



**CHILD CARE  
RESOURCE  
& REFERRAL**  
OF SOUTHWEST GEORGIA AT ALBANY  
ALBANY STATE UNIVERSITY

# BFTS Quarterly Bulletin and Training Flyer for Early Childhood Educators

[www.asurams.edu/ccrr/](http://www.asurams.edu/ccrr/)

Spring &  
Summer 2019

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### BRIGHT FROM THE START

Georgia Department of Early Care and Learning  
2 Martin Luther King Jr. Drive, SE, Suite 754, East Tower, Atlanta, Georgia 30334  
(404) 656-5957

**Nathan Deal**  
**GOVERNOR**

**Amy M. Jacobs**  
**COMMISSIONER**

April 2019

Dear Georgia Child Care Providers,

Just like each of you, DECAL is committed to continual quality improvement. When we spot opportunities to improve and to fill unmet needs, we work hard to develop strategies to make changes, enhancements, or improvements.

The most recent example of that commitment is the new holistic multi-tiered system we've built in response to the growing need for resources to address challenging behaviors in early learning programs. Our expanded and reorganized services are housed within the Instructional Supports Division lead by Jennie Couture, Director of Practice and Support Services. Brandy Locchetta is the Program Director for the new system, overseeing the work of the program manager, three regional unit supervisors, and the team of trained inclusion specialists and new behavior specialists. The range of enhancements that Brandy and her new team are implementing will help providers, teachers, and families address challenging behavior issues by fostering positive social-emotional development, incorporating a trauma-informed approach, and designing behavior management strategies for children ages birth to 5. It will also allow our professionals to engage more directly with the children than before, in hopes that the children can continue to participate successfully in early learning classroom activities.

As you know our regionally based inclusion specialists traditionally have provided professional development, consultation, and technical assistance to teachers dealing with problem behaviors. The new structure adds a support line to handle intake and perform triage to this universal tier of supports. A second tier encompasses the classroom-level services DECAL currently provides, including coaching and on-site targeted training that teachers have told us they need, as well as the supports children need for intellectual, social, and emotional development, plus referrals to special education programs for those with possible disabilities. The new behavior specialists are working at tier three to collect data and information from parents, teachers, center directors, or staff to develop and oversee implementation of behavior support plans for children who are not able to participate successfully due to challenging behavior, or who are at risk to be suspended or expelled. The specialists will also serve as liaisons for other types of supports that are needed, such as connecting the child's family with school system or mental health consultations, or referrals to clinical supports. The services will be available this spring. For information or assistance, contact an inclusion specialist by emailing [inclusion@dec.al.ga.gov](mailto:inclusion@dec.al.ga.gov).

During Inclusive Early Learning Week in February we partnered with all of you to celebrate and spotlight efforts to involve and support all children in Georgia's child care and early learning classrooms. This system of enhanced services and supports we've built advances that work in comprehensive and concrete ways. We look forward to supporting you with these enhanced inclusion services and supports.

Sincerely,

Amy M. Jacobs  
Commissioner

CAPS has made some changes to CAPS policy that went into effect on Friday, February 1.

Here's what's changed:

1. We've created a **new Health and Safety Standards Policy** to establish guidelines to protect the health and safety of children who receive CAPS.
  - The new policy is **made up primarily of requirements that existed** in other sections of CAPS policy.
  - In the new policy, however, we reorganized and **added information about monitoring and enforcing health and safety standards for license-exempt and informal CAPS providers**.
  - As of February 1, 2019, health and safety standards for license-exempt and informal providers will be enforced in an appropriate and progressive manner depending on the type, severity, and number of violations.
2. We've established a **new Program Integrity Policy** to clarify how DECAL, child care providers and families work together to ensure CAPS funds are managed with transparency and integrity.
  - This new policy is **made up primarily of information that existed** in other sections of CAPS policy. The new Program Integrity Policy replaced these two current policies: (1) Improper Payments and (2) Sanctions and Disqualifications.
  - In the new policy, however, we reorganized and added information about the prevention, detection, and investigation processes that were already in place but were not outlined in CAPS policy.
3. In this policy revision, we renamed sign in/sign out logs to **arrival and departure records** to better align with child care licensing rules. These terms always referred to the same form, but we hope to prevent confusion by now referring to these documents using the same name.
4. To the Parental Rights and Responsibilities Policy, we **added that the parental authority or authorized representative is responsible for signing their child(ren) in and out of care each day**. We note that failure to sign children in and out of care each day may result in the provider being assessed an overpayment as prescribed in CAPS Program Integrity Policy.
5. To the Provider Rights and Responsibilities Policy, we made minor revisions to align with the new Health and Safety Standards Policy and Program Integrity Policy.
6. CAPS Procedure 8, currently titled *Managing Improper Payments and Program Violations*, will be renamed *Managing Program Integrity*.

