

FISCAL YEAR
20120

July 1, 2019 –
June 30, 2020



Training Handbook

Training Program

Our Child Care Resource and Referral Training Program offers early childhood and school age trainings to help providers enhance their skills and meet professional training requirements for:

- Illinois Department of Human Services (IDHS) Child Care Assistance Program
- ExceleRate® Illinois
- Department of Children and Family Services (DCFS) licensing
- Gateways to Opportunity, Child Development Associate (CDA), and other credentials



Note: Not all trainings will meet all of the above. See our online training calendar for more details.

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The electronic calendar is embedded into our mobile-friendly website which features the month-to-month events listing, search and filter functions, and online training registration.

Training Calendar Features:

- Calendar layout which makes it easy to find out what's happening on each day (click on the underlined date to see training event details)
- Search by keyword
- Filter by category in each month such as, CPR and First Aid, CCAP Training Requirements, and more

Levels of Learning

Levels of Learning to are listed for each training on the online training calendar.

Introductory Level

Basic content, understanding, and demonstration of developing skills

Intermediate Level

Expanding knowledge, application, and refining skills

Advanced Level

Deep knowledge and mastery of skills and ability to apply across multiple contexts

Use the Levels of Learning to Select a Training That's Right for You

Levels of Learning reflect the content of each training—not an individual's overall experience in the field.

Consider the 5 questions below when you are deciding which trainings to attend.



5 Questions to Help Determine the Appropriate Level of Learning:

1. Are you new to the topic?
If yes, start with an introductory Level training.
2. Has it been a while since you were exposed to the topic? Do you need a refresher?
If yes, sign up for an Introductory Level training.
3. Do you have a basic understanding of the topic and want to learn more?
If yes, look into an Intermediate Level training.
4. Do you have a working knowledge and some experience with the topic?
If yes, try an Intermediate training.
5. Do you have in-depth knowledge and experience in the application of the topic?
If yes, consider an Advanced Level training.

Gateways Registry Membership

Enrollment in the Gateways to Opportunity Registry is required by DCFS for all providers working in a licensed child care program and by DHS for all providers participating in the Child Care Assistance Program. The Registry is a free resource that provides a Professional Development Record (PDR) to track an individual's education, credentials, and trainings.

All trainings provided in this calendar will automatically appear in the individual's PDR within 5-10 business days. Providers can access their PDR and other resources by logging into the Registry Dashboard at www.ilgateways.com.

Providers must manually enter CPR/First Aid certifications and Mandated Reporter training into the Registry for CCAP Training Requirement purposes. See below for more information.

IDHS CCAP Training Requirements

The Illinois Department of Human Services (IDHS) has instituted training requirements for programs and individuals accepting payments from the Child Care Assistance Program (CCAP). Detailed descriptions of training requirements can be found at <http://www.ilgateways.com/professional-development/ccap-providers>.

CPR/First Aid Certifications must be entered as a certification. For instructions visit: <http://urls.inccrra.org/report-cpr>.

Mandated Reporter must be self-reported into the Registry. For instructions visit: <http://urls.inccrra.org/mandated-reporter>.

ExceleRate Illinois

Refer to the ExceleRate links below to determine the required attendees for each ExceleRate training. ExceleRate Trainings are available to all providers regardless of ExceleRate Circle of Quality.

Find more information about the training requirements for ExceleRate Illinois by viewing the applicable training grid below:

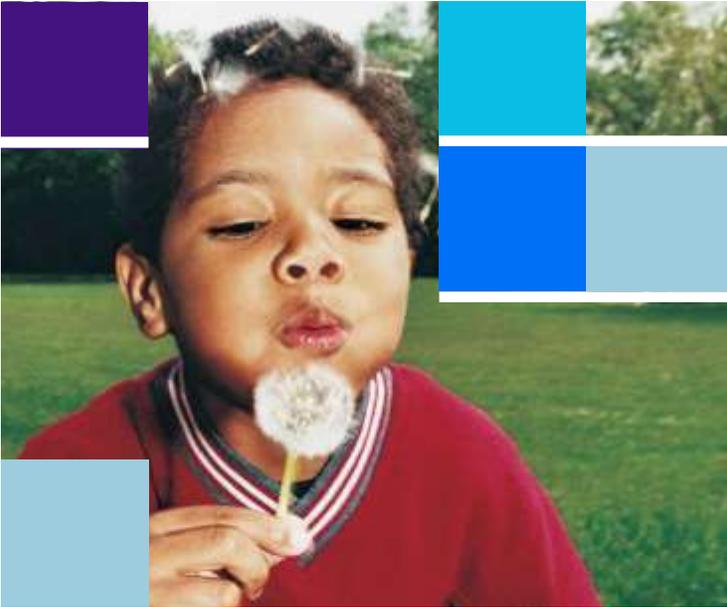
[ExceleRate Illinois Required Training Grid for Licensed Child Care Centers](#)

