



Urban League of  
Hudson County

*Empowering Communities.  
Changing Lives.*



**2018-2019**

# **The Urban League of Hudson County Professional Development Calendar of Events**

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Training

FCC In-Service  
Training

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## Introduction

The Urban League of Hudson County's Child Care Resources & Referral Division supports professional development in the Hudson County Child Care Community. We offer workshops, orientations and events that address essential topics of interest and topics required by Division of Family Development (DFD), Department of Human Service (DHS) and the Office of Licensing (OOL) for the early childhood community including parents and families. Workshops are typically 2-3 hours of discussion, interaction and hands-on-activities, facilitated by approved instructors. Other special events and trainings include invited speakers, director's monthly meetings, and monthly orientations for family child care providers, family friends and neighbor providers and parents as well as social and stakeholders networking events.

For more than 20 years, the Urban League of Hudson County CCR&R has served hundreds of thousands of families. The Urban League staff provides families with valuable information about available child care options, quality indicators and other important factors to consider when choosing child care arrangements for their children. The Urban League CCR&R remains committed to develop, manage and implement initiatives to improve the quality of services provided by child care programs throughout Hudson County.

### CORE SERVICES INCLUDE:

- Subsidy Program & Child Care referrals
- Parent and Consumer Education
- E-Childcare
- Grow NJ Kids Technical Assistance
- Professional Development

## CCDBG Requirements

- All staff working in center-based programs and Registered Family Child Care homes must complete training to meet the CCDBG Reauthorization requirements for health and safety.
- The following trainings are required: First Aid and CPR, Health and Safety Basics, Child Abuse and Neglect, and Child Development. The total number of training hours for center-based programs is sixteen (16) hours.

## For assistance:

License Child Care Centers, Casper Programs, Boards of Education, Corporate Child Care Centers please call (201) 451-8888 ext. 194.

Registered Family Child Care Providers (FCC) & Family Friends & Neighbors (FFN) please call ext. (s) 134, 186, or 187

## NJCCIS Help:

Website: <https://www.njccis.com/njccis/home/login/%252Fhome>

Phone: 1-877-522-1050

Email: <mailto:NJWorkforceRegistry@pcgus.com>

[How to join Grow NJ Kids \(Center Based\)](#) x 122

[How to join Grow NJ Kids \(FCC\)](#) x 114

## On-Site Trainings:

Trainings are held at the Urban League of Hudson County and other convenient locations throughout Hudson County. Trainings are conducted in English and Spanish. The trainings are aligned with the regulations of Department of Human Service (DHS), Department of Family Development (DFD), the Office of Licensing (OOL) and New Jersey's Race to The Top Goals. We offer continuing education units (CEUs). Payments can be made online.

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*REGISTRATION DEADLINE TWO (2) WEEKS PRIOR TO  
WORKSHOP*

*NO PAYMENTS ACCEPTED ON DAY OF WORKSHOP*

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## **Family Friends & Neighbor Provider (FFN)**

### **“About this type of care”**

This provider is an individual who has been evaluated and approved by the NJ Department of Human Services/Division of Family Development (DHS/DFD) or its designee and serves no more than two unrelated children for fewer than 24 hours of care per day. In-Home Provider are individuals who have been evaluated and approved by DFD or its designee to care for the child in their own home for fewer than 24 hours of care per day.

### **In-Home Provider**

These are individuals who have been evaluated and approved by DFD or its designee to care for the child in their own home for fewer than 24 hours of care per day.

- a) Can care for only 5 children from one family, or 2 non siblings
- b) Must agree to a Child Abuse Record Information- Criminal background check (CARI)
- c) Must attend FFN Orientation
- d) Must attend Health & Safety Basics trainings (10) hours
- e) Must have valid CPR/First Aid Card
- f) Must successfully pass home inspection
- g) Once approved must allow for announced and unannounced home monitoring
- h) Register with NJCCIS

## **Registered Family Child Care Providers (FCC)**

This provider is an individual who is registered under the rules of the Family Child Care Provider Registration Act (see N.J.A.C. 10:126) and serves no more than five children at any one time.

