Care About Childcare at Utah Valley University is a program of UVU. Funded by Utah Department of Workforce Services, Office of Child Care.
Mission Statement: Care About Childcare at UVU assists parents, providers, and community partners by providing referrals, collaboration, early childhood education and resources to promote quality child care.

**CAC RESOURCE NIGHT**

What is it? Family childcare providers and employees of licensed centers can access our resources which include: the copy machine, laminator, die -cuts, flannel board stories, theme packets, and our Lending Library!

Annual limits (July 2015- June 2016) include:
- Lamination 40 ft. and 200 printed copies.
- New Policy: Business/Administration forms and teacher materials will be copied. No worksheets or coloring pages.

Each year providers will be given a new resource room contract that will be kept at CAC-UVU. When the annual limits have been reached the cost is $.50 a foot for lamination and $.25 for 10 copies or $.05 for a single copy.

Where: CAC-UVU Office
Extended Education Building
500 West 1200 South, Orem
- Enter through the East basement door.

When: CAC Resource Night will be offered twice a quarter on a week night.

Registration is required.

Time: Staff will be available from 4:30 - 7:30pm on weeknights, but come when you can.

Please see our Resource Corner page for information on dates and themed activities.
*Please do not bring children*

Follow and Like our Facebook page for all the up-to-date information from community and national organizations that deal with child development, child care business topics, reminders for CAC resource night and training classes, activity ideas, and a lot more.

https://www.facebook.com/cac.uvu

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Care About Childcare at Utah Valley University

**Staff Directory**

<table>
<thead>
<tr>
<th>Name</th>
<th>Phone</th>
</tr>
</thead>
<tbody>
<tr>
<td>Anne R. Wairepo, Ph. D – Executive Director</td>
<td>801-863-3020</td>
</tr>
<tr>
<td>Julia Mohr – Director</td>
<td>801-863-8557</td>
</tr>
<tr>
<td>DWS/Employers</td>
<td></td>
</tr>
<tr>
<td>Community Outreach/Marketing</td>
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<tr>
<td>DC Observer</td>
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<tr>
<td>Contract/Budget Manager</td>
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<tr>
<td>UVU Liaison</td>
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<tr>
<td>Care About Childcare Criteria Verification</td>
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<tr>
<td>Valarie Wells – Quality Improvement &amp; Provider Services Specialist</td>
<td>801-863-7453</td>
</tr>
<tr>
<td>New Provider Outreach</td>
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<tr>
<td>Family Start-Up Grant</td>
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<td>Career Ladder Advisement</td>
<td></td>
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<tr>
<td>Essentials in an Envelope</td>
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<td>Provider Appreciation Event/CAC Resource Night</td>
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<td>Newsletter</td>
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<td>Website/Facebook</td>
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<td>Care About Childcare Criteria Verification</td>
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<tr>
<td>Monica Salazar – Spanish Provider Specialist</td>
<td>801-863-7458</td>
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<td>Spanish Provider Technical Assistance</td>
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<td>Spanish Career Ladder Advisement</td>
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<tr>
<td>Melisa Hunt – Referral &amp; Data Specialist</td>
<td>801-863-8631</td>
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<td>English Referrals</td>
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<td>Utah Referral Database</td>
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<td>Provider and School Age Updates</td>
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<td>Lending Library</td>
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<tr>
<td>LaRayne Nielsen – Child Care Program Coach</td>
<td>801-863-8562</td>
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<tr>
<td>Child Care Provider Coaching Program</td>
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<tr>
<td>Jo Francis – Training Coordinator</td>
<td>801-863-4589</td>
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<td>Main Phone Line Contact</td>
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<td>Training Registry</td>
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<tr>
<td>Summer Green</td>
<td>801-863-7927</td>
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<tr>
<td>Child Care CDA Consultant</td>
<td></td>
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</tbody>
</table>

CAC-UVU WEBSITE: http://www.uvu.edu/cac

Notice: Please be aware that the CAC-UVU Staff Meeting is every Monday from 1pm-2:30pm. During this time we will be unable to help you with technical assistance.

Trainers:
- Amy Hatten
- Lori Taylor
- Kristin Olsen
- Tiffany DeWitt
- Trisha Taylor
- Summer Green
- Trudee Ulbricht
- Azucena Salomone
- Simon Bolivar
- Stella Rodriguez

- LaRayne Nielsen
- Melissa Hunt
- Valerie Wells
- Monica Salazar
**Juab County**

| Food Handlers Permit | 146 N. Main St., Nephi 435-623-0696  
2nd & 4th Thursday at 3 pm  
also on-line for $25  
<table>
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<tbody>
<tr>
<td>Kitchen Inspection</td>
<td>Central Utah Public Health Dept. 435-623-0696 (ask for Brad)</td>
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| TB Test (by appointment only) | Central Utah Public Health Dept. 435-623-0696  
Call M-F from 8 am - 4 pm |
| CPR & First Aid      | Central Valley Medical Center 435-623-3000 |

