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Welcome to the Day Care Council of New York

The Day Care Council of New York, Inc. is the federation of 250 non-profit sponsoring boards that operate more than 350 publicly-funded child care centers and family child care programs in New York City. Over the years, the Day Care Council has played a major role in achieving significant gains for child care programs in New York City and New York State such as creating the first program-wide staff pension plan for all personnel employed in New York City child care centers.

We welcome you to our Early Childhood Training Institute and hope you will take advantage of the pertinent trainings being offered by our professionally trained staff. We have grown over the years in response to early childhood professionals' demand for quality training suited to their needs.

To learn more about the Day Care Council's programs and initiatives, please visit us at www.dccnyinc.org.

Una bienvenida del Day Care Council

El Day Care Council (Consejo de Cuidado Diurno) de Nueva York, Inc. es una federación consistiendo de 250 juntas de apoyo sin fines de lucro que dirige mas de 350 centros de cuidado públicos y programas de cuidado en familia en la ciudad de Nueva York. Al pasar los años, el Day Care Council ha jugado un gran papel en lograr ganancias significativas para programas de cuidado infantil diurno en la ciudad y el estado de Nueva York, incluso creando el primer plan de pension para los empleados de los centros de cuidado infantil de la ciudad de Nueva York.

Les brindamos la bienvenida a nuestro Early Childhood Training Institute (Instituto de entrenamiento en temas sobre la infancia) y esperamos que aprovechen los talleres pertinentes ofrecido por nuestro personal entrenado. Nosotros hemos crecido a lo largo del tiempo en respuesta a la necesidad de los profesionales de cuidado infantil, ofreciendo entrenamiento de buena calidad, conveniencia y pertinente a sus necesidades.

Para aprender mas sobre los programas y las iniciativas del Day Care Council, por favor visitenos al www.dccnyinc.org.



M.A.T. – Medication Administration Training

This course is part of the preparation needed for child care providers who will administer medication in their programs, as well as informal child care providers. The MAT regulations include procedures for administering Tylenol, cough medicine, Epi-pens, and asthma inhalers.

Pre-registration is required. MAT course materials are provided. Please have your child care license or permit number with you. A Continental breakfast is provided.

To help cover half the cost of the training, a \$100 SUNY MAT training voucher may be available. You can download the voucher application from www.tsg.suny.edu/mtgrant.htm. Fill out Part I - A & B, sign it, and mail it back to Albany. SUNY will send you \$100 voucher to give to MAT trainer. For more information on MAT or assistance with your Health Care Plan, you can reach our Health Care Consultant, Nadine Cowen, at 212-206-7818 x125.

Site: 21 Snyder Avenue, **Brooklyn**
Date: September 22 (Mon)
Time: 9:00 am – 5:00 pm
Cost: \$190.00
I.D. # FW001

Site: 21 Snyder Avenue, **Brooklyn**
Date: November 24 (Mon)
Time: 9:00 am – 5:00 pm
Cost: \$190.00
I.D. # FW005

Site: 12 West 21st Street, Manhattan
Date: September 24 and 25 (Wed/Thurs)
Time: 9:00 am – 5:00 pm
Cost: \$190.00
I.D. # FW002

Site: 21 Snyder Avenue, **Brooklyn**
Date: January 12 (Mon)
Time: 9:00 am – 5:00 pm
Cost: \$190.00
I.D. # FW006

Site: 12 West 21st Street, Manhattan
Date: October 22 and 23 (Wed/Thurs)
Time: 9:00 am – 5:00 pm
Cost: \$190.00
I.D. # FW003

Site: 12 West 21st Street, Manhattan
Date: January 21 and 22 (Wed/Thurs)
Time: 9:00 am – 5:00 pm
Cost: \$190.00
I.D. # FW007

Site: 12 West 21st Street, Manhattan
Date: November 19 and 20 (Wed/Thurs)
Time: 9:00 am – 5:00 pm
Cost: \$190.00
I.D. # FW004

**Please note that MAT trainings are held for one day at our Brooklyn site, and two days at our Manhattan office.*

Directors Monthly Breakfast Forums

All childcare program directors and assistant directors are welcome to join us for our monthly directors' breakfast forums (pre-registration required). This will be a time to meet, greet, network, and exchange ideas with other directors in the childcare field. Each month we will explore a new topic in a friendly, non-judgmental atmosphere as we forge connections that will make our industry stronger as a whole and enhance your role as an informed director. The Day Care Council's Infant/Toddler Specialist will facilitate the forum. Topic-appropriate guests will also be invited for some forums in order to enhance our discussion.