[ExceleRate Illinois Required Training Grid for Licensed Family Child Care](#)

Learn more at www.excelerateillinoisproviders.com and contact a 4-C Quality Specialist for assistance at 815-758-8149 x296.



How to Register



Statewide Training Fees

- An Introduction to the Environment Rating Scales: \$10
- An Introduction to Transitions: \$10
- Caring for Mixed Ages of Children: \$10
- Creating Individual Professional Development Plans: \$10
- Creative Curriculum for Infants, Toddlers, and Twos: \$20
- Creative Curriculum for Preschool: \$20
- Early Childhood Developmental Screening: \$15
- Family and Community - Partners in Learning: \$10
- Fundamentals of Child Assessment: \$10
- Introduction to Developmental Screening Tools: \$10
- Redleaf Family Child Care Curriculum: Teaching Through Quality Care: \$20
- Understanding and Planning for Continuous Quality Improvement: \$10
- Welcoming Each and Every Child: \$15

Pre-registration is required for all trainings. Participants may only register themselves. Registration for other parties will not be accepted. Participants are registered on a first come, first served basis upon receipt of a completed registration form *and* all relevant fees/deposits, until all spaces are filled. Please note: Checks held for waiting lists will be shredded at the end of the current calendar period.

Confirmations: Prior to trainings, an email or letter is sent notifying participants of their registration status. The email/letter will state whether the participant is **registered** or placed on the **waiting list** for a training. In the interest of timeliness, it may sometimes be necessary to notify providers by phone. In addition to the confirmation email/letter, participants with an email address will receive a training reminder email within 1-2 weeks of the training.

Fees and Deposits: Select trainings, when specified in the training event listing, require a fee or are free with a 4-C membership. Required statewide training fees apply to some ExceleRate trainings regardless of 4-C Membership. Fees are non-refundable and non-transferable. Other trainings, when specified, may have a deposit required for registration. Free trainings for all providers are noted in the quick reference guide. Cash or checks accepted. Please make checks payable to 4-C.

4-C Membership: Membership dues are paid annually and are in effect for one calendar year. 4-C membership is open to child care providers working in one of the following counties: Carroll, DeKalb, Lee, McHenry, Ogle, or Whiteside. Benefits include: waived fees for many trainings that meet DCFS licensing requirements for pre-service training, in-service training, and some credential requirements, and free use of the 4-C on-site resource libraries. Required statewide training fees apply to some ExceleRate trainings regardless of 4-C Membership. Please see [page 7](#) for the membership form.

Non-member Fees: Child care providers who work outside the 4-C service delivery area may register for most 4-C trainings. Please note: CPR and First Aid classes are reserved for providers in the 4-C service delivery area. Statewide fees apply to some ExceleRate trainings. Non-refundable fees for other 4-C trainings are listed on the quick reference guide; with the exception of the "What is CCAP?" training, ECE Credential Level 1 training, and other statewide trainings offered free of charge.

CPR/First Aid Fees: Priority registration is given to CCAP providers. CPR/First Aid trainings are open to providers caring for families on the 4-C caseload, or who are 18 years and older and working in child care settings in Carroll, DeKalb, Lee, McHenry, Ogle, and Whiteside counties.

Training fee is waived for providers caring for children on the Child Care Assistance Program (CCAP) who are required to complete the CCAP training requirements. See the guidelines on the training calendar page of our website.

Providers not being paid by CCAP are required to pay the \$20 fee and have a current 4-C membership.

Training Policies



We work in partnership with the Illinois Trainers Network and all of our trainings are Gateways Registry Approved.



Limits: Many trainings have an enrollment limit. Additionally, at times it may be necessary for 4-C staff to limit the number of registered participants from a single child care program.

Arrival Time: Admittance is closed 15 minutes after the advertised start time of the training. Participants are encouraged to arrive several minutes before the scheduled starting time.