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**Summit County**

| Food Handlers Permit | 650 Round Valley Dr., Park City, 84060  
Schedule also found at www.summitcountyhealth.org  
435-333-1510 |
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<tbody>
<tr>
<td>Kitchen Inspection</td>
<td>Leslie Freeman 435-333-1510</td>
</tr>
</tbody>
</table>
| TB Test              | **Kamas**: 435-783-4351 ext. 3071  
Every 1st, 3rd & 4th Tuesday, 9-11 am;  
Every 2nd Tuesday, 1-4 pm  
**Coalville**: 435-336-3234  
Every Tuesday 2-4 pm  
**Park City**: 435-333-1500  
Every Wednesday, 9-11 am and 1-4 pm  
Kamas: | Central Utah Public Health Dept. 435-623-0696 |
| CPR & First Aid      | Call Tracy (Park City Fire Service) 435-649-6706 ext.2 |

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**Wasatch County**

| Food Handlers Permit | Wasatch County Health Department  
55 South 500 East, Heber City  
Conference Room B  
435-657-3264 $25 (required at the door)  
English: third Thursday at 3 pm – 5 pm  
Spanish classes: every other month. |
|----------------------|-----------------------------------------------------------------|
| Kitchen Inspection   | Environmental Health  
435-657-3264 cost $50 |
| TB Test              | Wasatch County Health Department  
55 South 500 East, Heber City  
Testing by appointment  
435-657-3307 |
| CPR & First Aid      | Wasatch County Health Department  
55 South 500 East, Heber City  
435-654-2700 |
Top Ten Human Service Programs

1) Temporary Assistance for Needy Families (TANF)
   Family Employment Program
   1-866-435-7414
   http://jobs.utah.gov/customereducation/services/childcare/index.html

2) Head Start and Early Head Start Programs
   http://www.uhsa.org/find-a-program

3) Low Income Home Energy Assistance Program (LIHEAP)
   1-866-435-7414
   http://jobs.utah.gov/housing/seal/heat.html

4) Supplemental Nutrition Assistance Programs (SNAP—formerly known as Food Stamps)
   1-866-435-7414

5) Women, Infants, and Children Program (WIC)
   1-877-WIC-KIDS
   http://health.utah.gov/wic/

6) Child and Adult Care Food Program (CACFP)
   1-801-538-7680

7) Medicaid
   1-866-435-7414
   https://medicaid.utah.gov/

8) Children's Health Insurance Program (CHIP)
   1-877-KIDS-NOW
   http://health.utah.gov/chip/

9) Individuals with Disabilities Education Act (IDEA)
   Utah Parent Center
   1-800-468-1160
   http://www.utahparentcenter.org/
   Baby Watch
   1-800-961-4226
   http://www.utahbabywatch.org/index.htm

10) Maternal, Infant, and Early Childhood Home Visiting
    1-801-883-4673
    http://homevisiting.utah.gov/

ESSENTIALS IN AN ENVELOPE

- **UPDATED** Family Provider Essentials Packet #1
  Spanish Essentials in an Envelope available soon

- Family and Center Provider Professional
  Guided Reading Packet #2

- Center Provider Essentials Packet #1

NEW Essentials Guided Reading Packets Coming Soon

Call 801-863-7453 to receive a packet. Each packet is for 5 hours of non-face-to-face training and each costs $15.00 or two for $20.00.
Serving young children and their families is what childcare programs are all about. You do what you do because you care. At the Bureau of Child Development in the Utah Department of Health, we understand that, we honor that, and we want to help you do it. Our Early Childhood Utah program currently offers two game-changing tools to assist you in the good work you're already doing. The Ages and Stages Questionnaire (ASQ) and the Strengthening Families Protective Factor Framework can help improve clarity and precision in your work with families.

The Bureau is offering to partner with interested childcare programs in the service of families; we provide access to training, materials, tools, and ongoing support in integrating the ASQ into your program. In addition to providing insight on how to work with a specific child in the moment, screening is the first step to identifying children who could benefit from additional services to improve their outcomes now and down the road.

We’re also in the process of applying and adapting the Strengthening Families Protective Factors Framework to a variety of fields across the state. This strengths-based framework puts the work that we do with individual children every day in the larger context of the family, and what each partner, program, and provider contributes to that family’s development of the five protective factors:

- Parental Resilience
- Social Connections
- Knowledge of parenting and child development
- Concrete support in times of need
- Social and emotional competence of children

To learn more about either of these efforts, please reach out to your local Care About Childcare center, or contact the Program Coordinator within the Bureau of Child Development:

Justin Nuckles
Email: inuckles@utah.gov
Office: 801-273-2908
Cell: 385-232-6366
We want to CONGRATULATE our 46 EARLY BIRDS for getting the Care About Childcare Grant!!! $90,000+ worth of toys and equipment was awarded that will enrich the lives of the children in Utah.

