will be presented with information on how to distinguish the difference between typical and atypical child development. They will leave with information on how to implement accommodations and modifications to better work with children with developmental delays and resources to utilize when development is atypical. Additionally, participants will learn strategies for working with children exhibiting typical development in order to further strengthen their development.
Topic: 1 hour Child Development, 1 hour Special Needs
Date: Thursday, February 11
Time: 6:00 p.m. — 8:00 p.m.
Fee: $15; Must pre-register

Medication Administration [All]
In this class, led by a Child Care Nurse Consultant, participants will learn basic information about administering medication to infant, toddlers, and preschool children. This class fulfills the MSDE/OCC requirement.
Topic: 6 hours Health, Safety & Nutrition
Date: Saturday, February 13
Time: 9:00 a.m. — 3:30 p.m.
[Bring bag lunch]
Fee: $60; Must pre-register
IMPORTANT: This class will be held at the Julie Community Center, 100 S. Washington Street, 21231. Bring a bag lunch.

Family Child Care Pre-service
Module 5 — Professionalism
This workshop will give participants the opportunity to explore and understand the importance of specific concepts and practices that will lay the foundation for a successful program including supervision, abuse & neglect, appropriate guidance, record keeping, marketing, contracts, policies & procedures, and developing handbooks.
Topic: 4 hours Professionalism
Date: Thursday, February 18
Time: 10:00 a.m. — 2:00 p.m.
Fee: $20; Must pre-register

Learning Math with Dollar and Thrift Store Finds
Young children love to think and figure things out – reasoning - they do it all day. Math is about thinking, figuring things out and reasoning. Math manipulatives do not have to cost a fortune, many materials can be found at the local dollar store or thrift shop that support mathematical thinking processes.
Topic: 3 hours Curriculum
Date: Saturday, February 20
Time: 9:00 a.m. — 12:00 p.m.
Fee: $15; Must pre-register

Achieving Quality Standards in Early Education
All programs have the opportunity to contribute and commit to a common goal that all children should be provided with the best care and education possible. Join us and explore the Maryland Quality Rating and Improvement Systems [QRIS] including Maryland EXCELS, Classroom Assessment Scoring Systems, Credential, and Accreditation.
Topic: 3 hours Professionalism
Date: Wednesday, February 24
Time: 6:00 p.m. — 9:00 p.m.
Fee: $15; Must pre-register

Family Child Care Pre-service
Module 6 — Community
This workshop will focus on the importance of developing and maintaining relationships with children, families, and the larger community.
Topic: 4 hours Community
Date: Thursday, February 25
Time: 10:00 a.m. — 2:00 p.m.
Fee: $20; Must pre-register

Making Families Welcome:
Positive Partnerships with Families
This workshop provides childcare providers with the tools for understanding positive partnerships with parents/guardians/family members. It is designed to help providers select a variety of ways for families to be represented in their classrooms so that the children feel comfortable and to stay connected to their families and community while they are in the childcare setting.
Topic: 3 hours Community
Date: Saturday, February 27
Time: 9:00 a.m. — 12:00 p.m.
Fee: $15; Must pre-register
March 2021

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To register online, go to www.bccrcr.org.

ALL CLASSES WILL BE HELD VIRTUALLY

Raising families up.
24-hour Parenting Helpline: 1.800.243.7337

The Family Tree
Baltimore City Child Care Resource Center
2108 North Charles Street
Baltimore, MD 21218
410-889-2300
familytreemd.org
Developmentally Appropriate Practices: Environments for Child Care Programs
This training will explore developmentally appropriate practices within the classroom environment and how these practices can be integrated throughout the classroom setting. Participants will learn how to plan activities that are engaging for all children in the different learning centers and how to enhance each learning center through the incorporation of a variety of materials.

**Training Descriptions March 2021**

**Making Meaningful Connections: Building the Foundation of the Young Brain**
Participants will actively engage in "building a brain," explore the importance of developing their own capacity, and learn specific strategies and interactions that grow healthy brains. After engaging with the content of this training, participants will have a better understanding of the core components used to support the growth of all learners.

