

Network News

[Abilities Network®]

Child Resource Center
Harford and Cecil
Counties
at
Abilities Network
Project ACT

3103 Emmorton Road
Abingdon, MD 21009
(443) 761 - 0206

Monday - Thursday
9:00 am - 4:00 pm
Call for additional
hours

Fax
(410) 828-1631

4/15/17

Save the Date

2017 Early Childhood Conference

Playing and Learning in Harmony

Event Date: Saturday, September 23, 2017
8:00am-4:00pm

Location: CCBC Owings Mills
10300 Grand Central Ave.



- 1 Professional Activity Unit
- Keynote Speaker
- Resource Tables
- Raffles
- Vendors
- Continental breakfast & lunch
- Free parking
- 6 Core of Knowledge Hours

Inside this issue:

LOCATE: Complaint	2
Read Across America	3
Family Child Care	3
Membership	3
Day at Annapolis	4
Health and Safety	5
Infant Toddler Success	6
Doing Business As	7
Training Calendar	8

New Online Trainings

As of April 1st, you can now find the following programs online through your local Child Resource Center website at www.anprojectact.org:

New programs:

Family Provider Pre-service Training		
24 hours program		Cost – \$159
Infant/Toddler Pre-service Training		
45 hours program		Cost – \$199
Center Director Pre-service Training		
45 hours program		Cost – \$199
Communication Course		
9 hours program		Cost – \$42



MARYLAND
FAMILY
NETWORK
Leading Maryland's
Child Care Resource Centers



LOCATE: Child Care Complaint Policy

Through MFN's LOCATE: Child Care service, parents share feedback with the LOCATE: Child Care staff on the programs in the files: licensed child care centers, registered family child care providers and accredited preschools and camps. While this feedback is at times positive, it sometimes concerns complaints parents have about child caregivers. Of course, MFN and the Maryland Child Care Resource Network want to use this information in a way that is fair to providers and parents, while protecting children, as well.

Therefore, the LOCATE: Child Care Complaint Policy was developed and has been in effect since its approval by the Maryland Committee for Children Board in November, 1983. According to this policy, all complaints made to LOCATE: Child Care about child care providers/facilities are recorded. The type of complaint is then determined:

Less Serious Complaint – No Violation: complaints which do not involve violations of child care regulations; complaints about situations which do not pose a threat to the safety, health or welfare of a child.

Less Serious Complaint Involving Violation: complaints of any violation of Office of Child Care (OCC), Maryland State Department of Education (MSDE) regulations, and/or the Health Department which do not pose a threat to the health, safety or welfare of a child.

Serious Complaint: any threat to the immediate health, safety, or welfare of a child.

When a parent calls LOCATE: Child Care with a complaint, the referral specialist advises him/her to register the complaint directly with the appropriate regulatory agency and/or Protective Services. Names and telephone numbers of the person with whom the parent should speak are provided.

When a Serious Complaint is received concerning one of the providers of facilities in the LOCATE: Child Care system, no referrals are made by the referral specialists to that provider/facility. The LOCATE: Child Care Director also communicates with the appropriate regulatory agency personnel about the complaint, and maintains the "hold" on the provider/facility until the agency's disposition of the complaint is known. Should the investigation result in no action, the "hold" status is removed from that provider's/facility's records. Should the license or registration be revoked, the record is removed from the LOCATE: Child Care files. Providers are advised of LOCATE: Child Care's actions in writing.

A provider may appeal the LOCATE: Child Care Director's decision to cease referrals. Appeals are first addressed to the LOCATE: Child Care Advisory Committee. Final appeals may be made to the board of the Maryland Family Network.

It is the position of LOCATE: Child Care and MFN that the Complaint Policy is both fair and workable. Safeguards and due process are afforded to the care givers in the files, and parents' and children's rights to safety are addressed, as well. Any questions on this policy should be addressed to Flojean Speck, Director, LOCATE: Child Care.

child care resource and referral center complaint policy

All of the resource centers of the Maryland Child Care Resource Network strive to provide high quality service to their constituencies. However, in the event that someone has concerns about an incident regarding some aspect of service at a regional child care resource center or feels that he/she was mistreated by a staff member of a resource center, the caller should contact the resource center involved.

If the person is not satisfied with the way the concern or complaint was handled by the regional resource center, he/she can contact the Network Manager at the Maryland Family Network (MFN) at 410.659.7701. As the Statewide Coordinating Entity, MFN will investigate the complaint and act on it appropriately.