Good News!!! This grant still has one more deadline March 31, 2016. We are encouraging all centers and family providers that have been licensed for 6 months and that do not have a civil money penalty in the last 6 months to apply for this grant this year. We don’t know if the higher amounts will be available next year.

If you only do 5 quality criteria, the required equipment list(s), the application, and order form, which would take about 2 hours to complete, you will receive $400 (family) or $1100 (center)!!! Wow, think what you can do for your child care setting with that amount!!!

We strongly encourage those who haven’t used the CAC website for this grant in the past to come to our FREE Care About Childcare: What’s It All About class. This class will teach you how to do the grant more quickly so you can enjoy the toys/equipment and complete the grant process before the March 31, 2016 deadline.

**REMEMBER all criteria that is being submitted for the March deadline must be uploaded to your CAC online account by Friday, March 18th to give our staff the time to verify and let you know the number of criteria that have be approved for your grant before the final March 31 2016 deadline. Your application and order form must be postmarked and mailed to us by March 31, 2016 to be eligible for this last and final deadline for this grant year.
During the first few years of life, children’s brains develop at a rapid pace, influenced by the experiences they have at home, in their early care and education settings, and in their communities. Their experiences include the quantity and quality of words they are exposed to through talking, reading, and singing. Research has found that providing infants, toddlers, and preschoolers with rich early language experiences can have important benefits on their brain development and school readiness.

The U.S. Departments of Health and Human Services (HHS) and Education (ED), in partnership with Too Small to Fail, are releasing “Talk, Read, Sing Together, Every Day!,” a suite of resources that can help enrich children’s early language experiences beginning from birth. This toolkit is the result of a commitment made at the 2014 White House convening focused on bridging the “word gap.”

The suite of resources includes tip sheets for families, preschool teachers, and infant/toddler teachers and caregivers, as well as a fact sheet that highlights the evidence behind the benefits of being bilingual and embracing children’s home languages. All tip sheets are available in English and Spanish, and can be downloaded for free at toosmall.org.

We hope you find these resources helpful and share them with your networks!

For Families:

- Talking is Teaching Family Guide (PDF available in [English](#) and [Spanish](#))
- Talking is Teaching Storybook (PDF available in [English](#) and [Spanish](#))
- Tips for Infants & Toddlers (PDF)

For Providers:

- Talking is Teaching Community Provider Guide (PDF)
- Books Build Connections Toolkit. Learn what every pediatrician can do to promote early literacy and learning. ([AAP.org](#))
- Tips for Health Care Professionals (PDF)

“We know that right now during the first three years of life, a child born into a low-income family hears 30 million fewer words than a child born into a well-off family. By giving more of our kids access to high-quality pre-school and other early learning programs, and by helping parents get the tools they need to help their kids succeed, we can give those kids a better shot at the career they are capable of, and a life that will make us all better off.” - President Obama
What's New at CAC-UW

New to the Lending Library

STORY STRETCHERS
Connecting Books to Hands-on Activities

Visit our New Website www.uvu.edu/cac
Care About Childcare - UVU

We have a new phone system

Our mainline is 801-863-8589
To connect with the right person choose from the following options:

1- Child Care Referrals, Lending Library, Family Friend & Neighbors, and Provider Portal Login
2- Spanish Specialist
3- Training Classes, Professional Development, and CDA
4- Provider Services, Grants, and CAC Website
5- Program Coach and Peer Mentoring
6- CAC Director
7- CDA Consultant

Family Indoor Environment Field Trip
(Get great tips to help you on some CAC Indoor Environment criteria)

Each quarter providers are invited to a field trip to visit Lori Taylor’s child care home to see how she sets up the indoor and outdoor environment. She will tell you how she started out, and how she had to adapt her space to different circumstances over the years. Ask questions and create connections with other providers as we all work to build quality environments for the children in our care. This is an extension of the Basic Child Care Class that Lori teaches.

Take Home:
*FREE Art Caddy and ream of paper for attending
*1 hour Face-to-Face training certificate for licensing hours

Next Field Trip: March 24, 2016 @ 7 pm
Call LaRayne Nielsen (801-863-8562) for information and to reserve your spot.

Please call ahead and make an appointment each time you are coming to CAC-UVU, whether it’s to do die cuts, lamination, copies, checking-out Lending Library items, signing up or paying for classes, or visiting with a staff member. Our staff schedules vary from each day and making an appointment is the best way we can serve you.

We do have 2 computer stations now for child care provider use for submitting grant documentation and any other state information needed for child care online.

Whole Record Update Form

We are excited that 181 providers and afterschool programs have returned their Whole Record Update Form and received either a free children’s story DVD or book. We hope you and the children are enjoying the DVD or book. We really appreciate all who have updated their information with us this year. Your update will now give parents in the community accurate information about your child care program.

