



help me grow

# Montgomery County Government Child Care Resource & Referral Center

Attention licensed centers and registered family child care programs located in the 20902, 20904 and 20906 zip code areas



## On Track: All Aboard for Developmental Progress



A child's growth is more than just physical. **Children grow, develop, and learn through play, activities, conversation, and interactions.** A developmental screening tells if children are learning basic skills when they should, or if there might be a delay. When a developmental delay is not recognized early, children must wait to get the help they need. This can make it hard for them to learn when they start school.

The State of Maryland has proposed **new regulations** that will require all child care providers to conduct routine screenings. Be prepared when the new regulations go into effect in 2016. Register today so that you have the knowledge needed to be compliant with the regulations and more importantly, help you make a difference in the children you care for.

**When: Saturday, June 20, 2015**

**Time: 10:30 am-3:00 pm (boxed lunch provided)**

**Where: Wheaton Library,  
11701 Georgia Ave, Silver Spring, MD 20902**

**Register or Questions**

**240-777-3203**

**[earlychildhoodservices@montgomerycountymd.gov](http://earlychildhoodservices@montgomerycountymd.gov)**

*MCCCRRC is a program within Montgomery County Department of Health & Human Services, ensuring all children enter school ready to learn! This publication was produced as a work for hire for the benefit of, and with funds from, the Maryland State Department of Education. 2015, MSDE Training Approval CKO-30831*



**Montgomery County Child Care Resource & Referral Class Policies and Procedures**

**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.

**On Track: All Aboard for Developmental Progress**

June 20, 2015 Cost: \$25.00

***\*Email required. Confirmations will only be sent via email.***

Name: \_\_\_\_\_ Primary Language: \_\_\_\_\_

Director  Center Staff  Family Child Care

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

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

Please add me to MCCCRRRC distribution list for ECE updates and training opportunities.

I have read and understood the policies.

**Accommodations:**

- Vegetarian Meal
- Sign Language Interpreter

**Form of Payment:**

- Cash/Money Order
- Check (payable to MCDHHS)
- Visa/MasterCard

Card # \_\_\_\_\_

CCV # \_\_\_\_\_ Exp Date: \_\_\_\_\_

Signature: \_\_\_\_\_

**RETURN REGISTRATION:**

Mail: 332 W. Edmonston Dr, Rockville, MD 20852

Email: [earlychildhoodservices@montgomerycountymd.gov](mailto:earlychildhoodservices@montgomerycountymd.gov)