



Online Training Policies

Page 1

- Registration should be completed online (**Easier and Faster**). All registrants must have an individual email address. (see second page allows for other ways to register)
- Our goal is to have all/most of our trainings face to face.
- Trainings are limited; so please sign up early.
- Each registrant will receive an email containing a Zoom link with pre, post and evaluations by Eventbrite once registered. This link should not be shared with others. Individuals that are not registered will not be allowed to join online trainings. Download Zoom at <https://zoom.us/download>
- Registrants should log onto the training at least 10 -15 minutes before the online training begins. (if having problems contact the trainer by email or phone) This information will be in the introduction letter.
- Trainings should not be attended while working in the classroom, taking attention away from supervising young children. Teacher/Child ratio in the classroom should be maintained at all times. No Driving while attending trainings.
- If it is determined that participants are unable to fully participate in the training or become disruptive, participants will be removed from the training and will not receive credit.
- Participants are required to participate in discussions and activities during the training. You must have the capability to use a web camera, mute/unmute, and use the chat box throughout the training. (no exceptions)
- Participants must leave web camera on throughout the training. (no exceptions)
- To receive credit hours, participants must attend the entire training and complete all necessary surveys **within 48 hours (2 business days)**. Training certificates will be emailed within 1 week after training. Everyone must complete pre, post and evaluation for the training in order to receive a certificate. Homework must be turned in if applicable as well.
- Trainings should not be recorded and shown to other staff members at a later date.
- All trainings will begin on time and no refunds or credits will be given. If we reschedule a training; you will be notified of new training date and time.
- Participants who arrive more **than 15 minutes late for any** training are ineligible to receive training credit.

Training Registration & Payment Process

ADVANCE PAYMENT IS REQUIRED: Check/Money Order
or Eventbrite – see below.

Option #1: No Refunds

Check/Money Order Payment Steps:

Steps to Mail Payment: **PRINT CLEARLY on registration form!!! Must have valid email!**

1. Complete Registration Form. *(one per participant)*
2. Complete Payment Form. *(one per participant)*
3. Make Check/Money Order Payable to SSDC
4. Mail to: 803 West Center Street, Lexington, NC 27292

Option #2 **EASIER AND FASTER – DO NOT TURN IN ANY PAPERWORK if you register through Eventbrite.**
Eventbrite on line payment /Registration – No Refunds

Go to: <https://www.eventbrite.com/d/online/smart-start-of-davidson-county/>

Right Click on link above and then click open hyperlink.

YOU WILL RECEIVE AN EMAIL TO Introduction Letter to Training from the trainer.

Your zoom link, pre, post and evaluation links will be in Eventbrite; once you have registered. Be sure to put correct email. Double check your email.

Training Topics- SIGN UP EARLY!!

Page 2

Lesson Planning and Linking to NCFELD 2 NIGHTS - The revised Foundations spans birth to age 5 and includes goals, developmental indicators, and strategies in five developmental domains: •Approaches to Play and Learning •Emotional and Social Development •Health and Physical Development •Language Development and Communication •Cognitive Development / This training will focus on the basics of NCFELD and second part will be linking your lesson plan to NCFELD Please bring 2 completed lesson plans and you must have a copy of the NCFELD book if you do not have a copy please download it at link below and print it out to have with you during the training. You may request a copy from Chunda at chundat@partnershipforchildren.org (first come first served) have a few to give away.

https://files.nc.gov/ncelc/press-release/files/nc_foundations.pdf

Chunda Teal and Alanna Hege, 5hrs or .5 CEU's Face to Face Training

ITS SIDS -Meets DCDEE safe sleep training for teachers and/or administrators while working with infants. Participants will learn about best practices and receive information how to create a safe sleep policy, how to use waivers, hear updated research about SIDS, and local health and safety resources as well as learn what to do if you come upon an unresponsive infant and how to conduct drills. **Chunda Teal or Sherry Brannon 2 Hours by Zoom**