Training Reminders and Tips
January – March 2016
(Subject to change)

Inclement Weather Reminder:
It will be determined on the day of class by the weather conditions at the training site whether or not to hold the class. If class is canceled because of inclement weather, all providers will be notified by phone and email of the cancelation and a makeup session will be scheduled for the near future. If class is not canceled and the weather is severe in your area, it is your decision to attend class or not. (Friendly reminder: you can make up missed sessions for FREE the next time the class is offered).

Training Tips:
Arriving to class on time is a MUST! Give yourself extra time for:

1. Warming your car and clearing any snow/ice if needed.
2. Driving time may increase if the roads are wet/snowy.
3. If it is your first time coming to class you may need extra time to locate the training site.

Utah County Classes meet from:
Week nights: 7 pm-9:30 pm
Saturdays: 9 am - 2 pm

Summit and Wasatch Counties meet from:
Week nights: 6:30 pm-9 pm

Attendance reminder for when you are SICK:
If you are sick, please do not attend class.
Most of our participants work with or near children.
1. Stay home until you are not coughing or fevered
2. Wash your hands regularly
3. Get plenty of rest.
4. If you are too sick to participate in class then you should stay home.

Safety Reminder
Use the buddy system when leaving. If anyone is ever nervous you can call the UVU police and ask for an escort to your car. The UVU police want to help so ask if there is ever a concern. UVU Police ext: 5555/801-863-5555 if using your cell.
It’s a New Year with a New Look for our Resource Night!

Wednesday, January 13th
4:30-7:30pm
Open Resource Night
This resource night is self-guided to use the CAC Lending Library & Resource Room materials: die cuts, laminator, and make copies.

Come, relax, and visit with fellow child care providers.
CAC-UVU staff will be available for CAC website, grants, and PDA questions.

Tuesday, February 9th
4:30-7:30pm
Training Resource Night
Help Me Grow
Ages and Stages Questionnaires (ASQ) 3
Quality Indicator – PR#13, and Centers: HS#17

Come and learn about developmental screening questionnaires for children ages 0-65 months with Barbara Leavitt – Early Childhood Initiative Director.
Our small group sessions will be held at 5:15pm or 6:30pm.
Providers attending this 1-hour session will receive a training certificate that is good toward licensing hours.

All CAC Resource Nights are a child-free night
(no children under 16 years of age)
Questions? Call Valarie: 801-863-7453
Achieved September, October, and November 2015

**Early Childhood Career Ladder**

**Level 1**
- Mary Bell
- Julie Bingham
- Maren Cecil
- Marjorie Crowther
- Angelina Doyle
- Tamara Johnson
- Susan Laabs
- Jason Stika

**Level 2**
- Pam Adams
- Mary Bell
- Julie Bingham
- Maren Cecil
- Marjorie Crowther
- Cari Jones

**Level 3**
- Marjorie Crowther

**Level 4**
- Marjorie Crowther

**Level 5**
- Cherrann Bailey
- Lane Bailey
- Karianne Elliott

**Level 7**
- Kellie Blackhurst
- Darla Hurst

**Level 9 (AA)**
- McKenzie Blohm
- Silvia Perez

**Level 10 (BA)**
- Julie Wuehler

**Endorsements**

**Theories & Best Practices**
- Karianne Elliott

**Infant & Toddler**
- Darla Hurst

**WELCOME**

**New Child Care Providers**
- Alecia Crawford
- Brenda Daniels
- Nicole Hover
- Angelica Lujan
- Janine Sloniker
- Sharae Wallentine
- A to Z Building Blocks on 4th

**Family Start Up Grant**

- Alecia Crawford
- Kaziah Gates
- Yazmin Robledo
- Jacob Villagra

**Provider Coaching Program**

- Maren Cecil
- Michelle Moser
- Inquiry Academy
- Fabiola Saucedo Delgado
- Maria Cristina Yaninni

**Care About Childcare Grant**
We have 46 providers that have completed a CAC Grant this fiscal year. Check the bulletin board in our main classroom for individual names.

The CAC Grant is still available.
Go to www.ccapdi.usu.edu for more information.

**Top Star Program**
No New Recipients this quarter. For more information on becoming a Top Star Program go to http://www.choosehealth.utah.gov/prek-12/childcare/top-star-program.php.