Children: Out of respect for the presenter and other participants, and for the well being of the child, children are not to attend 4-C trainings.

Participant Cancellation: Registered participants who cannot attend a training are asked to please call 4-C as soon as possible. Many trainings have a waiting list, so early notification may allow someone else to participate. Individuals who do not attend, and who do not call to cancel before the specified timeframe for a training with a cancellation/registration deadline requiring a deposit, forfeit their deposit. Training fees are non-refundable and non-transferable.

Postponement or Cancellation: 4-C may need to cancel or postpone a training due to low registration, trainer illness, weather, or other emergencies. Every effort is made to reschedule trainings.

Clock Hour Documentation: At the conclusion of each class, participants receive a certificate indicating the title of the training and the number of clock hours earned. Only those who attend the entire training will receive a certificate of credit for the clock hours awarded for that training. Training may meet the requirements of various credentials.

Replacement Certificates: Certificates will be re-issued at the request of the individual participant who completed the training. There will be a \$5.00 fee for a replacement certificate. The request must be made to the Training and Technical Assistance Coordinator in writing and will be mailed within 10 business days from the time the request and fee is received.

Audience: "All providers" includes child care center/preschool staff and directors, family child care providers, and school-age providers.

Training Registration Form

Pre-registration is required for all 4-C Trainings. Separate forms are needed for each person registering. Space is limited; please register early to secure your place.

Online registration is now also available! Visit: <http://www.four-c.org/calendar/>

Name: _____ Phone: _____

Home Address: _____ City: _____ State: ____ Zip: _____

Email Address: _____ Cell Phone: _____

Email notification is the preferred method for sending registration confirmations. Please provide cell #in case of last minute changes.

Employer: _____ Phone: _____

Work Address: _____ City: _____ Zip: _____

Do you currently care for children on IDHS' Child Care Assistance Program (CCAP)? ____ Yes ____ No

Does your program have a current 4-C membership? ____ Yes ____ No

Membership benefits include waived registration fees for many 4-C trainings. Some exclusions apply.

Licensed Status: ____ DCFS Licensed ____ License-Exempt ____ I am in the process of licensing

Position: ____ Relative Caregiver ____ FCC Owner ____ FCC Staff ____ Director ____ Assistant Director

____ Teacher ____ Assistant Teacher

Check ALL ages currently enrolled: *Center staff check the primary age with which you currently work (choose only one)*

____ Infants ____ Toddlers ____ Twos ____ Preschoolers ____ School-agers

Trainings without fees or deposits may be emailed, faxed or mailed to:

CPR and First Aid Fee Waiver for CCAP Providers Only

CPR and First Aid Training fee is waived for providers caring for children on the Child Care Assistance Program (CCAP) who are required to complete the CCAP training requirements. This excludes relative family child care providers caring for school age (SA) children only, family child care assistants, and others with roles not applicable.

____ I am a child care provider being paid by the child care assistance program (CCAP). I am requesting a one-time free CPR/First Aid class. Eligibility to be verified by 4-C.

Training fees are **non-refundable & non-transferable**. Fees are due with your registration form.

Please make checks payable to 4-C.

Training fees are indicated in the training event listing.

CPR & First Aid training registration fee is \$20 for non-CCAP providers.

Required statewide training fees apply to some ExceleRate trainings regardless of 4-C Membership.

See page 2 for more information.

Training Title	Date	Time	Location	Fee*	Office Use Only

Jennifer Ewing at the 4-C DeKalb Office: 155 N. Third St., Ste. 300, DeKalb, IL 60115
815-758-8149 ext. 287, jennifere@four-c.org or Fax 815-758-5652

Beth Kirby at the 4-C McHenry Office: 667 Ridgeview Dr., McHenry, IL 60050
815-344-5510 ext. 10, bethk@four-c.org or Fax 815-344-5520

Trainings with required fees or deposits must be mailed or dropped off at the office.

4-C Membership Form

4-C is a non-profit agency serving children, families, parents, child care providers, employers, and communities for over 45 years.

4-C membership is open to child care providers working in one of the following counties:
Carroll, DeKalb, Lee, McHenry, Ogle, or Whiteside.

OUR MISSION

The 4-C mission is to promote children's well-being by advocating for quality, affordable, accessible child care. We support parents and those providing child care by offering information, education, resources, and services.



BENEFITS

Waived fees for many trainings that meet DCFS licensing requirements for pre-service training, in-service training, and some credential requirements

Required statewide training fees apply to some ExceleRate IL trainings regardless of 4-C Membership.