Playground Safety - Outdoor play encourages movement and physical activity that is stimulating for children's development and learning. The Playground safety training addresses playground safety hazards, playground supervision, maintenance, general upkeep of the outdoor area, and age and developmentally appropriate playground equipment. This training offers a practical and educational interpretation of the North Carolina Child Care Commission's playground safety rules and how to conduct a playground audit. Complete an inspection of your playground! Come learn how to make your playground safe for children. **(must attend both sessions to receive certificate)** Vicki West **4 Hours Zoom Training**

Fire Safety - on Demand 1 hour of training

January – March 17, 2023 at 8:00pm

Video Link to Watch: https://youtu.be/f07Lr_jc9e0

Thrifty Teachers and Creative Centers High quality materials do not have to be expensive. Discover the "thrifty teachers" secrets to big impact materials without a big income price. Come spend time with me as we explore creative and thrifty ideas to enhance play in all areas of your classroom. Don't miss out on the fun! Vicki West 2hrs.

Vicki West, 2 hours Face to Face Training

CPR/FA Cost \$45 Please call Kennie to register 336-479-6739

[Early Childhood Professional's Conference March 18, 2023 – More information coming soon!](#)
[Kick off to Kindergarten Registration Event will be 3/25/23 – More information coming soon!](#)

Face to Face Trainings will be held at First Evangelical Lutheran Church of Lexington

**320 South State Street
Lexington, NC 27292**

Page 3 Instructions: Advance payment is required. You may register online at <https://www.eventbrite.com/d/online/smart-start-of-davidson-county/>.

Checks or Money order; please make payable to SSDC. (NO CASH) If completing paper form; please attach your payment with registration pages 3 & 4; make sure it has your name on it. If your money is received after a workshop is full or if a workshop is cancelled you will be informed by phone; the rescheduled date will be given to you or you may choose another workshop. Smart Start of Davidson County **is not** responsible for registration forms or fees lost in the mail or not delivered on time. **Please remember your workshop location and time. Confirmations will not be sent.** If you register and do not attend **no refund or credit** will be given. You will not be able to switch classes. Trainings fill up fast; so please turn in registration as soon as possible. All of your information will be in the **Eventbrite email that you need. Ex: link to training, pre, post and evaluation.**

Complete one form per participant (complete the entire form / PRINT CLEARLY) if not using Eventbrite.com link from above.

PLEASE RETURN REGISTRATION FORM by mail or drop off at the Smart Start Office.
Please complete in full page 3 & 4 and return with payment.
803 West Center Street
Lexington NC 27292 Page 3