Topic: Staff Issues, Attitudes, Hiring and Retaining	Wednesday, September 3 rd	I.D.#FW008
Topic: Parent Issues/Dealing with Parents	Wednesday, October 1 st	I.D.#FW009
Topic: Financing and Fundraising	Wednesday, November 5 th	I.D.#FW010
Topic: The 10 Components of Quality Care	Wednesday, December 3 rd	I.D.#FW011

The Continental breakfast sessions are scheduled at 12 West 21st Street, Manhattan from 9:00 am to 11:00 am. Each session is priced at \$15. Please pre-register for any or all sessions.

Health and Safety Training for Family and Group Family Child Care Providers

The Health and Safety training series is required for anyone wishing to become registered or licensed as a Family or Group Family Child Care Provider in New York State. It is also a great 'refresher' course for all providers. The **three-day series** will cover the Office of Children and Family Services (OCFS) training modules such as proper diapering and nutrition. This is a competency-based curriculum that requires successful completion of written and demonstration tests. Space is limited to 10 participants and pre-registration is required.

Please note that the Health & Safety training fee may be fully rebated after successful completion. A rebate form will be issued after course work.

Site: 12 West 21st Street, Manhattan
Date: August 26, 27 and 29 (Tues/Wed/Fri)
Time: 9:00 am – 5:00 pm
Cost: \$225.00
I.D # FW012

Site: 21 Snyder Avenue, **Brooklyn**
Date: November 18, 19 and 21 (Tues/Wed/Fri)
Time: 9:00 am – 5:00 pm
Cost: \$225.00
I.D # FW015

Site: 12 West 21st Street, Manhattan
Date: September 9, 10 and 12 (Tues/Wed/Fri)
Time: 9:00 am – 5:00 pm
Cost: \$225.00
I.D # FW013

Site: 12 West 21st Street, Manhattan
Date: December 16, 17 and 19 (Tues/Wed/Fri)
Time: 9:00 am – 5:00 pm
Cost: \$225.00
I.D # FW016

Site: 21 Snyder Avenue, **Brooklyn**
Date: October 21, 22 and 24 (Tues/Wed/Fri)
Time: 9:00 am – 5:00 pm
Cost: \$225.00
I.D. #FW014

Site: 12 West 21st Street, Manhattan
Date: January 6, 7 and 9 (Tues/Wed/Fri)
Time: 9:00 am – 5:00 pm
Cost: \$225.00
I.D. #FW017



Becoming a Family Child Care Provider

Do you love spending time with children? Have you thought of becoming a child care provider? Do you know a friend who would be interested? Do you have questions on operating a child care business in your home? Join us for an informal session and continental breakfast to answer your questions and guide you through the process. Talk with a Day Care Council staff member to learn about the steps to follow to become a NYS registered Family Child Care Provider or a licensed Group Family Child Care Provider.

Site: 12 West 21st Street, Manhattan
Date: August 13 (Wed)
Time: 9:30 am – 11:30 am
Cost: \$20
I.D. # FW018

Site: 21 Snyder Avenue, **Brooklyn**
Date: November 12 (Wed)
Time: 9:30 am – 11:30 am
Cost: \$20
I.D. # FW021

Site: 21 Snyder Avenue, **Brooklyn**
Date: September 10 (Wed)
Time: 9:30 am – 11:30 am
Cost: \$20
I.D. # FW019

Site: 12 West 21st Street, Manhattan
Date: Dec 9 (Tue)
Time: 9:30 am – 11:30 am
Cost: \$20
I.D. # FW022

Site: 12 West 21st Street, Manhattan
Date: October 15 (Wed)
Time: 9:30 am – 11:30 am
Cost: \$20
I.D. #FW020

Site: 21 Snyder Avenue, **Brooklyn**
Date: January 14 (Wed)
Time: 9:30 am – 11:30 am
Cost: \$20
I.D. # FW023

Record Keeping for Family Child Care Providers

This workshop is focused on the business aspects of being a Family or Group Family Child Care Provider. While the care of children requires a kind heart and much needed empathy, childcare is also a business. This session will focus on the basic record-keeping principles needed for providers to maintain their business. Learning about time-space management, capital expenditures, and the many expenses you can write-off on your taxes as business expenditures will be explained. Come and learn how to make your child care business stronger.