Free use of the 4-C on-site resource libraries

Membership dues are paid annually and are in effect for one calendar year (January 1—December 31).

\$30 per child care center/preschool program—allows administrators and staff to attend trainings

\$20 per family child care program—allows primary caregiver and assistants to attend trainings

Membership funds are used to maintain 4-C services.

MEMBERSHIP

Name _____ Phone _____

Name of Organization/Business _____

Address _____

City _____ State _____ Zip _____ County _____

YES! I/We want to join the 4-C team and help promote quality child care services in our community.

_____ Child Care Center/Preschool (\$30) _____ Family Child Care Provider (\$20)

YES! I/We wish to provide support to help the winning efforts of "Team 4-C."

_____ Platinum (\$500) _____ Gold (\$250) _____ Silver (\$100) _____ Bronze (\$50)

We plan to publicly thank our donors. May we include your name/business? _____ Yes _____ No

If you are interested in receiving advocacy alerts electronically, please include your email address below.

Email address: (Please print clearly) _____

THANK YOU! Donations are tax deductible to the full extent allowed by law.

Make your check payable to **4-C** and mail to: 155 North Third Street, Suite 300, DeKalb, IL 60115

or 667 Ridgeview Dr, McHenry, IL 60050

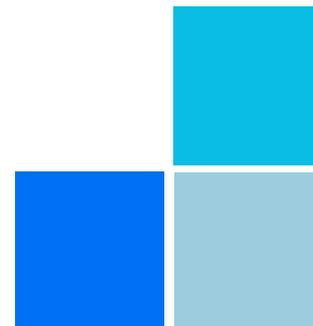
Individual Professional Development Funds (IPDF): support center based and family child care providers to pursue professional development. Funds assist with the cost of conference/workshop registration fees, transportation/mileage, and fees associated with credentialing processes.

Quality Improvement Funds (QI Funds): support continuous quality improvement of child care programs. These funds assist programs to achieve an ExceleRate® Illinois Circle of Quality.

There are 3 types of QI Funds:

- ExceleRate® Illinois Cohorts
- Training Stipends
- Accreditation Assistance

To learn more about funding opportunities available through 4-C visit: <http://www.four-c.org/funding-opportunities/> and contact a 4-C Training Coordinator for assistance at 815-758-8149 x226 or 815-344-5510 x16.



ilarning: The Gateways to Opportunity website hosts online trainings and links to other training entities. Included are online training resources to make online learning easy and enjoyable. General e-learning and technology resources and tools are also available for viewing, as well as, previously recorded webinars. For more information visit: <https://courses.inccrra.org/>.

Illinois Statewide Gateways Training Calendar:

Providers can learn about training opportunities offered by several training entities throughout the state including the Child Care Resource and Referral system. For more information visit: <http://www.ilgateways.com/>.

Gateways to Opportunity: Early childhood and school age professionals in Illinois can access professional development resources through one comprehensive system. The Gateways Scholarship and GreatStart wage supplement are just two of the many programs offered. For more information visit: <http://www.ilgateways.com/>.

CONTACT US

4-C DeKalb Office:

4-C: Community Coordinated Child Care
155 N. Third St., Suite 300, DeKalb, IL 60115
815-758-8149, Ext. 226

FAX: 815-758-5652

Training and Technical Assistance Coordinator:
Ann Wilson; annw@four-c.org

4-C McHenry Office:

4-C: Community Coordinated Child Care
667 Ridgeview Dr., McHenry, IL 60050
815-344-5510

FAX: 815-344-5520

Training and Technical Assistance Coordinator:
Jennifer Schwartz; jennifers@four-c.org



www.four-c.org

Funding provided in whole or part by Illinois Department of Human Services.



Training and Technical Assistance Coordinators can provide:

- Information about achieving the Bronze Circle of Quality
- Availability of training required at the Bronze, Silver, and Gold Circle of Quality
- Assistance determining which ExceleRate trainings are beneficial, in addition to those required at the program's selected circle
- Individual Professional Development Funds to assist with the cost of conferences, training and credentials (see previous page for more information)
- Quality Improvement Funds to help with the cost of accreditation fees, ExceleRate required trainings; and materials and equipment that support continuous quality improvement goals (see previous page for more information)
- Assistance completing and reporting the IDHS CCAP training requirements