The revised policies were posted to the [CAPS website](https://caps.decal.ga.gov/) on Friday, February 1, 2019.

# ***QR PORTFOLIO SUBMISSION***

## ***Frequently Asked Questions about QR Portfolio Submission***

### ***When should I submit my QR Portfolio?***

If you are ***submitting your portfolio for the first time or are reapplying***, you can pick the best possible 3-month period that you are open during your calendar year matched to suit your operational needs.

If you are ***submitting your portfolio as a required reassessment or a request for reassessment***, you must resubmit by your anniversary date and at a time your program will be open and fully operational for the 90 days following portfolio submission, but you can consider when would be best within the 120-day window your portfolio is available to you to plan to submit. For example, you may choose to submit early in the 120-day window so you have as many typical operating days and classrooms as possible, or you may choose to submit late in the 120-day window so your program has more time to allow for expected classroom roster, schedule, and/or enrollment changes.

### ***Are there a minimum number of days required to be open following my portfolio submission?***

Yes. If your program will be closed more than 15 days during the 90-day window following your submission, your portfolio will be returned for submission at a different time when you will be open. If you are a program who was applying for a required reassessment, this will mean that your rating will lapse, and you will need to reapply at a time when you will be open at least 75 of the 90 days following portfolio submission.

### ***What if my 90-day window includes a time of year that I will have school age children mixed with younger children?***

An observation will not be conducted in mixed age classrooms that contain both younger children and school age children ages 72 months and older.

### ***Are there any other factors to consider about when I choose to submit?***

Many programs find it beneficial to consider a few questions about what will be occurring during the 90-day period immediately following the date they are considering for submission.

1. Will more than half of my classrooms be typically operating?
2. Are my classroom schedules and rosters established and consistent?
3. Are my classroom enrollments steady and reliable on a regular basis?
4. Have my teachers received training and technical assistance to feel prepared for observations?

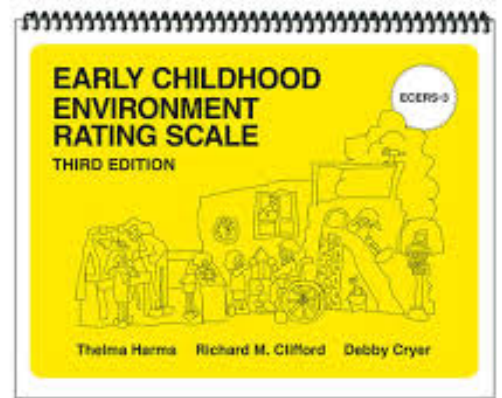
Having many open, available days; dependable classroom schedules, rosters, and enrollments; and well-prepared staff helps to ensure your program will receive the best possible observations with the fewest obstacles (i.e., major holiday closings, employee vacations, shifting children to new classrooms, summer enrollment adjustments, etc.). These positive factors can help your program feel confident in having classroom assessments conducted.

## ***ECERS-3 TIPS***

Here are the Five Top Ways to Increase your Quality Score:

### **1. In ECERS-3 Materials are Accessible to Children for much of the Day:**

Materials are great, but not if children can never access them how can they learn from them. Have materials accessible ensures children are not in lengthy routines, group times, or waiting for any length of time, which will cut down on many behavior issues because children are actively involved in their play. This will also create more sensitive teachers because they are thinking of children's needs first.



### **2. Learning areas which Engage Children:**

- Low, open shelves for containers
- Containers which open at the children's level (i.e., no lids, toy boxes which children cannot get in easily, etc.)
- Variety of materials which stimulate learning
- Materials rotated for a greater variety of experiences

### **3. Understand your challenges as well as your strengths to strategize the best outcomes:**

By building on areas of strength, those items over which you have less control will be balanced out and scores will increase where possible and knowing areas of common issues will help to maintain scores on those items.