Site: York College, Jamaica, **Queens**
Date: January 24 (**Saturday**)
Time: 12:30 pm – 3:00 pm
Cost: \$55 (\$25 for current J.C. Hall FCC Network members)
I.D. # FW024

Infant/Toddler Health and Safety for Childcare Centers

The health and safety of children in child care is not only essential for the well being of a childcare program, it is also based on regulations from the NYS Office of Children and Families Services (OCFS) and the NYC Department of Health and Mental Hygiene (DOHMH), the two licensing agencies for childcare programs in our City and State. This workshop will acquaint the caregiver with the regulations pertaining to health and safety of children in childcare as well as the State and National guidelines for hand-washing, diaper-changing, daily health checks, child abuse and maltreatment, and many other health and safety issues that are exclusive to early care. This workshop is for administrative staff and classroom staff of child care centers. It is suggested that Directors participate to ensure that practices are carried out consistently throughout the center.

Site: 12 West 21st Street, Manhattan
Date : September 17 (Wed)
Time: 9:00 am – 5:00 pm
Cost: \$75 (\$45 for Day Care Council members)
I.D. #FW025

Site: 21 Snyder Avenue, **Brooklyn**
Date : September 19 (Fri)
Time: 9:00 am – 5:00 pm
Cost: \$75 (\$45 Day Care Council members)
I.D. #FW026

Infant and Toddler Curriculum

As infant and toddler professional care becomes more prevalent, caregivers are often confused as to what exactly they should be teaching, and how they should be teaching it. Often, the role of a teacher or provider is wrongly referred to as 'babysitting' because much is misunderstood about what an infant/toddler curriculum looks like. This workshop will focus on how a child's brain develops and what we can do in these tender years to foster learning through providing a variety of experiences that culminate into a curriculum tailored for infants and toddlers.

Site: 12 West 21st Street, Manhattan
Date: October 16 (Thurs)
Time: 10:00 am – 1:00 pm
Cost: \$65 (\$45 for Day Care Council members)
I.D. # FW027

Site: 21 Snyder Avenue, **Brooklyn**
Date: October 30 (Thurs)
Time: 10:00 am – 1:00 pm
Cost: \$65 (\$45 Day Care Council members)
I.D. # FW028



What To Do with the MAD That You Feel

This workshop, developed by Family Communications, helps to give caregivers insight into why children may present certain undesirable behaviors and how we can assist them to understand and form their own inner controls. This training was formed in conjunction with Mr. Roger's Neighborhood and is infused with his child friendly methods of understanding children's behavior. Participants are given handouts with planned activities for infants, toddlers and preschoolers to enhance classroom planning to prevent undesirable behavior.

Site: 12 West 21st Street, Manhattan
Date: December 10 (Wed)
Time: 10:00 am -1:00 pm
Cost: \$65 (\$45 for Day Care Council members)
I.D. # FW029

Developing Early Literacy Skills

Research has shown that early literacy skills develop in the first three years of life. Early literacy is closely connected with a child's earliest experiences with books and stories. However, infants and toddlers develop literacy skills in a holistic way, and adult or even preschool models of literacy are inappropriate for the development of infant and toddler literacy skills. This workshop will outline how an infant or toddler develops language and literacy skills, as well as exercises and activities that caregivers can do to foster language literacy and a love of books. This workshop is for childcare staff of all modalities.

Site: 12 West 21st Street, Manhattan
Date: November 12 (Wed)
Time: 10:00 am – 1:00 pm
Cost: \$65 (\$45 for Day Care Council members)
I.D.#FW030

Preventing Child Abuse and Neglect: Parent-Provider Partnerships in Child Care

This workshop will assist child care professionals who want to have a more active role in preventing child abuse and neglect. This is not the NYS mandated child abuse training, but augments and broadens that training by concentrating on the roles and partnership of parents and providers. The goal of this training is to help you develop strategies that can change the outcome of parent/child interactions that in turn could prevent child abuse and/or neglect. It is also meant to support child care professionals in strengthening a support system for families and the children in your care.