**CDA**
No recipients this quarter

**All Means All Awards**
- Laurie Werner
- A to Z Building Block on 4th

**Professional Development Awards**
- Pam Adams
- Cherrann Bailey
- Lane Bailey
- Heidi Barker
- Elaine Bartschi
- Mary Bell
- Sheryl Bender
- Jenna Berkey
- Julie Bingham
- Kellie Blackhurst
- Sheryol Blackhurst
- McKenzie Blohm
- Eva Carlson
- Maren Cecil
- Teresa Christensen
- Adri Cottam
- Marjorie Crowther
- Charlette Dunn
- Virginia Elertson
- Karianne Elliott
- Carolyn Ellsworth
- Kishka Erekson
- Rebecca Fawcett
- Kimberly Gamett
- Elvia Garcia
- Sarah Gordon
- Mayleen Hendricksen
- Sarah Johnson
- Tamara Johnson
- Susan Laabs
- Brittany Lark
- Amiga Leauanae
- Patricia Lean
- Sue Massey
- Nichole Miller
- Jamie Ney
- Luz Pardo
- Matilde Rodriguez
- Byron Scott
- Amberlie Sleaper
- Jason Stika
- Linda Stracher
- Angie Swan
- Robert Thornock
- Trudee Ulbricht
- Lania Wells

CONGRATULATIONS AND THANK YOU FOR ALL OF YOUR HARD WORK!
Training Calendar: January – March 2016
Care About Childcare at Utah Valley University
To view your training records visit: www.careaboutchildcare.utah.gov

Friendly Reminders: BE ON TIME, and NO INFANT AND/OR MINOR CHILDREN ALLOWED IN CLASS

Payment can be made over the phone using a debit/credit card: call 801-863-4589.
Self-registration available on-line at www.careaboutchildcare.utah.gov
*Mail registration form to: Care About Childcare @ UVU, 800 W. University Parkway-163 Orem, UT 84058-6703

