The Committee for Hispanic Children and Families, Inc.
110 William Street, Suite 1802, New York, NY 10038 T: 212-206-1090 F: 212-206-8093 www.chcfinc.org

Early Care & Education Training Calendar

January 2012 - August 2012

Please note that this is an updated version of our September 2011-August 2012 calendar that reflects the change of prices of our trainings effective January 1, 2012.

All of our services are bilingual in English & Spanish

About CHCF

Since 1982, CHCF (The Committee for Hispanic Children and Families, Inc.) has been dedicated to combining education and advocacy to expand opportunities for children and families, and strengthen the voice of the Latino community. Believing that the most effective way to support Latino families is by building upon their existing strengths and fostering self-sufficiency, CHCF provides a number of programs and services to the community through Youth Development programs and an Early Care & Education Institute. Our policy work, grounded in our direct services, amplifies the voice of our communities on the local, state, and national policy levels around issues of child welfare, early care, education, juvenile justice, and the well-being of Latino children. Through our programs and policy work, CHCF is creating a shared prosperity for all Americans.

Hours of Operation

General Office
Monday through Friday 9:00 a.m. – 5:00 p.m.
Trainings
Saturdays 9:30 a.m. – 5:00 p.m.

CHCF is a proud affiliate of

American Heart Association. Learn and Live.
NYC Child Care Resource & Referral Consortium
CDA
Council for Professional Recognition
Early Care & Learning Council
Early Childhood
Human Services Council
IFCW
gki great kids, inc.
naccrra
naeyc
NCLR
NYS AEYC
SUNY The State University of New York
United Way of New York City

Training team & contacts

CHCF Main Phone Number: 212-206-1090

Milagro Bikofky
Provider Specialist & Grants Manager
mbikofky@chcfinc.org / Extensión 334

Paulina Borja
Early Childhood Specialist
pborja@chcfinc.org / Extensión 302

Karla Coreas
ACS Network Coordinator
kcoreas@chcfinc.org / Extensión 377

Doris Cruz
Parent Referral & Data Specialist
dcruz@chcfinc.org / Extensión 320

Helen Marte
Training & Program Assistant
amarte@chcfinc.org / Extensión 327

María Mayoral
Director
mmayoral@chcfinc.org / Extensión 313

José Ortíz
Healthcare Consultant Manager
jortiz@chcfinc.org / Extensión 334

Jocelyn Rodríguez
Program Manager
jrodriguez@chcfinc.org / Extensión 334

Genine Tantao
Infant/Toddler & Provider Services Manager
gtantato@chcfinc.org / Extensión 321

Directions to Agency

Our agency is located in downtown Manhattan in the intersection of William and Fulton Streets. Our address is 110 William Street, Suite 1802, on the 18th Floor.

You can take the 2, 3, 4, 5, A, C, or J trains to Fulton Street.

Agency Holiday Observance

January 16, 2012 - Martin Luther King

February 20, 2012 – President's Day

May 26, 2012 - Memorial Day

July 4, 2012 - Independence Day

SUNY Health & Safety Training (15 Hours)

Register online!

The Health & Safety is the required training by New York State to become a licensed Family Day Care (FDC) or Group Family Day Care (GFDC) provider or assistant.

This course covers the following topics:

- An Introduction to Health and Safety: Competencies for Becoming a Family or Group Family Day Care Provider
- Creating a Healthy Environment
- Protect and Prevent: Child Abuse and Maltreatment, Sudden Infant Death Syndrome (SIDS) and Shaken Baby Syndrome
- Emergency Preparation and First Aid Response

Price $235 including materials

Note: All participants must attend ALL sessions of the course in order to receive certification.
*** Spanish courses also available (please see Spanish Calendar).**

Days	Dates	Time	Language
Wednesday-Friday	February 29-March 2, 2012	10:00 a.m. 5:00 p.m.	English only
Friday-Sunday	May 11-13, 2012		
Wednesday-Friday	August 15-7, 2012		

Health and Safety Rebate

Upon successful completion of the Health & Safety Training, eligible providers are issued a Health and Safety Training Rebate application to access up to $235 of training cost. The rebate program is administered through the Office of Children and Family Services (OCFS). For more information about the Health and Safety Rebate Program visit: http://www.tsg.suny.edu/

Healthcare Consultancies

CHCF's has a bilingual and **FREE** nurse and Healthcare Consultant, José Ortiz, RN that provides:

- Assistance and Consultations around Health Care Plans.
- Medication Administration Training (MAT), as Independent Study or group course, to obtain approval to administer medication such as Ephinephrine, Auto injectors, Asthma Inhalers, Nebulizers, and Benadryl (Diphenhydramine).
- Authorized American Heart Association-certified training in Infant, Child & Adult Cardiopulmonary Resuscitation (CPR) and First Aid (in Spanish only).
- Site visits and individualized consultations around healthy and safety issues.
- Referrals and information about new policy requiring CPR/First Aid certification.

To speak to our Healthcare Consultant call us at 212-206-1090.