Site: 12 West 21st Street, Manhattan
Date: July 28 (Mon)
Time: 10:00 am – 4:00 pm
Cost: \$75 (\$35 for Day Care Council members)
I.D.#FW031



Rosa Calderón, LCSW is the Director of Member Services at the Day Care Council of New York, and a Head Start Federal Reviewer specializing in Mental Health, Disabilities, and Program Systems. She will be conducting the following five workshop sessions at the Day Care Council's Manhattan office. Pre-registration is required.

“How Does an Annual Performance Evaluation Increasing Employee Performance?”

Date: September 23, 2008 (Tue) **Time:** 9:30 AM to 12:00 PM

Cost: \$55 (\$35 for Day Care Council members) **I.D.#FW032**

OR

Date: October 7, 2008 (Tue) **Time:** 9:30 AM to 12:00 PM

Cost: \$55 (\$35 for Day Care Council members) **I.D.# FW033**

Workshop Description:

Participants will learn to create effective Annual Employee Performance Evaluations and use them to increase staff performance in day care centers. This workshop will offer participants techniques in communicating to staff concerns about inadequate work performance and positive alternatives necessary for improving work out-put.

“Managing Staff Performance”

Date: September 26, 2008 (Fri) **Time:**9:30 AM to 12:00 PM

Cost: \$55 (\$35 for Day Care Council members) **I.D.#FW034**

Workshop Description:

Managing challenging staff can be frustrating and takes a lot of energy. This workshop will guide day care center managers through the process of hiring, documenting and, if necessary, terminating challenging staff. Sample guidance and warning letters will be used to provide basic training on staff management to increase performance in child care and Head Start programs.

“Trusted Transitions: 2 to 5 Year Olds”

Date: September 30, 2008 (Tue)

Time: 9:30 AM to 12:00 PM

Cost: \$55 (\$35 for Day Care Council members)

I.D.#FW035

Workshop Description:

This session will explore proven, sensitive and effective behavior modification techniques used to transition toddlers and preschool children from diapers and transitional objects (pacifiers, bottle, blankets etc.).

As a Mental Health Consultant, I have worked with preschool teachers and parents for over 20 years and have used these effective solutions with children and caregivers. The educators who try these techniques have usually been able to transition children within two weeks. Workshop participants will receive copies of the procedures to follow and sample instructions to give parents to guide them through the process. This is a hands on workshop and all transition questions will be answered.

“Identifying and Referring Children with Adjustment, Speech, Cognitive and /or Emotional /Social Delays”

Date: October 3, 2008 (Fri)

Time: 9:30 AM to 12:00 PM

Cost: \$55 (\$35 for Day Care Council members)

I.D.#FW036

Workshop Description:

Some children in child care and Head Start classrooms experience separation anxiety and poor adjustment. Distinguishing between a poor adjustment and a possible developmental delay requires knowledge of the developmental delays and problem solving skills.

Participants will receive an understanding of language, cognitive and emotional delays in preschool children. This workshop will provide pertinent information on developmental delays, classroom observation and individualized classroom education program for pre-school children.

Using scenarios of classroom situations, participants will gain insight on developmental delays and the characteristics most attributed to early childhood developmental delays. A brief overview on the referral procedure will be provided as well as the New York City Board of Education requirements for referring children to Early Intervention (EI), Committee on Special Preschool Education (CSPE) and the Committee on Special Education (CSE).



En Español

Taller de Salud y Seguridad para Proveedoras de Family y Group Family Child Care

Este taller es un requisito para cualquier persona deseando ser proveedor/a registrada o licenciada de Family o Group Family Day Care en el Estado de Nueva York. Las tres sesiones cubrirán los módulos mandado por La Oficina de Servicios para Niños y Familias (OCFS). Este taller está basado en un plan de estudio de competencia – es decir que se requiere que complete exámenes escritos y demostraciones con éxito. El espacio es limitado a 10 participantes y pre-registración es requerido.