- Is it ever okay to not get a 7 on an item? Yes! Example: ECERS item 25 looks for a variety of Nature/Science materials, but you don't have the space to accommodate many items.
- Is it ever okay to get a 1 on an item? Yes! Example: Playground isn't considered 'safe' by the ITERS, but changing it would be costly.

### **4. Interactions are Pleasant and Positive:**

- Ensure tone of voice is warm and pleasant
- Minimize interactions that are unpleasant, such as when children are hurt, sad, or angry
- Find opportunities to use physical contact in a positive way
- Use supervision as an opportunity to have pleasant interactions with children
- Help children to see adults as a resource

### **5. WASH YOUR HANDS!**

Hands should be washed

- Upon arrival
- Before and after water play
- After sand or messy play (painting, etc.)
- After touching contaminated items or bodily fluids
- Before and after meals
- After using the bathroom (adults too!)

More information can be found on Early Child Training Center's webpage at

<https://earlychildtrainingcenter.com/2018/04/23/top-5-ways-to-increase-your-ecers-3-quality-score/>

# *Quality Rated Provider Highlights*

Joyful Journeys Child Education Center,  
Columbus, GA  
3- Stars!!!



“Even though we have been together for over 20 years, Quality Rated has re-inspired us and taught us to be better teachers and deeper thinkers in our classrooms. The Quality Rated process renewed our passion for educating our children and refreshed our spirits. We have come out of this process encouraged to work harder each day to make a difference with each child and our families. Joyful Journeys is proud to be a 3-Star center!”

## **Health & Safety Orientation and CPR & First Aid Training Requirements**

- All staff with direct care responsibilities must complete Health & Safety Orientation training plus CPR & First aid training (if not currently certified).
  - Staff who provide direct care to children include, but are not limited to, lead teachers, assistant teachers, substitutes, family child care helpers, staff involved with transportation, etc.
  - Staff who do not provide direct care could include assistant directors, cooks, administrative staff, or maintenance and housekeeping staff; however, if any of these employees provide direct care to children at any time, they must obtain first aid and CPR training prior to providing care.
- New staff members hired on or after October 1, 2016 must obtain the Health & Safety Orientation and CPR/First aid training within 90 days of employment.
- Staff that were hired before October 1, 2016 must complete the Health & Safety Orientation training and CPR and First Aid training (if not currently certified) by December 29, 2016.
- The new Health & Safety Orientation training:
  - does not replace the initial staff orientation or first year training topics (“basic 6”), which are still required by the rules;
  - only has to be completed one time (does not have to be renewed);
  - can be used toward meeting the requirement for annual training hours.
- CCLC Directors and FCCLH Providers must have first aid and CPR training prior to employment or becoming licensed.





## Congratulations to the newest **QUALITY RATED** Programs!

Albany Area YMCA/Easter Seals Afterschool/Dougherty	2 STARS
Angels Creative Learning Academy/Henry	2 STARS
Bright Ones Learning Center, Inc./Ben Hill	2 STARS
Calvary Harvest Christian Academy/Henry	1 STAR
Ella M. Riley/Cook	3 STARS
First Step Learning Center/Spalding	2 STARS
Glad Tidings Academy/Thomas	2 STARS
Happy Explorer's Learning Academy/Muscogee	2 STARS
Harpers Creative Learning Center/Lamar	1 STAR
Joyful Journeys CEC/Muscogee	3 STARS
Laleta McClendon/Henry	3 STARS
Mayo Academy, Inc./Muscogee	2 STARS
Necol Smith/Bibb	2 STARS
Prepatory Academy/Henry	2 STARS
Prime Care Learning center IV/Henry	1 STAR
Thompkins's Tiny Tots II LLC/Houston	2 STARS
Twinkle Twinkle Little Star Learning Center/Bibb	2 STARS

## Congratulations to the **QUALITY RATED** Programs who increased or maintained their Star Ratings!

Irwin Co HS/Irwin	1 to 2 STARS
KAC Len Lastinger-SAC/Tift	2 to 3 STARS
Kids Express Learning Academy/Dougherty	1 to 2 STARS
Nashville/Berrien HS/Berrien	2 STARS
Oasis Child Enrichment Center-SAC/Muscogee	2 STARS
Sandy's Sandbox-Moody Road/Houston	3 STARS
Warner Robins Montessori Academy/Houston	2 STARS