Maryland Family

Network's LOCATE:

Child Care is a free, referral service with detailed information on all regulated child care in Maryland.

Read Across America

The YMCA sent out an invitation to read at their preschools in support of Read Across America. National Education Association's Read Across America is an annual reading motivation and awareness program that calls for every child in every community to celebrate reading on March 2, the birthday of beloved children's author Dr. Seuss. We happily accepted the invitation and drove out to the country to read aloud to the Chipmunks in Fredrick County! We arrived with Dr. Seuss books in hand and soon figured out that it was crazy hat day! These children really got into the spirit of things. Every child had a hat on and each one was crazier than the next. It was so much fun to read and laugh with the children! We hope to do it again soon and encourage you to participate in the future. It was an easy, fun way to make a difference in children's lives!



Family Child Care Academy Updates

The Child Resource Center would like to thank Cecil County Judy Center for funding a Family Child Care Academy in Cecil County. The Judy Center so graciously allowed us to use space in Thomson Estates Elementary school where we host 14 family child care providers every four weeks. We offer 5 trainings allowing providers to receive 12 COK of free training. We also offer technical assistance after trainings, networking opportunities, assistance with MD Excels and joining a community of practice. We are very excited about the success of this academy and we look forward to offering this opportunity to family providers in the area again.

*Alone we can do
so little; together*

we can do so

much.

-Helen Keller

Membership

Your Child Resource Center now offers membership to providers in the Harford and Cecil area. If you like discounts and special events, membership is a must for you!

Sign up to receive:

Discounted ticket pricing for Project ACT events

One professional activity unit

10% discount on Resource Room purchases

Special member only events

Annual Fee \$25.00

Purchase online at www.anproject.org or call (443) 761-0206 to request a registration form.

Day at Annapolis

On February 16th, child care resource centers and family support centers from across the state joined together in Annapolis to say thank you to state legislators. Sandy Graham, Program Manager, and Sara Bosley, Professional Development Coordinator, were among those present. Sandy and Sara had the privilege of sitting down with delegates to talk about the important work that child care providers do everyday and its impact on children and families in Maryland. They were able to share the struggles providers face, like finding qualified teachers and concerns about unlicensed programs caring for children. Many programs brought children to the delegate offices and to the rally afterwards. It was great to see so many delegates at the rally showing their support for children and early educators in the State Capital and across Maryland.

Help for Any Program

We can help in all areas including: licensing and compliance, children with special needs, behavioral worries and classroom practices or concerns. Assistance with accreditation, EXCELS and credentialing is also available. Best of all, it is **FREE** to child care programs in Harford and Cecil Counties.

Things we have helped other providers with include:

- * Room arrangements, daily scheduling and routines
- * Identifying needs of children
- * Starting or expanding your program
- * Obtaining a new EXCELS check
- * Increasing relationship based care with infants and toddlers

Technical assistance is a call away!
(443) 761 - 0206

FREE

New Required Training

FREE ONLINE Health and Safety Training Now Available

Who Needs to Take the Training?

- All child care providers and staff (aides, teachers, directors, family child care providers, additional adults, and co-providers) are required to complete the training.
- The training will also be available in a 5 hour face-to-face format consistent with the online version from Maryland approved trainers and training organizations.

When is the training required to be taken?

- The Health and Safety training is a pre-service requirement for new child care providers and staff.
- Current child care providers and staff should complete the on-line training by July 1, 2017, and it will count towards meeting 3 hours of the yearly core of knowledge training requirement.

What happens if child care providers or staff do not pass the on-line training?

- If the providers and staff take the training on-line, and do not pass the assessment, they may take the on-line training again. If they do not pass the second attempt they will be required to take the training face-to-face. The face-to-face training is 5 hours.

When is the training required to be updated?

- Updates to the training must be taken annually (every 12 months) based on date of employment.
- The Office of Child Care will send out and have available on the website a yearly update that all childcare providers and staff will be expected to read and sign and is to be placed in the personnel file at the program.
- The requirement of the yearly Health and Safety Training update will be met in one of the following ways:
 - Providers can obtain the free online training again and place a copy of their current training certificate in their personnel file at the program. This on-line version will be updated yearly if needed.
 - Providers can obtain the training via face-to-face with an approved trainer or training organization recognized to deliver content.