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<tr>
<th>Retention Class</th>
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<th>Career Ladder CEU</th>
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<tr>
<td>Introduction to Care About Childcare (5 hours)</td>
<td>Tuesday-Thursday&lt;br&gt;January 5 &amp; 7&lt;br&gt;7pm - 9:30pm</td>
<td>UVU Extended Educ. Bldg.&lt;br&gt;500 W. 1200 S. Orem</td>
<td>FREE&lt;br&gt;Call to Register</td>
<td>License Hours</td>
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<td>Cuidado de los Ninos Basico (Basic Child Care)</td>
<td>Saturday&lt;br&gt;January 30&lt;br&gt;9am - 2pm</td>
<td>UVU Extended Educ. Bldg.&lt;br&gt;500 W. 1200 S. Orem</td>
<td>$16 Bring Your lunch</td>
<td>Family Start Up Grant requirement and/or Licensing Hours</td>
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<td>Basic Child Care</td>
<td>Saturday&lt;br&gt;February 20&lt;br&gt;9am - 2pm</td>
<td>UVU Extended Educ. Bldg.&lt;br&gt;500 W. 1200 S. Orem</td>
<td>$16 Bring Your lunch</td>
<td>Family Start Up Grant requirement and/or Licensing Hours</td>
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<td>Child Development: Healthy Care</td>
<td>Saturday Jan 9&lt;br&gt;9am - 2 pm&lt;br&gt;Tuesday Jan 12&lt;br&gt;7pm - 9:30pm&lt;br&gt;Thursday Jan 14&lt;br&gt;7pm - 9:30pm</td>
<td>UVU Extended Educ. Bldg.&lt;br&gt;500 W. 1200 S. Orem</td>
<td>$16 Bring Your lunch Saturday only</td>
<td>CL-1, CDA Area I NAC Renewal</td>
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<tr>
<td>Child Development: Learning in the Early Years</td>
<td>Tuesday Feb 23&lt;br&gt;7pm - 9:30pm&lt;br&gt;Thursday Feb 25&lt;br&gt;7pm - 9:30pm&lt;br&gt;Saturday Feb 27&lt;br&gt;9am - 2pm</td>
<td>UVU Extended Educ. Bldg.&lt;br&gt;500 W. 1200 S. Orem</td>
<td>$16 Bring Your lunch Saturday only</td>
<td>CL-1, CDA Area VIII</td>
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<tr>
<td>Child Development: Ages &amp; Stages</td>
<td>Tuesday-Thursday&lt;br&gt;March 15, 17, 22 &amp; 24&lt;br&gt;7pm - 9:30pm</td>
<td>UVU Extended Educ. Bldg.&lt;br&gt;500 W. 1200 S. Orem</td>
<td>$16</td>
<td>CL-1, CDA Area VIII NAC Renewal</td>
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<td>Creating a Preschool Curriculum (5 hours)</td>
<td>Tuesday-Thursday&lt;br&gt;March 22 &amp; 24&lt;br&gt;7pm - 9:30pm</td>
<td>UVU Extended Educ. Bldg.&lt;br&gt;500 W. 1200 S. Orem</td>
<td>$16</td>
<td>CL-1, CDA Area II</td>
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<th>Level 2 or 3 Classes</th>
<th>Level 2 or 3 Classes</th>
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<th>Level 2 or 3 Classes</th>
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<tbody>
<tr>
<td>Advanced Child Development</td>
<td>Saturday Jan 9&lt;br&gt;9am - 2 pm&lt;br&gt;Tuesday Jan 12&lt;br&gt;7pm - 9:30pm&lt;br&gt;Thursday Jan 14&lt;br&gt;7pm - 9:30pm</td>
<td>UVU Extended Educ. Bldg.&lt;br&gt;500 W. 1200 S. Orem</td>
<td>$16 Bring Your lunch Saturday only</td>
<td>CL-2-3, CDA Area VIII</td>
</tr>
<tr>
<td>Working Together</td>
<td>Tuesday Feb 2&lt;br&gt;7pm - 9:30pm&lt;br&gt;Thursday Feb 4&lt;br&gt;7pm - 9:30pm&lt;br&gt;Saturday Feb 6&lt;br&gt;9am - 2 pm</td>
<td>UVU Extended Educ. Bldg.&lt;br&gt;500 W. 1200 S. Orem</td>
<td>$16 Bring Your lunch Saturday only</td>
<td>CL-2-3, CDA Area IV NAC Renewal</td>
</tr>
<tr>
<td>Strong &amp; Smart</td>
<td>Tuesday-Thursday&lt;br&gt;February 16, 18, 23 &amp; 25&lt;br&gt;7pm - 9:30pm</td>
<td>UVU Extended Educ. Bldg.&lt;br&gt;500 W. 1200 S. Orem</td>
<td>$16</td>
<td>CL-2-3, CDA Area II</td>
</tr>
<tr>
<td>Professionalism in Childcare More Than Babysitting</td>
<td>Tuesday Mar 8&lt;br&gt;7pm - 9:30pm&lt;br&gt;Thursday Mar 10&lt;br&gt;7pm - 9:30pm&lt;br&gt;Saturday Mar 12&lt;br&gt;9am - 2 pm</td>
<td>UVU Extended Educ. Bldg.&lt;br&gt;500 W. 1200 S. Orem</td>
<td>$16 Bring Your lunch Saturday only</td>
<td>CL-2-3, CDA Area VI</td>
</tr>
<tr>
<td>Online Care Courses</td>
<td><a href="http://www.carecourses.com">www.carecourses.com</a></td>
<td>See Care Ladder booklet for a list of the equivalent Care Courses</td>
<td>Cost Varies</td>
<td>Providers can complete up to 20 hours of Care course training for each CL level.</td>
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<tr>
<th>Level 5-8:</th>
<th>Level 5-8:</th>
<th>Level 5-8:</th>
<th>Level 5-8:</th>
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<tbody>
<tr>
<td>Infant and Toddler #1</td>
<td>Tuesday - Thursday</td>
<td>UBV Extended Educ. Bldg. 500 W. 1200 S. Orem</td>
<td>CL 5-8, CEU, CDA Area II &amp; VIII IT Endorsement</td>
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<tr>
<td></td>
<td>January 5, 7, 12 &amp; 14</td>
<td>7pm - 9:30pm</td>
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<tr>
<td>Family Child Care # 4: Spanish</td>
<td>Tuesday Jan 19</td>
<td>7pm - 9:30pm</td>
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<td></td>
<td>Thursday Jan 21</td>
<td>7pm - 9:30pm</td>
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<td></td>
<td>Saturday Jan 23</td>
<td>9am - 2 pm</td>
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<td></td>
<td>UBV Extended Educ. Bldg. 500 W. 1200 S. Orem</td>
<td>$16</td>
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<td>Bring Your lunch</td>
<td>Saturday only</td>
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<tr>
<td>Relationship Touchpoints #4 (completion of course 1 required)</td>
<td>Saturday</td>
<td>UBV Extended Educ. Bldg. 500 W. 1200 S. Orem</td>
<td>CL 5-8, CEU, and FCC Endorsement</td>
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<tr>
<td></td>
<td>January 23 &amp; 30</td>
<td>9am - 2 pm</td>
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<tr>
<td>School Readiness Standards #4</td>
<td>Saturday</td>
<td>UBV Extended Educ. Bldg. 500 W. 1200 S. Orem</td>
<td>CL 5-8, CEU, CDA Area II and SR Endorsement</td>
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<tr>
<td></td>
<td>January 23 &amp; 30</td>
<td>9am - 2 pm</td>
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<tr>
<td>Special Needs #4</td>
<td>Tuesday Feb 2</td>
<td>7pm - 9:30pm</td>
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<td></td>
<td>Thursday Feb 4</td>
<td>7pm - 9:30pm</td>
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<td>Saturday Feb 6</td>
<td>9am - 2 pm</td>
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<td>UBV Extended Educ. Bldg. 500 W. 1200 S. Orem</td>
<td>$16</td>
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<td>Bring Your lunch</td>
<td>Saturday only</td>
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<tr>
<td>Family Child Care # 4 This can only be used on the Career Ladder if you do Family Child Care</td>
<td>Tuesday Feb 2</td>
<td>7pm - 9:30pm</td>
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<td></td>
<td>Thursday Feb 4</td>
<td>7pm - 9:30pm</td>
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<td></td>
<td>Saturday Feb 6</td>
<td>9am - 2 pm</td>
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<td></td>
<td>UBV Extended Educ. Bldg. 500 W. 1200 S. Orem</td>
<td>$16</td>
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<td></td>
<td>Bring Your lunch</td>
<td>Saturday only</td>
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<tr>
<td>School Readiness Standards #1 Spanish</td>
<td>Tuesday-Thursday</td>
<td>UBV Extended Educ. Bldg. 500 W. 1200 S. Orem</td>
<td>CL 5-8, CEU, CDA Area II and SR Endorsement</td>
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<td></td>
<td>February 16, 18, 23, &amp; 25</td>
<td>7pm - 9:30pm</td>
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<tr>
<td>Guidance &amp; Emotional Wellness #2</td>
<td>Saturday</td>
<td>UBV Extended Educ. Bldg. 500 W. 1200 S. Orem</td>
<td>CL 5-8, CEU, CDA Area I GEW Endorsement</td>
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<tr>
<td></td>
<td>February 20 &amp; 27</td>
<td>9am - 2 pm</td>
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<tr>
<td>Theories &amp; Best Practices 3</td>
<td>Saturday</td>
<td>UBV Extended Educ. Bldg. 500 W. 1200 S. Orem</td>
<td>CL 5-8, CEU, CDA Area II &amp; VIII T&amp;BP Endorsement NAC Renewal</td>
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<tr>
<td></td>
<td>February 20 &amp; 27</td>
<td>9am - 2 pm</td>
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<tr>
<td>Infant and Toddler #2</td>
<td>Tuesday Mar 8</td>
<td>7pm - 9:30pm</td>
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<td></td>
<td>Thursday Mar 10</td>
<td>7pm - 9:30pm</td>
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<td></td>
<td>Saturday Mar 12</td>
<td>9am - 2 pm</td>
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<td></td>
<td></td>
<td>Bring Your lunch</td>
<td>Saturday only</td>
</tr>
<tr>
<td>Help Me Grow ASQ-3</td>
<td>Tuesday Mar 8</td>
<td>7pm - 9:30pm</td>
<td></td>
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<tr>
<td></td>
<td>Thursday Mar 10</td>
<td>7pm - 9:30pm</td>
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<td>Saturday Mar 12</td>
<td>9am - 2 pm</td>
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<td></td>
<td></td>
<td>Bring Your lunch</td>
<td>Saturday only</td>
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</tbody>
</table>