First Name: (use real/biological name) not nickname		Last Name:		Phone# with Area Code: () - _____							
<input type="checkbox"/> Male <input type="checkbox"/> Female		Race: <input type="checkbox"/> African American <input type="checkbox"/> Asian <input type="checkbox"/> Caucasian <input type="checkbox"/> Hispanic/Latino <input type="checkbox"/> Native American <input type="checkbox"/> Multiracial <input type="checkbox"/> Other _____		Primary Language: Age:							
Address: _____											
Email Address: PLEASE PRINT CLEARLY!!! You will be emailed a link to the zoom training.				Specify <i>number</i> of children in each age group that you work with:							
I am employed at: Write full name of Center/FCCH And location: Lexington, Thomasville, etc		Do you work in a: Child Care Facility <input type="checkbox"/> or Family Child Care Home <input type="checkbox"/> or Does not apply <input type="checkbox"/> Please check one		<table border="1" style="width: 100%; border-collapse: collapse;"> <tr> <td style="width: 33%;">Birth-2yrs</td> <td style="width: 33%;">3yrs – 5yrs</td> <td style="width: 33%;">5yrs – 12yrs Schoolage</td> </tr> <tr> <td style="text-align: center;">#</td> <td style="text-align: center;">#</td> <td style="text-align: center;">#</td> </tr> </table>		Birth-2yrs	3yrs – 5yrs	5yrs – 12yrs Schoolage	#	#	#
Birth-2yrs	3yrs – 5yrs	5yrs – 12yrs Schoolage									
#	#	#									
I work with: <input type="checkbox"/> Infants <input type="checkbox"/> Toddlers <input type="checkbox"/> 2's <input type="checkbox"/> 3's <input type="checkbox"/> 4's <input type="checkbox"/> SA Group (mark X for age group you work with)				* Directors or Floaters do not complete							
County in which I am employed:				Facility Star Rating: <input type="checkbox"/> Unlicensed <input type="checkbox"/> GS-110 <input type="checkbox"/> 1 Star <input type="checkbox"/> 2 Star <input type="checkbox"/> 3 Star <input type="checkbox"/> 4 Star <input type="checkbox"/> 5 Star							
Position Held: <input type="checkbox"/> Administrator <input type="checkbox"/> Asst. Administrator <input type="checkbox"/> Lead Teacher <input type="checkbox"/> Asst. Teacher <input type="checkbox"/> Floater <input type="checkbox"/> FCCH <input type="checkbox"/> Program Coordinator (Sch. Age) <input type="checkbox"/> Group Leader (Sch. Age) <input type="checkbox"/> Sub <input type="checkbox"/> Other: Please Specify: _____											

Please return pages 3 & 4 when using paper registration; other use Eventbrite.com

Complete one form per participant (Print Clearly)
Check or Money Order
Page 4 PRINT CLEARLY

First Name:		Last Name:	
Training Title	Date of Training/Time	Select Training (X)	Cost \$\$
<u>Lesson Planning and Linking to NCFELD</u> 2 NIGHTS *must attend both nights and complete homework (face to face Training) .5 Hours	1/17/23 and 1/19/23 6:30-8:30PM	<input type="checkbox"/>	\$10.00
<u>ITS SIDS – Choose which training you want to attend</u> 2 hours By Zoom	1/24/23 2/15/23 3/21/23 6:30-8:30PM	<input type="checkbox"/> <input type="checkbox"/> <input type="checkbox"/>	\$5.00 <i>Choose ONE training you want to attend</i>
<u>Playground Safety</u> 4 hours (must attend both sessions to receive certificate) By Zoom	3/2/23 & 3/7/23 6:30-8:30PM	<input type="checkbox"/>	\$10.00
<u>Thrifty Teachers</u> 2 hours (face to face Training)	2/9/23 6:30-8:30pm	<input type="checkbox"/>	\$5.00
<u>Fire Safety - on Demand</u> 1 hour of training January – March 17, 2023 at 8:00pm Copy and past link to your browser (if a alert pops up that states that your browser is up to date; click on browse youtube) Video Link to Watch: https://youtu.be/f07Lr_jc9e0 <u>Be sure to start from the beginning of training.</u>	On Demand	Sign up on ine at: Copy and past link to your browser (if a alert pops up that states that your browser is up to date; click on browse youtube) Video Link to Watch: https://youtu.be/f07Lr_jc9e0 January – March 17, 2023 at 8:00pm <u>Be sure to start from the beginning of training.</u>	\$5.00
<u>CPR/FA</u> \$45 Contact Kennie to Register at 336-479-6739	6:00PM	DO NOT SEND MONEY TO SSDC	\$45 Contact Kennie to Register at 336-479-6739
		GRAND TOTAL	\$
Eventbrite will send you the zoom link, pre, post and evaluation so please use correct email. Must complete evaluation within 48 hours of completed training.			Mail Check or Money Order to SSDC or use Eventbrite to register for trainings. 😊
For Office Use Only: Date Received: _____ Check# _____ MO _____ Receipt# _____		Smart Start of Davidson County 803 West Center Street Lexington, NC 27292 Phone: 336-249-6688 Ext 217	