Ubicación: 12 West 21st Street, Manhattan
Día: Septiembre 15, 16 y 18 (Lunes, Martes y Jueves)
Hora: 9:00 am – 5:00 pm
Precio: \$225.00
I.D.# FW37

Ubicación: 21 Snyder Avenue, **Brooklyn**
Día: Octubre 14, 15 y 17 (Martes, Miércoles y Viernes)
Hora: 9:00 am – 5:00 pm
Precio: \$225.00
I.D.# FW38

Ubicación: 12 West 21st Street, Manhattan
Día: Enero 27, 28 y 30 (Martes, Miércoles y Viernes)
Hora: 9:00 am – 5:00 pm
Precio: \$225.00
I.D.# FW39

Convirtiéndose en una Proveedoras de Cuidado Infantil

¿Alguna vez ha pensado en ser un/a proveedor/a de cuidado infantil? ¿Conoce un/a amigo/a que está interesado/a? ¿Tiene preguntas sobre el manejo de un negocio de cuidado infantil en su hogar? Toma parte en una sesión informal, junto con un desayuno continental, para recibir las respuestas a sus preguntas y para guiarle en el proceso. El taller será facilitado por una empleada del Day Care Council y cubrirá los pasos y beneficios que debe tomar para convertirse un/a proveedor/a de cuidado infantil.

Ubicación: 12 West 21st Street, Manhattan
Día: Agosto 20 (Miércoles)
Hora : 9:30 am – 11:30 am
Precio: \$20
I.D.# FW40

Ubicación: 12 West 21st Street, Manhattan
Día: Diciembre 12 (Viernes)
Hora: 9:30 am – 11:30 am
Precio: \$20
I.D.# FW42

Ubicación: 21 Snyder Avenue, **Brooklyn**
Día: Octubre 8 (Miércoles)
Hora: 9:30 am – 11:30 am
Precio: \$20
I.D.# FW41

The Day Care Council of New York offers a wide variety of services

Health Care Consultant

Nadine Cowen, R. N. heads our efforts to assist child care settings in implementing NY State's Medication Regulations. Any licensed/regulated child care setting that chooses to administer medications to children must have staff with the appropriate training, including MAT (Medication Administration Training). Each of these child care settings must also have a Health Care Plan approved by a Health Care Consultant (MD, RN, NP or PA). Nadine can assist with your Health Care Plan and other questions. Contact her at 212-206-7818 ext.125, or mncowen@dccnyinc.org.

FREE Fingerprinting

Both our James C. Hall, Jr. Family Child Care Network at York College in Queens, and the main office of the Day Care Council of New York at 12 West 21st Street, 3rd Floor, in Manhattan provide free fingerprinting for Family/Group Child Care providers, as well as their family members, and school-age staff.

Fingerprinting is available by appointment daily in Queens. Please call Keishla Hornsby at 718-262-2215 for information and an appointment. For daily weekday fingerprinting in our Manhattan location, please contact Rosie Morales at 212-206-7818 ext. 118, or rmorales@dccnyinc.org.

Health and Safety Grants & Start-Up Grants

Applications for Health and Safety Grants can be arranged through our Manhattan office. These grants are generally available to existing providers for supplies worth up to \$200. Also, applications for Start-Up Grants can be arranged for new child care providers in the process of being registered or licensed for supplies worth up to \$500. Please note that application does not guarantee acceptance. Contact Rosie Morales at 212-206-7818 x118 or rmorales@dccnyinc.org for more information.

Infant/Toddler Specialist

Allisyn Swift is the Day Care Council of New York, Inc.'s Infant/Toddler Specialist. Our Infant/Toddler Program was established to emphasize the unique needs of very young children. The Infant/Toddler Program offers trainings specializing in topics for very young children, technical assistance for child care providers, one-on-one mentoring and guidance, as well as tips and answers to questions and concerns pertaining to infants and toddlers. Please contact Allisyn at 212-206-7818 x116 or aswift@dccnyinc.org for more information.

FREE SUNY Videoconference Training for Child Care Providers

To register or receive training booklet, please call SUNY at 888-399-0549. Trainings are generally from 6:45 pm-9:15 pm and space is limited.

Child and Adult Care Food Program (CACFP)

The Council's J.C. Hall, Jr. Family Child Care Network offers the federally funded Child and Adult Care Food Program (CACFP) for Family Providers and Group Family Providers. For more information on the food program, please call our office at York College at 718-262-2872.