## May, June & July 2019 Training & Professional Development Opportunities

Date	Time	Class	Location	Fee
Saturday 5/4/2019	8:30 a.m. - 5:30 p.m.	<b>Health &amp; Safety Orientation Plus First Year Basic Training</b> <i>This course satisfies the Child Care and Development Fund requirements for child care provider new hires in Georgia.</i> 8 State Approved Hrs./Beginner  Kim Reignier, BFTS Approved Trainer	Albany State University- West/Bld J, Rm128 2400 Gillionville Rd Albany, GA 31707	\$40
Saturday 5/11/2019	8:30 a.m. - 3:30 p.m.	<b>ABC Reading Revolution and Wribbling–Writing</b> <i>Learn to teach letters with their proper sounds and make learning language faster and easier.</i> 2 State Approved Hrs./Beginner <b>Easy Street: Lesson Plans for Infants and Tots</b> <i>Learn a formula for creating a lesson plan that reflects appropriate instructional practices and activities to support infant and toddler development.</i> 2 State Approved Hrs./Beginner <b>Sign Language Stories with Eric Carle and P.D. Eastman</b> <i>Learn language-enriched communication for infants through Pre-K with beloved stories by Eric Carle and P.D. Eastman using sign language and promoting second language skills.</i> 2 State Approved Hrs./Beginner  Lori Sugarman, BFTS Approved Trainer	First Baptist Child Development Center Fellowship Hall 215 13th Avenue, East Cordele, GA 31015	\$30
Super Saturday!				
Saturday 5/11/2019	9:00 a.m. - 1:00 p.m.	<b>Math in the Early Childhood Classroom</b> <i>Learn creative and fun math activities for preschoolers.</i> 2 State Approved Hrs./Beginner <b>Science Comes Alive in the Child Care Center</b> <i>Learn the importance of science and gain ideas to bring science alive in the classroom.</i> 2 State Approved Hrs./Beginner  Polly Raike, BFTS Approved Trainer	North Highland Church 7300 Whittlesey Blvd. Columbus, GA 31909	\$20
Saturday 5/18/2019	8:30 a.m. - 3:30 p.m.	<b>FLIP IT! F-feelings, L-limits, I-inquires, &amp; P-prompts</b> <i>Learn a simple, kind, strength-based, commonsense and effective four step process to address children's day-to-day challenging behaviors.</i> 6 State Approved Hrs./Beginner  Kim Reignier, BFTS Approved Trainer	Open Door Community House 2405 Second Ave Columbus, GA 31901	\$30
Saturday 5/25/2019	9:00 a.m. - 2:30 p.m.	<b>CPR/First Aid</b> <i>American Heart Association</i>  Judy Gaines, Certified Instructor	Albany State University- West/Bld J, Rm128 2400 Gillionville Rd Albany, GA 31707	\$50
Saturday 6/1/2019	9:00 a.m. - 1:00 p.m.	<b>Positive Discipline</b> <i>Learn strategies to promote positive behavior in the classroom.</i> 2 State Approved Hrs./Beginner <b>Creating an Effective Circle Time</b> <i>Learn to plan, develop and implement an effective circle time.</i> 2 State Approved Hrs./Beginner  Polly Raike, BFTS Approved Trainer	North Highland Church 7300 Whittlesey Blvd. Columbus, GA 31909	\$20

