



For Family  
Child Care &  
Center Staff

# SETTING THE STAGE: ASSESSMENT IN EARLY EDUCATION AND CARE

## What is *Setting the Stage* training?

Formerly called *Maryland Model for School Readiness (MMSR)*, ***Setting the Stage*** is a 5-module course focused on essential elements to support children's school readiness. Teachers will explore environments, learning experiences, relationships and assessment data through a case study approach.

## Why take *Setting the Stage*?

Teachers will learn how environments influence children's learning, identify principles of intentional teaching, and understand how to organize portfolios. In addition to the course, every student receives up to 15 hours of free, on-site coaching from an expert. Our coaches will help incorporate theory into practice which translates into teacher success!

## What is in it for my program?

Move up in MD EXCELS! ***Setting the Stage*** is listed in the area of Developmentally Appropriate Learning & Practice. It is used to guide the MSDE recommended curriculum at check levels 2 & 3 and aligned with the MSDE recommended curriculum at check levels 4 & 5.

**A UNIQUE OPPORTUNITY  
FOR EARLY CHILDHOOD  
TEACHERS TO  
SUPPORT SCHOOL  
READINESS**

### Location:

Gaithersburg Judy Center  
101 W. Deer Park Road  
Gaithersburg, MD 20877

### Dates:

October 10	Module 1
October 24	Module 2
November 7	Module 3
November 21	Module 4
December 5	Module 5

**Time:** 8:30 am—3:00 pm

**Only \$175!  
Includes  
all classes,  
materials & lunch**

**ENROLL TODAY... ▶▶▶ 240-777-3203**

MSDE APPROVAL CKO-30831

**\*Registration on back\***



MARYLAND  
FAMILY  
NETWORK  
Leading Maryland's  
Child Care Resource Centers



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REGISTRATION POLICIES

Class sessions:

All of our classes begin promptly so we won't have to hold you longer than the scheduled end of class. You may want to plan to arrive at least 15 minutes early to allow for unforeseen circumstances such as traffic. Even with the best planning, we understand that late arrivals may happen. A participant is considered late if they arrive more than 15 minutes after class begins. Depending on the class structure and content, this may disqualify a participant from receiving a Core of Knowledge certificate. This is evaluated on a case by case basis. To protect the integrity of our classes, no certificate is issued if a participant misses more than 15% of the scheduled class time, regardless of the reason for the late arrival. Just as we begin on time, we also end on time. To ensure your prompt pick-up after class, make sure that any carpools, taxis, and other modes of transportation are secured prior to class beginning. The reason is because upon completion of the class, the building is locked and secured. Unfortunately, due to insurance and county regulations, participants may not remain in the building unsupervised and we are unable to assume responsibility for participants who remain outside the building once the building closes. As required by the Maryland State Department of Education-Office of Child Care (OCC), an assessment is given at the end of all class sessions. This may be in the form of an activity, group project, homework, or written test. To receive a Core of Knowledge certificate, participants must achieve a score of 75% or higher. A score of 74% or less on the assessment will reflect a Continued Training certificate. Both are recognized by OCC; however, only the Core of Knowledge certificate will count towards the Maryland Child Care Credential and specific training requirements set forth by OCC. Please be mindful that it is required that you remain in class until it is completed. As noted above, an assessment is given at the conclusion of class. If you leave early and miss the assessment, we cannot issue you a Core of Knowledge certificate. Also, please note whether or not the class you registered for is a multi-part class that requires you to attend two or more sessions. You must attend all sessions of a multi-part class. If you miss any part of a multi-part class, you will receive a Continued Training certificate for the hours you attended, not a Core of Knowledge certificate

Accommodations:

Sign language interpreter services or other accommodations will be provided upon request. Please give us notice as far in advance as possible but no less than 72 hours prior to the event so we can secure this service for you. If you need services or aids to participate in this class, please call 240-777-3203.

Participants Only:

We love children here at the Resource Center! However, the class is designed for registered adults only. Please make other arrangements for your children, so they will be safe and happy while you attend the class.

Refunds /Credits:

In the event a student wishes to cancel a class, a refund or credit for a future class may be issued. Cancellations must be received at least 24 hours before a class is scheduled to qualify for a refund or credit. A \$10 cancellation fee will be deducted if a refund is requested. If the student requests that a credit be issued for a future class, the cancellation fee does not apply. Missed classes will not be refunded or credited (including late arrivals or leaving early).

Class Cancellations

Classes are cancelled if Montgomery County Public Schools are closed due to inclement weather or if they cancel evening/weekend activities due to inclement weather or other emergency. Classes may also be cancelled due to low enrollment or other administrative reasons. You will be notified by email if a class is cancelled. You may also call 240-777-3203 to determine the status of a class. In the event we cancel a class, we will make every effort to reschedule or substitute the class. If the class can not be rescheduled, a substitution cannot be arranged, or if you are unable to attend the rescheduled class, you will receive a full refund.

For additional information contact our training department at 240-777-3203

**Setting the Stage - Fall 2015 - \$175**

*\*Email required...Confirmations are only sent by email\**

Center/Program Name: \_\_\_\_\_

Address: \_\_\_\_\_

Name: \_\_\_\_\_ \*Email: \_\_\_\_\_ Phone: \_\_\_\_\_

Director/Administrator  Center Staff  FCC Dietary Restrictions:  Vegetarian  Other: \_\_\_\_\_

Name: \_\_\_\_\_ \*Email: \_\_\_\_\_ Phone: \_\_\_\_\_

Director/Administrator  Center Staff  FCC Dietary Restrictions:  Vegetarian  Other: \_\_\_\_\_

Name: \_\_\_\_\_ \*Email: \_\_\_\_\_ Phone: \_\_\_\_\_

Center Staff Dietary Restrictions:  Vegetarian  Other: \_\_\_\_\_

Name: \_\_\_\_\_ \*Email: \_\_\_\_\_ Phone: \_\_\_\_\_

Center Staff Dietary Restrictions:  Vegetarian  Other: \_\_\_\_\_

(*check box required*) Coaching is an integral part of this course. By registering, I/we agree to allow MCCRRC staff to come on-site to provide coaching as part of the assessment for the course.

Total \$ \_\_\_\_\_

Cash/Money Order  Credit Card (Visa/MasterCard)

Check (*payable to MDCHHS*)

CC # \_\_\_\_\_ Exp Date \_\_\_\_\_

CCV# \_\_\_\_\_ Signature \_\_\_\_\_

**Return to:  
MCCRRC/Training,  
332 W. Edmonston Drive  
Rockville, MD 20852**