Training Locations

Day Care Council of New York, Inc.
12 West 21st Street, 3rd Floor
New York, NY 10010
Phone: 212-206-7818
Fax: 212-206-7836
Email: jpinkos@dcnyinc.org

or

James C. Hall, Jr. Family Day Care Network
York College
94-20 Guy Brewer Blvd, #2F01E
Jamaica, NY 11451
Phone: 718-262-2247

or

Day Care Council of New York, Inc.
21 Snyder Avenue
Brooklyn, NY 11226
Phone: 718-282-4500
Fax: 718-282-4405



Travel Directions to 12 West 21st Street (Manhattan)

The subway nearest the Day Care Council's office is 23rd Street in New York City. 12 West 21st Street is between Fifth Avenue and Sixth Avenue. The nearest subway stop is the R train at 23rd Street. The F train stops at Sixth Avenue and 23rd Street. The 1 train stops at Seventh Avenue and 23rd Street. The 6 train stops at Park Avenue South and 23rd Street. For further information, contact our office at 212-206-7818.

Travel Directions to York College (Jamaica, Queens)

The subway nearest to York College is the E train at the Jamaica Center/Archer Avenue station, which is the last stop on the E train. York College is a short 10 minute walk from the station.

By car, take the LIE/I495 to the Van Wyck Expressway/I-678 south toward Kennedy airport. Take exit 4 toward Liberty Avenue and turn left on Liberty Avenue. Drive 1 mile on Liberty Avenue and turn left onto Guy Brewer Blvd. The main York College building is on your left.

Travel Directions to 21 Snyder Avenue (Brooklyn)

The subway nearest to the Day Care Council's Brooklyn office is Church Avenue on the Q and B train. Exit the station near 18th Street/Church Avenue, walk along Church Avenue toward East 19th Street. Turn right onto Flatbush Avenue and walk until you come to Snyder Avenue, then turn left. 21 Snyder Avenue is ½ a block from Flatbush Avenue.

General Tips and Notes:

- Registration form with payment is required for all sessions.
- Registration is accepted on a first-come, first-served basis.
- There are no registration refunds unless the Day Care Council cancels the workshop.
- Certificates will be mailed to each participant upon completion of workshop.
- Please remember that these courses are about children, but are not *for* children. Children will not be allowed in training sessions.
- Most providers and staff are eligible for EIP scholarships in amounts up to \$2,000 per year to pay for quality training. An application and information can be obtained at tsg.suny.edu or by calling SUNY at 800-295-9616 for information and a free booklet.

New York State Child Care Content Areas

The NYS Office of Children and Family Services (OCFS) outlines ten content areas for training. Please use these areas to plan for any of your professional training requirements.

1. Principles of childhood development
2. Nutrition and health needs of children
3. Safety and security procedures
4. Child day care program development
5. Child abuse and maltreatment identification and prevention
6. Business record maintenance and management
7. Laws and regulations pertaining to child day care
8. Laws and regulations pertaining to child abuse and maltreatment
9. Prevention of Shaken Baby Syndrome
10. Sudden Infant Death Syndrome (S.I.D.S.)

For more information, please visit www.ocfs.state.ny.us

Training Opportunities Registration Form



Name: _____

Home Address: _____

Professional Setting: Day Care Center Family Child Care
 Group Family Child Care Informal Provider Other

Child Care Program Name: _____

Child Care Program Address: _____

Child Care Program License or Registration Number _____

Daytime phone: _____

Email: _____

Fax: _____

Training I.D.	Training Title	Date of Training	Fee

\$ TOTAL _____

Payment by: check or Money Order (payable to Day Care Council) **or** EIP award notification letter
or
 Mastercard VISA Discover American Express

Name on card _____

Card number _____ Expiration Date _____

Signature on card _____

Please mail completed Registration Form with payment to:

Day Care Council of New York, Inc.
 12 West 21st Street, 3rd Floor
 New York, NY 10010
 Attn: Jon Pinkos-Director, Child Care Division

Please note that refunds or rescheduling will not be offered unless the Day Care Council cancels the workshop.
 Attendees more than 10 minutes late may be denied entrance to training session or denied a certificate of completion.