Date	Time	Class	Location	Fee
Saturday 6/8/2019	8:30 a.m. - 3:30 p.m.	<b>Teaching Dual Language Learners</b> <i>Learn strategies and resources for teaching and supporting children who are developing two languages simultaneously.</i> 2 State Approved Hrs./Beginner <b>Rock Solid Foundations: Friendship and Play Skills</b> <i>Learn how to build social and emotional competence in young children by teaching children to understand emotions and solve problems.</i> 2 State Approved Hrs./Beginner <b>Activities to Get Ready to Read</b> <i>Learn fun and easy literacy games to play with children that get them on the path to reading and writing.</i> 2 State Approved Hrs./Beginner  Kim Reignier, BFTS Approved Trainer	<b>Kids World Learning Center</b> <b>140 Old Boston Road</b> <b>Thomasville, GA 31792</b>	\$30
Super Saturday!				
Saturday 6/22/2019	8:30 a.m. - 3:30 p.m.	<b>ABC Reading Revolution and Wribbling–Writing</b> <i>Learn to teach letters with their proper sounds and make learning language faster and easier.</i> 2 State Approved Hrs./Beginner <b>Easy Street: Lesson Plans for Infants and Tots</b> <i>Learn a formula for creating a lesson plan that reflects appropriate instructional practices and activities to support infant and toddler development.</i> 2 State Approved Hrs./Beginner <b>Sign Language Stories with Eric Carle and P.D. Eastman</b> <i>Learn language-enriched communication for infants through Pre-K with beloved stories by Eric Carle and P.D. Eastman using sign language and promoting second language skills.</i> 2 State Approved Hrs./Beginner  Lori Sugarman, BFTS Approved Trainer	<b>Open Door Community House</b> <b>2405 Second Ave</b> <b>Columbus, GA 31901</b>	\$30
Super Saturday!				
Saturday 6/22/2019	8:30 a.m. - 3:30 p.m.	<b>S.T.E.M. -Science, Technology, Engineering &amp; Math</b> <i>Learn ways to challenge children's observational skills and help them "think with their hands."</i> 4 State Approved Hrs./Beginner <b>Emotional Literacy</b> <i>Discover games and books that teach "feeling" words and strategies like "Tucker Turtle" to help preschoolers learn to control their emotions and solve problems. Teachers will receive access to free downloadable lesson plans and resources.</i> 2 State Approved Hrs./Beginner  Kim Reignier, BFTS Approved Trainer	<b>Albany State University-West/Bld J, Rm128</b> <b>2400 Gillionville Rd</b> <b>Albany, GA 31707</b>	\$30
Saturday 6/22/2019	9:00 a.m. - 2:30 p.m.	<b>CPR/First Aid</b> <i>American Heart Association</i>  Judy Gaines, Certified Instructor	<b>Griffin First Ministries</b> <b>2000 West McIntosh Rd</b> <b>Griffin, GA 30223</b>	\$50
Saturday 7/13/2019	9:00 a.m. - 11:00 a.m.	<b>Math: Hands on Learning</b> <i>Learn how play and hands-on-activities can be used for learning in math.</i> 2 State Approved Hrs./Beginner  Meribeth Bice, TA Coordinator/BFTS Approved Trainer	<b>Albany State University-West/ Bld J, Rm 128</b> <b>2400 Gillionville Rd</b> <b>Albany, GA 31707</b>	\$10