- **Topic:** 3 hours Curriculum
- **Date:** Saturday, March 6
- **Time:** 9:00 a.m. — 12:00 p.m.
- **Fee:** $15; Must pre-register

**Including All Children and the ADA**
This class fulfills the MSDE requirement for all childcare professionals.

- **Topic:** 3 hours Special Needs
- **Date:** Tuesday, March 9
- **Time:** 6:00 p.m. — 9:00 p.m.
- **Fee:** $15, must pre-register

**Discipline is Teaching: Positive Strategies to Reduce Challenging Behaviors** (NEW)
Challenging Behavior is to be expected when working with children but what are the most effective consequences? Prevention is the best form of intervention! Participants will learn strategies to prevent challenging behavior as well as positive approaches to discipline while maintaining strong, trusting, and supportive relationships to promote children's learning. Participants will leave with a "toolkit" of approaches surrounding behavior to use in their early childhood programs.

There will be an optional 1 hour Q&A after the class to ask the Early Intervention Specialists questions that you have about challenging behaviors with the children in your program.

- **Topic:** 1 hour Child Development, 1 hour Curriculum
- **Date:** Thursday, March 11
- **Time:** 6:00 p.m. — 8:00 p.m. (With a 1 hour optional Q&A after the class.)
- **Cost:** $15; Must pre-register

**Medication Administration (All)**
In this class, led by a Child Care Nurse Consultant, participants will learn basic information about administering medication to infant, toddlers, and preschool children. This class fulfills the MSDE/OCC requirement.

- **Topic:** 6 hours Health, Safety & Nutrition
- **Date:** Saturday, March 13
- **Time:** 9:00 a.m. — 3:30 p.m. (Bring bag lunch)
- **Fee:** $60; Must pre-register

**IMPORTANT:** This class will be held at the Julie Community Center, 100 S. Washington Street, 21231. Bring a bag lunch.

**Basic Health and Safety**
This class fulfills the MSDE requirement for basic health and safety training.

- **Topic:** 3 hours Health, Safety, & Nutrition
- **Date:** Wednesday, March 17
- **Time:** 6:00 p.m. — 9:00 p.m.
- **Fee:** $15; Must pre-register

**Working with Mixed Age Groups**
Working with a group of children who are different ages presents childcare providers with unique challenges and opportunities. Learn strategies to overcome challenges, create daily schedules and meet the needs of each child.

- **Topic:** 2 hours Child Development, 1 hour Curriculum
- **Date:** Thursday, March 25
- **Time:** 6:00 p.m. — 9:00 p.m.
- **Fee:** $15; Must pre-register

**Building Strong Teams through Understanding Personality Types**
You will gain new insights into how each team member is "shaped" and this shape causes them to process information and respond to situations in a certain way. This training will help staff understand each other's unique personalities and how to best approach and interact with each other for team cohesiveness.

- **Topic:** 3 hours Professionalism
- **Date:** Saturday, March 27
- **Time:** 9:00 a.m. — 12:00 p.m.
- **Fee:** $15; Must pre-register
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To register online, go to www.bccrc.org.

ALL CLASSES WILL BE HELD VIRTUALLY

Raising families up.
24-hour Parenting Helpline: 1.800.243.7337
Why Play Matters
In this training, you will learn about the various aspects of play and the roles that each type plays in the growth and development in children. This training will conclude with discussing strategies for integrating developmentally appropriate practices into curriculum and daily activities to meet the individual needs of children.
   - **Topic:** 3 hours Child Development
   - **Date:** Saturday, April 3
   - **Time:** 9:00 a.m. — 12:00 p.m.
   - **Fee:** $15; Must pre-register

Understanding Autism Today
Childcare providers are key players in creating awareness of Autism and can offer support and guidance to families and children with Autism Spectrum Disorder. Participants will hear about recent developments in Autism research, learn to identify early warning signs of autism and find local support resources as well as learning effective teaching and documentation strategies for supporting children with Autism Spectrum Disorder.
   - **Topic:** 3 hours Special Needs
   - **Date:** Thursday, April 8
   - **Time:** 6:00 p.m. — 9:00 p.m.
   - **Fee:** $15; Must pre-register