30 Hour Training Requirements - In Spanish only

The 30 Hour Training is a mandatory requirement in order to renew the FDC/GFDC registration/license for each given licensing period.

The 30 hours of training cover the following topics:

- Principles of Early Childhood Development, including the appropriate supervision of children; meeting the needs of children enrolled in the program with physical or emotional challenges; and behavior management and discipline.
- Safety and security procedures including communication between parents and staff
- Nutrition and Health needs of Children
- Child Care Program Development
- Business Record Maintenance and Management
- Child abuse identification and Prevention
- Statutes and Regulations pertaining to Child Care
- Statutes and Regulations pertaining to Abuse and Maltreatment
- Identification, Diagnosis and Prevention of Shaken Baby Syndrome

Price $550 or $ 60 for a 3-hour course including materials

Our 30 Hour Training topic courses are offered by appointment.

Resource Library

Our resource library provides access to Early Care and Education resources. Please call us in advance to schedule an appointment to visit the library and/or borrow materials or books.

Child Development Associate (CDA) Credential

CHCF provides high-quality, bilingual CDA courses recognized by the Council for Professional Recognition including a FREE CDA Advisor service. Our 120-hour training is designed for people who are currently working with children and would like to learn the basic principles of Early Childhood Education, and obtain a Child Development Associate Credential. If you want to participate in this class call us now and register for an orientation and to obtain financial assistance.

Start-Up Application Aid

CHCF offers **FREE** individualized assistance to help potential providers fill out their license application forms. Call us to make an appointment.

"Quality Steps" Mentoring Program

CHCF offers **FREE** opportunities to enhance the quality of Early Education programs and provide the skills to build great futures for children. Through its mentoring program, "Quality Steps," our specialized staff provides free individualized technical assistance on: child development, health, nutrition, learning environments, and artistic exploration; sources for affordable, durable toys and equipment; dealing with behavior management and discipline issues; communication with parents; addressing regulatory requirements and safety practices; marketing and enrolling children; dealing with public contracts, subsidies, and vouchers; etc.

Educational Incentive Program (EIP)

New York State provides up to $2,000 in grants that help child care providers to pay for classes that support their professional development. For more information and to apply for this grant, call us and make an appointment.

Grants

Funding is available to new, existing and legally-exempt child care providers via the New York State Office of Children and Family Services. These grants are awarded to promote safe and healthy environments and enhance programs to promote high quality learning experiences. Providers can receive $500, $200, or $75 to cover the cost of educational materials, toys, books and other eligible expenses. Grants are limited and are based on income eligibility.

Start-Up Grants

For new child care providers that have received their license or registration within the last six months, CHCF offers $500 grants to start-up their business that will promote high quality learning experiences for children.

Health & Safety Grants

Every two years, for currently licensed and registered child care providers, CHCF offers $200 grants to further promote healthy and safe environments, as well as high quality early care and education experiences for children. Furthermore, once a grant is awarded, CHCF will provide guidance and assessments on room arrangement, health & safety, and professional development.

Phone: 212-206-1090

The Committee for Hispanic Children and Families, Inc.

110 William Street, Suite 1802, New York, NY 10038 T: 212-206-1090 F: 212-206-8093 www.chcfinc.org

Registration Information & Policies

To Register

All participants are required to register in advance, at least five work days weeks before the start date of the desired training. You can register through the following methods:

- PHONE by calling 212-206-1090.
- FAX by dialing 212-206-8093. Please send with "Training Registration-Helen Marte" in the attention line.
- IN PERSON by coming to our office between the hours of 9:30 a.m. and 4:30 p.m., Monday through Friday.

A confirmation letter will be sent to you upon receipt of your registration information and payment. If the class is full, you will be notified immediately for placement in the next available class.

Payment Methods

We accept credit cards, money orders, EIP and MAT award letters, and business checks. Please make out money orders and business checks to CHCF. Personal checks and cash are not accepted.

Cancellation & Credit

Cancellations must be made at least three days prior to the training session. A credit will be issued for advanced cancellations or if cancellation was made by CHCF. The credit can be applied to another CHCF training or workshop and must be used within three months of issue. No cash refunds will be given.

Certificates

Training certificates are issued to participants after successful completion of the training including all competency testing and receipt of full payment. SUNY Health & Safety training attendees will receive their certificates after attending and passing the corresponding competency tests with a score of 80% or higher.

Lateness

CHCF encourages participants to arrive 15 minutes prior to the training start time. If a participant is late, individual trainers reserve their right to admit participants into the classroom at their own discretion. For the SUNY Health & Safety training course, participants will <u>not</u> be admitted once the class has started.

Children

Children are <u>not</u> allowed in the training room at any time.

Non-Discrimination Policy

CHCF does not discriminate on the basis of age, sex, sexual orientation, religion, race, color, nationality, ethnic origin, disability, or veteran or marital status in its participants' access to training, and administration of training policies.

CHCF Early Care & Education Institute

High quality education you can rely on

The Committee for Hispanic Children and Families, Inc.

110 William Street, Suite 1802, New York, NY 10038

T: 212-206-1090 F: 212-206-8093 www.chcfinc.org