To take the training, go to:

<http://earlychildhood.marylandpublicschools.org/basic-health-safety-training>

Note: All assessment must be hand scored before the certificate is generated and sent via email to the provider. It could take 10-14 business days to receive notification of successful completion

If you have any questions, please contact your licensing specialist.

Infant and Toddler Success Stories

Project ACT (All Children Together) and Child Resource Centers of Baltimore and Harford/Cecil Counties has provided Celebree Laurel Bush, and our team of professional Early Childhood Educators an abundance of support. The Infant and Toddler Technical Assistant, Stephanie Cooper, has provided our team of teachers with usable and reflective program observations, professional development work shops, supportive and resourceful feedback and materials that have enriched the experiences for our teaching teams and the children entrusted in their care. We are always looking to stay on the forefront of best practice early childhood teaching and learning philosophies, and The Project ACT Resource Center has provided us with new and useful tools, materials and strategies that promote high levels of engagement and a child centered responsive learning environment that will benefit our youngest children, and our educators for years to come.

Thank you,
Mary Stinar
Center Director

It takes a big
heart
to help shape
little
minds.

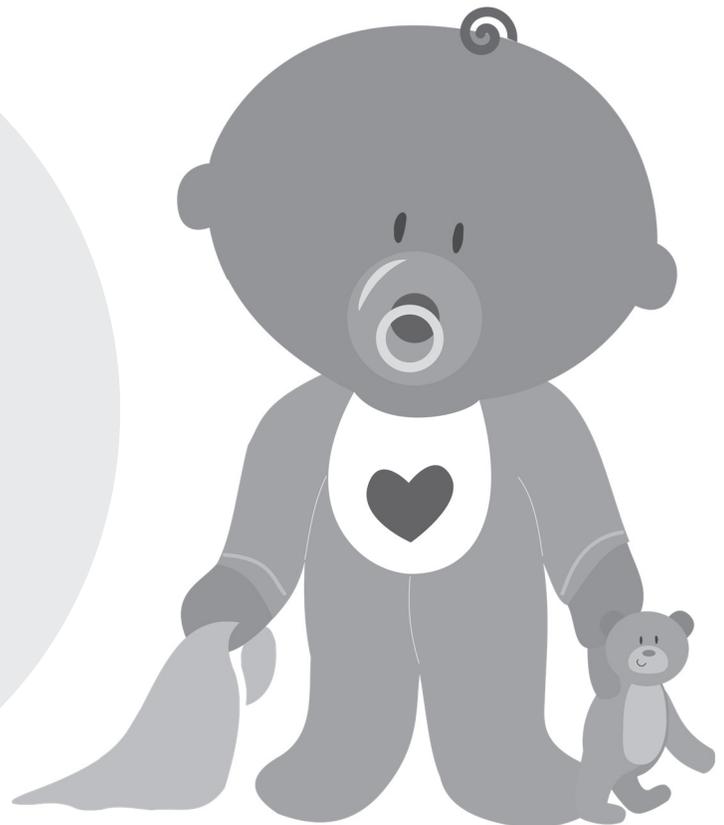
©BlueOcean.com

Free

Did You Know...

If you or your center would like our Infant and Toddler Specialist to come out and help with any of your infant or toddler needs, contact

Stephanie at
443-608-9350 or by email at
scooper@abilitiesnetwork.org



“Doing Business As”

Effective Date: January 19, 2017

Maryland State Department of Education

Office of Child Care – Licensing Branch

Operating a Child Care Facility Using a “Doing Business As” Name

Background

Operating a child care facility – whether family home or center - is a business and like all other businesses, any individual or group who does not want to use their legal name but wishes to operate a business using a different name must register that name with the Maryland State Department of Assessments and Taxation.

This unique name is commonly known as the DBA – “Doing Business As” name and it is a legal requirement in Maryland when conducting business in any other name instead of your legal name. For example, Ms. Laurie Taylor cannot ask for or accept payments under a name such as ‘Taylor Made for Children’ unless she has registered the DBA ‘Taylor Made for Children’. It can be beneficial to operate your business using a DBA; first, it limits the use of your legal name. It can also assist in marketing services for the organization that wishes to capture a certain type of customer.

Payment accounts, such as those established to receive child care subsidy payments, may not be established in any name other than the legal name if the DBA name has not been registered with the Maryland State Department of Assessments and Taxation. Also, child care clientele are not obligated to pay for services under a business name that has not been properly registered.

