



Montgomery Child Care Association Training Institute

MONTGOMERY CHILD CARE ASSOCIATION, founded in 1968, is the oldest and largest non-profit provider of child care in Montgomery County. The Montgomery Child Care Association Training Institute, established in 1985, is approved by the State of Maryland (# PS-101100 and CKO-30828) and District of Columbia (#002-01-03) to provide pre-service and continued education to child care professionals.

CERTIFICATES: Core of Knowledge certificates are issued for all Training Institute workshops. You must attend the entire workshop and complete an assessment to receive your certificate. Please note that there is a charge to provide replacement certificates for courses and workshops.

TO REGISTER: No phone registrations. Please use coupons on page 7. Mail with your check payable to "MCCA Training Institute" to: MCCA Training Institute, Workshop Registration, 3204 Tower Oaks Blvd., #330, Rockville, MD 20852. Then go to your first class. We do NOT send confirmation of workshop registrations. We reserve the right to cancel classes which are under-enrolled. We will call you if your class is closed or canceled. We DO send confirmation of CDA Prep, 45 and 90 Hour Course registrations. If you choose to register at the door, please note that registration is first come, first served, and workshops are frequently full.

TO CANCEL WORKSHOPS: Call our office during regular business hours (Monday through Friday, 9 a.m.- 4 p.m.) **Cancellations at least 5 days before workshop receive a refund less the \$20 non-refundable registration fee.** Cancellations less than 5 days but at least 48 hours prior to workshop receive a credit, *which must be used within 12 months of canceled event date.* No credits or refunds are issued for cancellations with less than 48 hours notice, or absences without cancellation.

TO CANCEL CDA Prep, 45 OR 90 HOUR COURSES: Call our office during regular business hours (see above). Cancellations made before the first day of class receive refund of deposit less the \$50 non-refundable registration fee. After class has begun, you must bring written cancellation notice to class, or to our Training Institute office during regular business hours. Refunds less \$50 registration fee will be issued only for cancellation notices received at or before the second class session. **NO REFUNDS OR CREDITS WILL BE ISSUED** for cancellation notices received after the second class session ends.

NO CHILDREN, PLEASE! If you bring children to classes, you will be asked to leave. Professional behavior is our expectation and your responsibility. Disruptive students will be removed from class.

Spring 2010

90-Hour Early Childhood Development and Curriculum.....	Page 2
CDA Prep Course.....	Page 3
Positive Discipline Advanced Level - Leadership Forum.....	Page 4
Coaching and Supervision - Leadership Forum.....	Page 4
The Challenge of Culture- Leadership Forum.....	Page 5
Puppets: Pals and Partners - 3-Hour Workshop.....	Page 6
Teaching From the Heart - Leadership Forum.....	Page 6
Leadership Forum & Course Registration Forms.....	Page 7
Class Locations.....	Page 8

TRAINING OPPORTUNITIES

Want to earn your CDA Credential? *Start here!*
The 90-Hour Course is Step #1
toward a Child Development Associate Credential

90 Hour Course in Early Childhood Development & Curriculum

This course meets State of Maryland educational requirements for Child Care Preschool Teachers. You must have a high school diploma or GED certificate to take this course. This course also provides 90 of the 120 training hours required for the Child Development Associate (CDA) Credential.

This course will concentrate on the growth and development of the infant through 5 year old, with primary emphasis on the ages of 2 to 5. A major focus of the course is the formulation of appropriate developmental curriculum for preschool children.

Learning experiences include lecture, discussion, small group work, speakers, films and videos, and observations of a model classroom.

Instructors:

Wendy Cividanis
Debbie Lebo

Dates:

April 27, 2010 - June 15, 2010
Tuesdays and Thursdays, 8:00am - 3:30pm.
No class on May 4th or May 6th

Place:

Montgomery Child Care/Bel Pre
Silver Spring, MD
(see map on page 8)

Fee:

\$650.00 tuition plus \$50 non-refundable registration fee. Please see cancellation policy on page 1.

*Confused about the
Child Development Associate
Credential?*

It's easy as 1-2-3...

STEP #1:

*Take MCCA's 90 Hour Course
for 90 of the 120
training hours required
for the CDA.*

STEP #2:

*MCCA's CDA Preparation Course
completes the 120 hours of training.*

STEP #3:

*MCCA's CDA Preparation Course
mentors you through
the CDA projects:*

- *Professional Resource File*
- *Parent Opinion Questionnaires*
- *Assessment Observation*
- *Oral Interview*
- *Written Assessment*

NOW YOU'RE READY!

It's time to submit your portfolio.

The Council for Early Childhood Professional Recognition will assess your portfolio and decide whether you have earned the Child Development Associate Credential.

**TO REGISTER FOR 45 and 90-Hour COURSES:
Please mail third coupon on page 7 with your
payment. You will receive confirmation of
course registrations.**

CDA STEP #2:

The CDA Preparation Course

The Child Development Associate (CDA) credential is now NAEYC’s minimum requirement for all staff in accredited child care programs.