**CAC Resource Night Information**

**Cost:** Free  
**Please call to Register (801-863-7453)**

**UVU Extended Education Building 500 West 1200 South, Orem**

- **Wednesday January 13, 2016 4:30-7:30pm**  
  **Open Resource Night Self-guided use of CAC Lending Library & Resource Room Materials.**  
  **(Die cuts, laminating & coping available)**  
  **Staff available for CAC, Grant, and PDA Questions**

- **Tuesday February 9, 2016 4:30-7:30pm**  
  **Training Resource Night Help Me Grow ASQ-3**  
  **CAC Lending Library & Resource Room Materials.**  
  **(Die cuts, laminating & coping available)**

**Essentials in an Envelope: Non Face-to-Face Training**

- Family Provider Packet: 5 hours  
- Center Provider Packet: 5 hours  
- Guided Reading Packet: 5 hours

**Contact Valarie at 801-863-7453 to have a packet mailed to you.**

- 1 packet $15  
- 2 packets $20

**Non Face-to-Face Training & Licensing Hours**

Payment can be made over the phone using a debit/credit card: call 801-863-4589.
Space is limited so register early to secure your place.

Name_____________________________________ Birthdate_______________
Mailing Address ________________________ City__________ Zip code________
Phone Number______________________ Email________________________________
Class Title & Starting Date_______________________ Amount Enclosed________
Credit Card #________________________ Expiration date________ 3 digit on back ________

☐ Family Provider    ☐ Center Provider ________________________________

THANKS FOR REMEMBERING OUR TRAINING GUIDELINES:

Register Early! Each class is limited to 20 providers. You are encouraged to register early to secure your place. (At least one month before the class begins)

Arrive on time if you are using the class for the Career Ladder.
If you arrive late or leave early you can use the hours for licensing only.
The entire session will need to be retaken for Career Ladder credit.

For Saturday classes it is recommended that you bring your own sack lunch. The lunch break is only 20 minutes. If you choose to leave, you need to return ON TIME to receive credit for the second session. There will be no exceptions for returning late.

Please find care for your infants and children. They will not be allowed in classes.

Behave in a professional manner during class. If an instructor must give you a verbal warning about disruptive behavior a second time, you will be asked to leave the class and credit for that night will not be given.