DBA Name Requirements for Licensed/Registered Child Care Providers

The Office of Child Care will no longer recognize DBA names used by child care providers unless the names are registered with the Maryland State Department of Assessments and Taxation. Effective immediately, any child care applicant or applicant organization requesting to use a DBA name must provide the Office of Child Care – Licensing Branch with proof (the DBA verification letter) that the DBA name has been registered. A registered DBA name is valid for five years. It is the responsibility of the child care provider to renew the DBA name in a timely manner, and to submit proof of the renewal to the regional Office of Child Care that issued the facility license/registration.

Beginning September 1, 2017, any existing provider using a DBA name will be required to show proof of DBA name registration during the next full or mandatory review inspection. If proof of the DBA name is not submitted, the existing DBA name will be removed from the Office of Child Care’s files and databases.

The provider will remain licensed/registered in the legal name used to initially open the child care facility.

Obtaining the DBA Name

To register a DBA name, contact the Maryland Department of Assessments and Taxation – www.dat.maryland.gov. This department is located at 301 W. Preston Street, Baltimore, Maryland 21202 and is open Monday – Friday, 8:30a.m. – 4:30p.m. The filing fee is \$25.00.

Register for Training

Initial

Training Sessions

- ◇ Registration is not considered complete until payment is received.
- ◇ Training sessions begin promptly; plan to arrive at least 15 minutes EARLY for the training. Sign-in will be allowed until 15 minutes after the start of the training; after 15 minutes you will not be permitted to join the training and this will be considered a "missed class". Refunds or credits are not issued for a missed class.
- ◇ A certificate will only be given for attending the entire training session/series (ex: if you leave early you will not receive a certificate). If you miss any part of a multi-part course, you will not receive certificate. All training sessions end on time. Participants must ensure modes of transportation are secured for prompt pick-up. Abilities Network is not responsible for participants who remain outside the building.
- ◇ **Due to our building's security, if you exit the building during a training, you will be unable to return.**
- ◇ Registration for trainings must be done 48 hours prior to the training date. Please note, some events reach max enrollment and providers will be unable to register for training after full capacity is reached.

Initial

Training Format

- ◇ Training sessions are recognized and approved by the Maryland State Department of Education – Office of Child Care (OCC). In accordance with COMAR, an assessment is given at all training sessions.
- ◇ Successful completion of course materials includes a passing score on the assessment and will earn a Core of Knowledge certificate. Certificates take 4 to 6 weeks to process and will be mailed to the address provided at registration.
- ◇ If a participant does not receive a passing score, the participant will be contacted by email to set up a time to review the training and earn a passing score. If within two weeks of receiving the email the participant still does not receive a passing score, the participant must re-register for the course to earn Core of Knowledge certificate.

Initial

Refunds/Credits

- ◇ In the event a student wishes to cancel registration, a refund or credit for future training may be issued.
- ◇ Cancellations must be received 48 hours prior the scheduled start time.
- ◇ A \$10 cancellation fee will be deducted if a refund is requested.
- ◇ **Missed training sessions will not be refunded or credited.**

Initial

Class Cancellations

- ◇ Training sessions are cancelled if Public Schools are closed due to inclement weather or other emergency.
- ◇ Training sessions may also be cancelled due to low enrollment. Classes cancelled due to low enrollment will be cancelled 72 hours ahead of time. You will be notified by email if a class is cancelled. We will do our best to reschedule or substitute the training. If the training cannot be rescheduled, a substitution cannot be arranged, or if you are unable to attend the rescheduled training, you will receive a full refund.

Initial

Participants Only

- ◇ Training sessions are designed for REGISTERED ADULTS only.

Did you know you can register for training and pay online?
Visit our website www.anprojectact.org

Training Date	Participant Name (s)	Training Title	Cost
Total Amount			\$

Method of Payment

- Check (Made payable to Abilities Network)
 Child Resource Center at Abilities Network Project ACT Voucher _____
 Visa MasterCard