This program will:

- Introduce students to the CDA assessment process and options;
- Provide students with CDA packet application materials;
- Offer the 30 hours of training to complete the CDA educational requirement when combined with MCCA’s 90-Hour Early Childhood Course;
- Support students in compiling the necessary documentation for CDA assessment;
- Offer a mentor/advisor who will work with the student to complete the required observation.

INSTRUCTORS:

Ann-Mari Gemmill, Debbie Lebo,
Sue Ann Keiser & Valerie Rajotte

DATES AND TIMES:

This program will meet on Wednesdays,
from 6:30 - 9:30 pm:
March 10, 17, 24;
April 7, 14, 21,28;
May 5, 12, 19

PLACE:

Montgomery Child Care
Park Street
Rockville, MD
(see map on page 8)

FEE:

\$345 tuition plus \$50 non-refundable
registration fee. Please see cancellation
policy on page 1.

STEP #3:

*MCCA’s CDA Preparation Course
mentors you through
the CDA projects:*

- Professional Resource File
- Parent Opinion Questionnaires
- Assessment Observation
- Oral Interview
- Written Assessment

NOW YOU’RE READY!

It’s time to submit your portfolio.

The Council for Early Childhood
Professional Recognition will assess
your portfolio and decide whether
you have earned the Child Develop-
ment Associate Credential.

Please note:

Students must have completed the 90-Hour Early
Childhood Course to enroll in this program.

This course is designed to support students in the
CDA process and does not cover CDA assessment costs.
Participation in this program does not ensure
award of a CDA credential.



Positive Discipline: Advanced Level with Jacky Howell

This six-hour leadership forum with Jacky Howell is designed for advanced providers to give you:

- An interactive examination of discipline/guidance that goes beyond the basics of developmental practices;
- An update on the most current resources and research, including the connections between brain development and guidance;
- Time to reflect upon individualized guidance plans for challenging children, and to problem-solve with other experienced professionals.
(PS-K, Adv.) (COK: Child Development)

DATE:

Friday,
March 12, 2010
(please bring bag lunch)

TIME:

9:00am - 3:30pm

LOCATION:

Montgomery Child Care
Kensington/Forest Glen
Silver Spring, MD
(see map on page 8)

FEE:

\$85 in advance
(\$20 non-refundable registration fee included)

This event is intended for advanced level child care professionals working with preschool through kindergarten programs who have at least two years' experience. You must have attended a workshop on positive discipline with Jacky Howell in the past to attend this event.

Coaching and Supervision

This 6-hour event especially designed for advanced providers will give you:

- Strategies for identifying your unique leadership style, strengths and personal challenges in coaching and supervision
- A deeper exploration of the similarities and differences between coaching, supervising, managing and directing in child care programs.
- Hands-on work time for designing effective individual staff development plans;
- Opportunity for networking and problem-solving on the management issues facing our profession in a time of crisis.
(All; Int.) (COK: Professionalism)

DATE:

Friday,
April 16, 2010

TIME:

9:00am - 3:30pm
(Please bring a big lunch)

LOCATION:

Montgomery Child Care
Kensington/Forest Glen
Silver Spring, MD
(see map on page 8)

FEE:

\$85 in advance
(\$20 non-refundable registration fee included)

Facilitators:

Wendy Cividanes
Debbie Lebo
Valerie Rajotte

*Training
For Experienced Child Care Professionals*

***The Challenge of Culture:
From Conflict to Connection***

***Leadership Forum
“Connection”***

Fee:
\$85
(\$20 non-refundable registration fee included)

Date:
Friday, March 19, 2010
(Please bring a Bag Lunch)

Time:
9:00am - 3:30pm

Location:
Montgomery Child Care
Kensington/Forest Glen
Silver Spring, MD
(see map on page 8)

Facilitors:
Wendy Cividanes
Debbie Lebo
Valerie Rajotte

Cultural diversity is both a strength and a challenge to our work with children, families and colleagues. In this session, especially developed for experienced staff and administrators, we'll open up a dialogue about each of our views and experiences:

- Expand your ideas of “culture” and the influences of culture on that individual;
- Examine the ways that we develop our understanding of “difference,” and the ways diversity plays out in child care and education programs;
- Learn more about what true “anti-bias” curriculum looks like, and use those ideas to build a more culturally sensitive environment in your program. (PS-SA; Adv.) (COK:Community)

Prerequisite:

To enroll in this session you should have at least two years' experience as a Senior Staff, Group Leader or Director, or five years as a Family Child Care Provider.

You should also have a good understanding of developmentally appropriate curriculum and be comfortable expressing your ideas in a group setting.

Puppets: Pals for Children, Partners for Teachers

with Jacky Howell

Add a dynamic element to your program by including puppets in your story time, circle time, clean-up time, and anytime!