Date	Time	Class	Location	Fee
Saturday 7/13/2019	8:30 a.m. - 3:30 p.m.	<b>FLIP IT! F-feelings, L-limits, I-inquires, &amp; P-prompts</b> <i>Learn a simple, kind, strength-based, commonsense and effective four step process to address children's day-to-day challenging behaviors.</i> 6 State Approved Hrs./Beginner  Kim Reignier, BFTS Approved Trainer	Precious One's Child Care 193 High Falls Park Road Milner, GA 30257	\$30
Saturday 7/13/2019	9:00 a.m. - 1:00 p.m.	<b>Learning to Play: Playing to Learn</b> <i>Learn to recognize and apply the importance of play and the different ways each age group plays.</i> 2 State Approved Hrs./Intermediate <b>Cooking with Math and Science</b> <i>Learn to teach math and science skills through simple recipes.</i> 2 State Approved Hrs./Beginner  Polly Raike, BFTS Approved Trainer	North Highland Church 7300 Whittlesey Blvd. Columbus, GA 31909	\$20
Saturday 7/20/2019	9:00 a.m. - 2:30 p.m.	<b>CPR/First Aid</b> <i>American Heart Association</i>  Judy Gaines, Certified Instructor	Open Door Community House 2405 Second Ave Columbus, GA 31901	\$50
Saturday 7/27/2019	8:30 a.m. - 3:30 p.m.	<b>FLIP IT! F-feelings, L-limits, I-inquires, &amp; P-prompts</b> <i>Learn a simple, kind, strength-based, commonsense and effective four step process to address children's day-to-day challenging behaviors.</i> 6 State Approved Hrs./Beginner  Kim Reignier, BFTS Approved Trainer	Lifespring CDC 2010 GA Hwy 133 South Moultrie, GA 31788	\$30
Saturday 7/27/2019	9:00 a.m. - 1:00 p.m.	<b>Dramatic Play is More Than Just Make Believe</b> <i>Learn ideas for dramatic play in the early childhood classroom.</i> 2 State Approved Hrs./Beginner <b>Puppets and More Puppets</b> <i>Learn creative ways to use puppets day to day.</i> 2 State Approved Hrs./Beginner  Rhonda Morway, BFTS Approved Trainer	North Highland Church 7300 Whittlesey Blvd. Columbus, GA 31909	\$20
Saturday 7/27/2019	8:30 a.m. - 3:30 p.m.	<b>ABC Reading Revolution and Wribbling–Writing</b> <i>Learn to teach letters with their proper sounds and make learning language faster and easier.</i> 2 State Approved Hrs./Beginner <b>Easy Street: Lesson Plans for Infants and Tots</b> <i>Learn a formula for creating a lesson plan that reflects appropriate instructional practices and activities to support infant and toddler development.</i> 2 State Approved Hrs./Beginner <b>Sign Language Stories with Eric Carle and P.D. Eastman</b> <i>Learn language-enriched communication for infants through Pre-K with beloved stories by Eric Carle and P.D. Eastman using sign language and promoting second language skills.</i> 2 State Approved Hrs./Beginner  Lori Sugarman, BFTS Approved Trainer	Auntie Ann's Afterschool Program 101 Jackson Street Whigham, GA 39897	\$30
Super Saturday!				



Quality Rated eligible providers must be star rated by 12/31/2020 in order to continue to receive Child Care and Parent Services (CAPS) funding.

It's easy to enroll in Quality Rated! Simply click the link and create your account!

<https://qualityrated.dec.al.ga.gov/>

To register for all Quality Rated trainings, you must have a PDS account.

To create your account, go to: <https://gapds.dec.al.ga.gov/>



Date	Time	Class	Location
Saturday 5/11/2019	9:00 a.m. – 1:00 P.m.	<b>ITERS-R In-Depth</b> 4 State Approved Hrs./Beginner, ECE-1.2, 1.3, 1.4, 4.3, ADM 5  Rhonda Morway, TA Coordinator/BFTS Approved Trainer	<b>Spirit &amp; Truth Learning Academy Center</b> 2921 N. Expressway Griffin, GA 30223
Saturday 6/8/2019	9:00 a.m. – 11:00 a.m.	<b>GELDS Standard 101: How to use the GELDS</b> 2 State Approved Hrs./Beginner, ECE-5.1  Dianne Fitchlee, TA Coordinator/BFTS Approved Trainer	<b>J.R. Dowdy Family Resource Center</b> 1129 North 5 <sup>th</sup> St Cordele, GA 31015
Saturday 6/8/2019	11:00 a.m. – 1:00 p.m.	<b>GELDS Standard 102: Child Development</b> 2 State Approved Hrs./Beginner, ECE-1, 4  Cassie Thompson, TA Coordinator/BFTS Approved Trainer	<b>J.R. Dowdy Family Resource Center</b> 1129 North 5 <sup>th</sup> St Cordele, GA 31015
Saturday 6/8/2019	1:00 p.m. – 3:00 p.m.	<b>GELDS Standard 103: Developmentally Appropriate Practice</b> 2 State Approved Hrs./Beginner, ECE-2, 3  Shandry Johnson, TA Coordinator/BFTS Approved Trainer	<b>J.R. Dowdy Family Resource Center</b> 1129 North 5 <sup>th</sup> St Cordele, GA 31015

## Georgia Professional Development System (GaPDS)

Bright from the Start: Georgia Department of Early Care and Learning (DECAL) is committed to ensuring that Georgia's youngest citizens receive high quality services that prepare them for school and for life. To meet this commitment, DECAL has developed and maintains the **Georgia Professional Development System (GaPDS)**. Through GaPDS, early care and learning professionals can create and maintain a **GaPDS Profile**, as well as search and register for DECAL trainings. For any non-DECAL trainings, you will still visit [Training Approval](#). If you have a GaPDS Profile, you will automatically receive credit for DECAL trainings, with no need to keep track of paper certificates. You can use your profile to keep track of your training hours, credentials, certifications, uploaded certificates for non-DECAL trainings, and employment history – all in one location.