Credit Card # _____

Exp. date _____

CVV Code _____

Training Calendar

Date	Training Name	COK Hours	Description	Location & Time	Cost
5/1/17	NEW! What Should We Play With? Activities for Infants and Toddlers	CUR-2 SN-1	This training will support teachers who want to add engaging learning experiences into their daily routines. After reviewing typical development, participants will explore several best practices that lend themselves to supporting learners with varying developmental needs in infant and toddler classrooms	Emmorton Road Office 6:30 pm- 9:30 pm	\$25.00 nonmember \$20.00 member
5/6/17	First Aid and Infant/Child and Adult CPR/AED Certification	NA	Certification Only - Approved for Licensing / 1st Alert Certified by the American Heart Association and good for two years. This class meets the Maryland Child Care Administration's First Aid training requirements for child care facilities and family child care providers. PARTICIPANTS WILL NOT RECEIVE CORE OF KNOWLEDGE HOURS FOR THIS CLASS.	Emmorton Road Office 9:00 am- 3:00 pm	\$60.00 nonmember \$50.00 member
5/9/17	Make and Take Community of Practice	NA	Come out and leave with your own social story. Social Story describes a situation, skill, or concept in terms of relevant social cues. The goal of a Social Story is to share accurate social information in a reassuring manner that is easily understood by its audience.	Emmorton Road Office 6:30 pm- 8:00 pm	FREE
5/10/17	Medication Administration Part 1	NA	This MSDE-designed workshop will teach providers what they need to know when administering medication to children. Learn how to give oral, topical, inhaled, and emergency medicines to infants and children; how to keep accurate records; regulations for hygiene, safety, and measurement. Participants must attend both sessions or they will not receive a certificate.	Emmorton Road Office 6:00 pm- 9:00 pm	
5/11/17	Medication Administration Part 2	HSN-6	Must attend both sessions to receive training hours.	Emmorton Road Office 6:00 pm- 9:00 pm	\$60.00 nonmember \$55.00 member
5/18/17	SIDS: Sudden Infant Death Syndrome	HSN-3	SIDS is the sudden, unexplained death of a healthy infant under 12 months. The cause of SIDS is unknown, but there are ways to make babies in your care safer. A SIDS class is required for family child care applicants and for any family provider seeking to become licensed for infant care.	Emmorton Road Office 6:30 pm- 9:30 pm	\$25.00 nonmember \$20.00 member
5/22/17	Understanding Linguistic and Cultural Diversity and Language Acquisition	CD-1 SN-1	This training explores best practices for working with children who are English Language Learners to help them be successful participants in their preschool setting, while supporting their ability to learn English. Participants will learn the stages of second language acquisition and ways to help support children. Participants will also learn strategies for working with families to create a successful learning environment.	Emmorton Road Office 6:30 pm- 8:30 pm	\$25.00 nonmember \$20.00 member
5/24/17	Building Classroom Communities	COM-1.5 CUR-1.5	This training addresses the various components involved in creating a supportive classroom community. In such a classroom environment, teachers and children come to know and care about each other and develop mutual regard and concern for each other, so that everyone can learn and grow. The elements of a caring classroom community are identified. It ends with practical strategies to create a personalized action plan.	Emmorton Road Office 6:30 pm- 9:30 pm	\$25.00 nonmember \$20.00 member

To register visit, www.anprojectact.org

Training Calendar

6/10/17	Using a Positive Approach to Address Challenging Behaviors	CD-3 SN-1	This interactive training will define the term, "behavior" and discuss the four main motivators for behaviors. This training will engage participants to discover how to redirect and shape behavior while encouraging positive social and emotional skill-building in children. Global classroom strategies will be reviewed to encourage positive behavior in all children. Participants will leave this training with several strategies they can choose to implement immediately in their educational setting.	Emmorton Road Office 10:00 am- 2:00 pm	\$30.00 nonmembers \$25.00 member
6/14/17	Multiple Intelligences: Discovering Gifts & Empowering Children	C-1 SN-2	This training introduces participants to the theory of Multiple Intelligences and innovative teaching ideas which will assist in making their classroom an enhanced learning environment for children of all abilities. Participants will learn to identify the unique learning strengths of children and how to apply practical strategies to promote inclusive and empowering learning opportunities for all.	Emmorton Road Office 6:30 pm- 9:30 pm	\$25.00 nonmember \$20.00 member
6/21/17	Including All Children and the American's With Disabilities Act	SN- 3	This workshop will provide participants with an understanding of the requirements for ADA and inclusionary practices. Participants will leave with a better understanding of best practices and available resources. This training will meet the 3 hour training requirement for MSDE	Emmorton Road Office 6:30 pm- 9:30 pm	\$25.00 nonmember \$20.00 member
6/21/17	Supporting Breast Feeding in Child Care	No COK .5 hours CTE	Participants will understand regulations that support breastfeeding and best practices for programs to support families in regards to breastfeeding. This class meets the Maryland Child Care Administration training requirements for child care facilities and family child care providers who care for infants and toddlers	Emmorton Road Office 6:00 pm- 6:30 pm	\$5.00 nonmembers FREE members
6/26/17	From Stress to Resiliency: Why Children Struggle and Helping Them Succeed	CUR-2 SN-1	During this workshop, participants will examine social emotional competence and how it impacts school readiness. The Mariposa approach begins with the understanding that high levels of stress not only seriously impacts behavior and academic achievement, but undermines general health and ability to function. This training provides an overview of current theory and research explaining why children struggle and how to help them succeed.	Emmorton Road Office 6:30 pm- 9:30 pm	\$25.00 nonmember \$20.00 member
7/6/17	Enhancing Rituals and Routines	CUR-3	This workshop focuses on why rituals and routines are important and shares new ideas for enhancing or extending what educators do to encourage children's growth and development, connect with families, and highlight the unique aspects of their program. Participants will learn new techniques for helping children with separations, enriching group times, providing adaptations for children who need assistance, and transforming everyday routines into learning opportunities.	Emmorton Road Office 6:30 pm- 9:30 pm	\$25.00 nonmember \$20.00 member
7/19/17	Emergency and Disaster Preparedness Part 1	NA	Develop a comprehensive plan to follow when a disaster occurs. Natural disasters, medical emergencies, technological hazards, and family and community concerns (disgruntled parents, missing children, pandemic flu) will be covered. Ensure that your plan addresses special needs, notifying parents, sheltering, resources, evacuation and other possibilities.	Emmorton Road Office 6:30 pm- 9:30 pm	\$50.00 nonmember \$45.00 member