Thank you for your professional and helpful attitude in class.
We love our providers and our trainers.
Thanks for all that you do for the children in your care!!! We appreciate you!!!
1. Punctuality / Attendance: I understand that I must be in class at or before the time scheduled for class to begin in order to obtain credit for the class. If I arrive after the time that class is scheduled to begin, I can use the time that I was actually in attendance for licensing credit, but I will have to repeat the full 2 1/2 hour session to get Career Ladder credit for the course. This includes returning on time from breaks and lunch. Class will begin when the trainer determines that it is time to start. I understand that if I am not present during the entire class period, I will not receive Career Ladder credit for the session, and will have to repeat the full 2 1/2 hour session in order to receive credit for the course.

2. Disruptive Behavior: I will be respectful to all personnel that support the Professional Development System (ie: Care About Childcare/CCR&R staff. CCPDI staff, OCC staff, etc.). I will not use obscene, profane, threatening, discriminatory, harassing or abusive language. During class, I will be respectful to the trainer and others in attendance during each class session. I will not engage in any conversation or behavior that is disruptive or disrespectful to the trainer or other participants in the class. I will attentively participate in class. I will not text message or make cell phone calls during class time. I understand that I am required to turn my cell phone and/or other electronic devices off or turn them to vibrate during class time. I will limit all cell phone calls to break time or after class time. I will not engage in disruptive private conversations during class time. If I must bring food or drink to class, I will eat quietly and will not allow food or drink to become disruptive or distracting to the trainer or other class participants.

3. Illegal Activity/Health & Safety: I understand that any illegal activity, including behavior that threatens the health or safety of the trainer or another class participant before, during or after class will be cause for my immediate expulsion from class and permanent suspension from participation in the Career Ladder and the Professional Development Award, and that such behavior may be reported to law enforcement. I understand that I may be asked to leave a training if my condition prevents me from participating or is disruptive to the class environment.

4. Children: I understand that adult training classes are not a developmentally appropriate environment for children of any age. I will not bring children to class.

5. Class Roll: I understand that in order to receive credit for each class session, I must sign the roll before class begins. I understand that failure to do so will result in my not receiving credit for the class session. I understand that I may not sign the roll for someone else.

6. Confidentiality: I understand that confidentiality is extremely important. I understand that I must keep all names and other identifying information confidential when I am relating a story during class or asking for guidance regarding certain issues. I also understand that it is my responsibility to keep sensitive issues discussed during class in confidence, and not discuss it with family or friends outside of that classroom setting.

7. Refunds: I understand that class registration fees are non-refundable. I understand that if I notify CAC/CCR&R a minimum of three days in advance that I am unable to attend a course for which I am registered, that my registration fee may be able to be credited toward another class. I understand that it is my responsibility to contact CAC/CCR&R to make these arrangements.

8. Non-Compliance: I understand that, in cases of infractions of a minor severity (behavior that has been determined to be disruptive but not illegal), that I will be allowed one issued verbal warning upon the first violation of the above listed rules. I understand that upon the second such infraction, I will be suspended from participation in the Career Ladder and Training and Professional Development Award for one year from that infraction date. I understand that upon the third such infraction I will be permanently barred from participation in the Career Ladder and Professional Development Award System. I understand that upon the first incident of any violation in which I engage in illegal activity (including threatening or intimidating behavior), that I will be permanently banned from participation in the Career Ladder and Training and the Professional Development Award System, and that such action may be cause for intervention by law enforcement and/or other legal action.

Signature_______________________________________________           Date____________________________

Last revised: July 1, 2015
Record Update Card

Licensed Capacity: ____________

Vacancies: under age 2 ____________  Over age 2 ____________

Number of Children Enrolled and their ages: ________

Slot Rates

<table>
<thead>
<tr>
<th>Ages</th>
<th>Monthly Rate</th>
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<tbody>
<tr>
<td>0-12 Months</td>
<td>$___________</td>
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<tr>
<td>12-24 Months</td>
<td>$___________</td>
</tr>
<tr>
<td>2 year olds</td>
<td>$___________</td>
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<tr>
<td>3 year olds</td>
<td>$___________</td>
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<tr>
<td>4-5 yrs/pre-k</td>
<td>$___________</td>
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<tr>
<td>Kindergarten</td>
<td>$___________</td>
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<tr>
<td>School-age</td>
<td>$___________</td>
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</tbody>
</table>

Start Time | End Time
--- | ---
Monday | 
Tuesday | 
Wednesday | 
Thursday | 
Friday | 
Saturday | 
Sunday | 

Does your program accept families receiving child care subsidy from DWS? □ Yes  □ No
Do you transport? □ Yes  □ No
What Elementary Schools do you transport to? ____________________  ____________________

Name ____________________

Mailing Address ________________

Phone _______ Email address _______

Please indicate if you have a food allergy and we will note that when you register for Career Ladder Classes.