This is also where you register for all Quality Rated trainings.

Please visit the GaPDS website: [www.gapds.dec.al.ga.gov](http://www.gapds.dec.al.ga.gov) to learn more and to explore the changes!

## **TRAINING REGISTRATION FORM**

Register online or mail this registration form with the appropriate fees to:

Child Care Resource & Referral

2429 Gillionville Road

Albany, GA 31791

[www.asurams.edu/ccrr/training.php](http://www.asurams.edu/ccrr/training.php)

**IMPORTANT: YOU ARE NOT REGISTERED UNTIL FEES FOR TRAINING ARE RECEIVED**

\*\*\*\*\*

\*\*\*\*\*

TYPE OF FACILITY & NAME \_\_\_\_\_

HOME ADDRESS \_\_\_\_\_

HOME PHONE \_\_\_\_\_ WORK PHONE \_\_\_\_\_ COUNTY \_\_\_\_\_

CLASS DATE \_\_\_\_\_ CLASS FEE \_\_\_\_\_

CLASS TITLE \_\_\_\_\_

TOTAL # OF PARTICIPANTS \_\_\_\_\_ TOTAL \$ ENCLOSED \_\_\_\_\_

E-MAIL ADDRESS \_\_\_\_\_

### **NAMES OF PARTICIPANTS:**

- |          |           |           |
|----------|-----------|-----------|
| 1. _____ | 6. _____  | 11. _____ |
| 2. _____ | 7. _____  | 12. _____ |
| 3. _____ | 8. _____  | 13. _____ |
| 4. _____ | 9. _____  | 14. _____ |
| 5. _____ | 10. _____ | 15. _____ |

## **TRAINING REGISTRATION GUIDELINES**

- ✦ For training information and questions, contact the training coordinator:  
229.500.2897/866.833.3552 or [margo.sanders@asurams.edu](mailto:margo.sanders@asurams.edu).
- ✦ Registrations require payment to the CCR&R in advance and cannot be accepted by phone.  
Payment is not accepted at the door the day of the training but must be mailed in advance with a registration form.
- ✦ No one is admitted to a class without prior registration.
- ✦ Registrations should be received a week prior to the scheduled training date.
- ✦ Credit and refunds for cancellations are not allowed. Cancelling your registration requires at least a 24-hour notice. When calling to cancel, you may apply your payment toward another class at that time.
- ✦ Returned checks will be assessed a \$35 fee and must be resolved before registering for future classes.
- ✦ If you register for a free class and do not attend, your registration for free trainings in the future will not be accepted.
- ✦ Be on time, and please do not bring children to training. *Thanks for your cooperation!*

**For Office Use Only:** Method of Payment: Cash/Check/MO # \_\_\_\_\_ E-mail Confirmation \_\_\_\_\_



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**Administrative Staff:**

Sabrina Dawkins, Data Manager/Accounting  
Kitty Del Fabbro, Administrative Assistant  
Margo Sanders, Training Administrator

**Technical Assistance Staff:** Meribeth Bice, Kerri Chalon, Tera Collins, Cindy Fick, Dianne Fitchlee, Maggie Girdler, Lindsay Henderson, Shandry Johnson, Alicia Mills, Angie Morey, Rhonda Morway, Kathi Roberts, Estelle Rothwell, Shannon Roundtree, Erica Smith, Cassie Thompson, Marian Whitlock

**Training Specialist:** Amy Southers

**Operations Director:** Cindy Spann

**Executive Director:** Soraya Miller



This project is funded by **Bright from the Start:** Georgia Department of Early Care and Learning with funding from the federal Child Care and Development Fund.

**Albany State University • An Equal Opportunity/Affirmative Action Institution**

## Contact Information

**Main Office Line:**

Kitty Del Fabbro (229) 500-2895  
Administrative Assistant

**Child Care Provider Program Information:**

Sabrina Dawkins (229) 500-2894  
Data Manager/Accounting

**Training/Professional Development:**

Margo Sanders (229) 500-2897  
Training Administrator

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