To register visit, www.anprojectact.org

Training Calendar

7/20/17	Emergency and Disaster Preparedness Part 2	HSN- 3 PRO-3	Must attend both sessions to receive training hours.	Emmorton Road Office 6:30 pm- 9:30 pm	
7/24/17	First Aid	NA	Certification Only - Approved for Licensing / 1st Alert Certified by the American Heart Association and good for two years. This class meets the Maryland Child Care Administration's First Aid training requirements for child care facilities and family child care providers. PARTICIPANTS WILL NOT RECEIVE CORE OF KNOWLEDGE HOURS FOR THIS CLASS.	Emmorton Road Office 5:00 pm- 9:00 pm	\$25.00 nonmember \$20.00 member
8/7/17	Infant/Child and Adult CPR/AED Certification	NA	Certification Only - Approved for Licensing / 1st Alert Certified by the American Heart Association and good for two years. Participants will be trained in CPR for the infant, child and adult. This class meets the Maryland Child Care Administration's CPR/First Aid training requirements for child care facilities and family child care providers. PARTICIPANTS WILL NOT RECEIVE CORE OF KNOWLEDGE HOURS FOR THIS CLASS	Emmorton Road Office 6:00 pm- 9:00 pm	\$35.00 nonmember \$30.00 member
8/9/17	Reporting Child Abuse and Preventing Bullying	CD-1 HSN-2	Participants will define "mandated reporter" and "abuse" according to the State of Maryland's definition and develop policies for preventing and reporting child abuse to be included in staff and parent handbooks. Participants will be able to identify signs and symptoms of bullying behaviors and victims' behaviors and strategies to address bullying behavior and assist victims of bullying.	Emmorton Road Office 6:30 pm- 9:30 pm	\$25.00 nonmember \$20.00 member
8/14/17	Infuse STEM in Your Program	CUR-2	Participants will discover how to become more intentional about what they are doing. They will discuss indicators of effective curriculum and learn simple guidelines for infusing STEM in their child care program.	Emmorton Road Office 6:30 pm- 8:30 pm	\$20.00 nonmember \$15.00 member
8/23/17	How to Create a Meaningful Lesson Plan	CUR-2	Lesson plans support the goals and objectives that you set for the children. Writing plans that focus on all areas of the curriculum and changes to the environment will assist in planning and implementing for the group as well as differentiated instruction. The inclusion of assessment on your plans will also help to support documentation of children's growth and development.	Emmorton Road Office 6:30 pm- 8:30 pm	\$20.00 nonmember \$15.00 member

To register visit, www.anprojectact.org

**Child Resource
Center**

Primary Business Address
8503 LaSalle Rd
Towson, MD 21286

Phone:
443-761-0206

E-mail:
crchc@abilitiesnetwork.org

**Serving Baltimore,
Harford and Cecil
Counties**

WE ARE ON THE
INTERNET!
WWW.ANPROJECTACT.ORG



Network News