This event will focus on techniques to create classroom characters, manipulate puppets successfully, and make your own simple puppets.

Extend your puppetry experiences at this fun, interactive event.
(PS-K; Int.) (COK: Curriculum)

DATE:

Friday,
April 30, 2010

TIME:

9:00 am - 12:00 pm

LOCATION:

Montgomery Child Care
Kensington/Forest Glen
Silver Spring, MD
(See map on page 8)

FEE:

\$45 in advance

Puppets will be on sale at the end of the workshop!



Teaching from the Heart: Nurturing Each Child's Spirit

with Jacky Howell

Feeling the need to renew yourself and your relationships with children? Come learn strategies and techniques to reconnect with your children and to honor and nurture each child's unique spirit.

We have a tremendous impact on young children's lives through our interactions and words. The relationships we create are crucial in building strong children.

Join Jacky Howell for a full-day interactive workshop that will engage and inspire you.
(All; Adv.) (CKO:Community)

DATE:

Friday,
May 14, 2010

TIME:

9:00 am - 3:30pm

LOCATION:

Montgomery Child Care
Kensington/Forest Glen
Silver Spring, MD
(See map on page 8)

FEE:

\$85 in advance
(\$20 non-refundable registration fee included)

NOTE: WE DO NOT SEND CONFIRMATIONS OF WORKSHOP REGISTRATIONS.

INDIVIDUAL REGISTRATION - Leadership Forums

Spring 2010

Name _____

Street Address _____

City _____ State _____ Zip _____

Home Phone (____) _____ Work Phone (____) _____

Leadership Forum	Date	Fee
_____	_____	_____
_____	_____	_____
_____	_____	_____

***Please note a \$20 non-refundable registration fee is now included** Total enclosed \$ _____

GROUP REGISTRATION - Leadership Forums

Spring 2010

Center Name _____

Street Address _____

City _____ State _____ Zip _____

Phone (____) _____ Contact Person: _____

Participants' Names	Leadership Forum	Date	Fee
_____	_____	_____	_____
_____	_____	_____	_____
_____	_____	_____	_____
_____	_____	_____	_____

***Please note a \$20 non-refundable registration fee is now included** Total enclosed \$ _____

90-HOUR / 45-HOUR COURSE REGISTRATION

Spring 2010

I am registering for (CHECK ONE):

- 90 Hour Early Childhood Course**, \$350 deposit required;
\$350 balance due at 1st class
- CDA Preparation Course**, \$195 deposit required
\$200 balance due at 1st class

Please mail registrations to:
MCCA Training Institute
3204 Tower Oaks Blvd. Suite 330
Rockville, MD 20903

Name _____

Home Address _____

City _____ State _____ Zip _____

Home Phone (____) _____ Work Phone (____) _____

I work at (name of school/center/family child care) _____

DEPOSIT ENCLOSED: \$ _____ BALANCE DUE AT FIRST CLASS!



TRAINING OPPORTUNITIES

Montgomery Child Care Association Training Institute

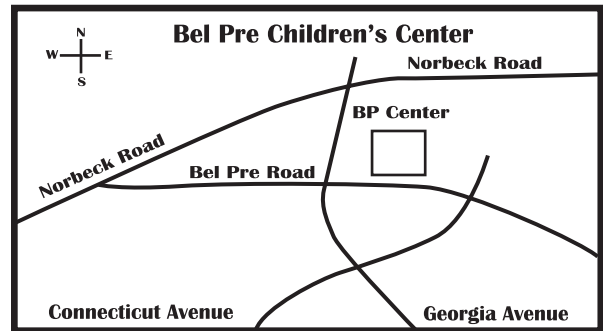
3204 Tower Oaks Blvd., Suite 330
Rockville, MD 20852

Address Service Requested

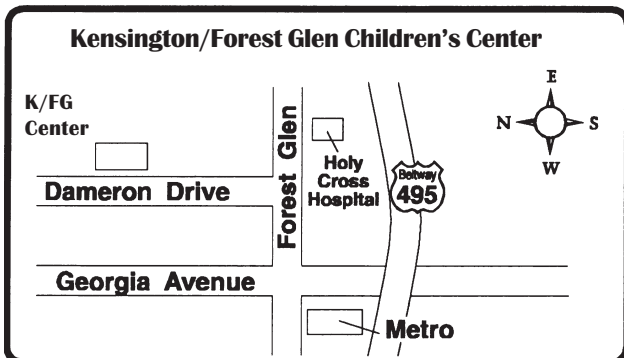
Nonprofit Organization
U.S. POSTAGE
PAID
Rockville, MD 20852
Permit No. 1626

Send all registrations to Main Office:

MCCA Training Institute
Registration
3204 Tower Oaks Blvd., #330
Rockville, MD 20852



4001 Bel Pre Road, Silver Spring, MD



9805 Dameron Drive, Silver Spring, MD



1010 Grandin Avenue, Rockville, MD