How to Expertly Navigate Conflict in the Workplace
Conflict is inevitable as people work together. It is not the conflict that is the problem, but people’s reaction to it. This class teaches educators the common sources of conflicts in the workplace, how to get to the root of the conflict, and how to handle it in a professional manner so that the workplace can remain harmonious and productive.
   - **Topic:** 3 hours Professionalism
   - **Date:** Saturday, April 10
   - **Time:** 9:00 a.m. — 12:00 p.m.
   - **Fee:** $15; Must pre-register

Medication Administration [All]
In this class, led by a Child Care Nurse Consultant, participants will learn basic information about administering medication to infant, toddlers, and preschool children. This class fulfills the MSDE/OCC requirement.
   - **Topic:** 6 hours Health, Safety & Nutrition
   - **Date:** Saturday, April 10
   - **Time:** 9:00 a.m. — 3:30 p.m.
   - **[Bring bag lunch]
   - **Fee:** $60; Must pre-register
   - **IMPORTANT:** This class will be held at the Julie Community Center, 100 S. Washington Street, 21231. Bring a bag lunch.

Outdoor Environment Design for Infants and Toddlers
Infants & Toddlers are natural investigators. Fueled by their curiosity, they use their senses to learn about the world. Oftentimes the outdoor environment is overlooked as an environment that can stimulate curiosity and learning for infants & toddlers. This workshop focuses on how to curate an outdoor learning environment for infants and toddlers to grow and learn based on their developmental needs and abilities.
   - **Topic:** 1 hour Child Development, 2 hours Community
   - **Date:** Saturday, April 24
   - **Time:** 9:00 a.m. — 12:00 p.m.
   - **Fee:** $15; Must pre-register

Playground Safety
Outdoor play is an essential part of everyday in childcare. Learning how to keep children safe on the playground involves being intentional. This workshop helps childcare providers evaluate the safety of their playground, review the current procedures for keeping children safe on the playground, and makes recommendations on how to maximize their play space so it is safe for all children.
   - **Topic:** 2 hours Health, Safety & Nutrition
   - **Date:** Tuesday, April 13
   - **Time:** 6:00 p.m. — 8:00 p.m.
   - **Fee:** $15; Must pre-register

Creating Culturally Rich Environments with Loose Parts
Young children are naturally curious about the people and places in their world, beginning with their family and local community. Creating an environment filled with loose parts that encourages exploration of their local culture and its people is an important component of early education.
   - **Topic:** 3 hours Community
   - **Date:** Thursday, April 15
   - **Time:** 6:00 p.m. — 9:00 p.m.
   - **Fee:** $15; Must pre-register

Messing Around with Science
We all like to get a little messy every now and then - especially kids! Children learn best when they can actually touch, see, smell, taste, hear, and manipulate the materials in their world. They are filled with wonder and curiosity about the world around them. This workshop will provide ideas and activities for children to use their senses to discover and explore.
   - **Topic:** 3 hours Curriculum
   - **Date:** Thursday, April 22
   - **Time:** 6:00 p.m. — 9:00 p.m.
   - **Fee:** $15; Must pre-register
Important Registration Policies

When registering for training classes at BCCCRC please remember the following:

- **Pre-registration is required.** Registration and payment must be received three days in advance of the training.
- **Registration fees are non-refundable.** With 24-hour prior notice you may transfer to another class or receive a credit for a future training class, except for Medication Administration.
- Registration is on a first come, first served basis. If your registration is received after a workshop has reached capacity you will be notified immediately and your payment will be returned.
- A confirmation letter will be sent for all classes — please read your letter carefully. You will not receive reminder cards for each class.
- Payment can be made by check, money order or credit card. **No cash please.**
- Presence at the entire workshop constitutes attendance. Out of respect for our trainers and all of those in attendance, no one will be admitted to a training session that has been in progress for fifteen minutes or more.
- Workshops are for adults only. Please make child care arrangements in advance — children will not be admitted to a training class.
- Reasonable accommodations are offered, if needed. Please call the Resource Center one week in advance to request accommodations.

**TO REGISTER FOR CLASSES:**

- Register with credit card on-line at www.bccrc.org. To receive a registration form via email contact Jennell Bailey at jbailey@familytreemd.org.
- Remember — registrations must be received at BCCCRC three days prior to the scheduled training.