1. 1.Submit an application to the Child Care Resource and Referral (CCR&R) Agency for your county, along with:
  - a) Two character references;
  - b) Results of a medical examination and tuberculin Mantoux test;
  - c) Disclosures of any criminal convictions;

2. Consent forms for Child Abuse Record Information (CARI) background checks for everyone living or working in your home who is 14 years or older.
3. Attend pre-service training sponsored by DFD or your CCR&R, which covers important health and safety topics
4. Attend 2-hour orientation workshop
5. During pre-service training, you will also be provided with other important topics to help guide you through the registration process, as well as inform you about important regulations and policies.
6. In addition to pre-service trainings, the CCR&R will inspect your home to ensure your home complies with local, state and federal requirements for health, fire and building codes; as well as meets all Family Child Care Registration program requirements and DHS/DFD child care subsidy program requirements.
7. A registration fee of \$25 paid to the CCR&R is required upon issuance of a Certificate of Registration

**FCC and FNN Orientations and Pre-Service trainings will be scheduled on as needed basis**

# 12-Hour FCC/FNN Pre-Service Training ENGLISH & SPANISH

## Required Pre-Service, In-Service, Orientation, and Health and Safety Trainings

### Topics

#### Pre-service Required Training

- First-Aid
- CPR Certification (Pediatric)
- Prevention/ control infectious disease (immunization)
- Safe Sleep or SID
- Shaken Baby and Abusive Head Trauma Prevention
- Administration of medication, consistent with standards for parental consent
- Prevention of and response to emergencies due to food and allergic reactions
- Building and physical premises safety
- Handling and storage of hazardous materials and the appropriate disposal of bio-contaminants
- Providers that offer transportation, if applicable, appropriate precautions in transporting children
- Child abuse/neglect
- Emergency Preparedness
- Child Development

All providers FCC & FNN must complete training to meet the CCDBG Reauthorization requirements for health and safety. **The total number of training hours for home based programs is eighteen (18) hours (includes First Aid/CPR Training).** Pre-Service will be offered in English and Spanish.

*FCC & FNN providers can contact Audra Polite at 201-451-8888 ext. [186apolite@ulohc.org](mailto:186apolite@ulohc.org)*

### FCC/FFN In-Service Trainings

**Intended Audience:** Family Child Care Providers & family friends & Neighbor providers

The Office of Licensing mandates that all CCR&R`S conduct 2 In-service Trainings per year for all Family Child Care Providers. In addition, each registered Family Child Care Provider is required to complete 20 hours of training during the three year registration period.

The in-service training session(s) for providers, applicants and alternate providers shall

include group or individual instruction provided by persons with expertise in areas listed in (b) above, and may be supplemented by:

1. Printed materials;
2. Television broadcasts; or
3. Audio-visual materials.

(d) The sponsoring organization shall also provide in-service training for providers on a semi-annual basis by means of group or individual instruction and written material. In-service training shall include continued reinforcement of the subjects listed in (b) above. A total of at least eight hours of in-service training shall be offered to providers each year.

**All In-Service Training will take place at the: Urban League of Hudson County 253 Martin Luther King Drive Jersey City, NJ 07305**

## **Topics**

The training includes an overview and information regarding, but is not limited to, the following subjects:

1. Child growth and development;
2. Discipline;
3. Safety, first aid and emergency evacuation procedures;
4. Health and sanitation;
5. Nutrition, developmentally appropriate and age-appropriate feeding;
6. Developmentally-appropriate program activities;
7. Parent-provider communication;
8. Recognizing and reporting child abuse and neglect;
9. Reducing the risk and recognizing potential signs and symptoms of Abusive Head Trauma and Shaken Baby Syndrome;
10. Preventing Sudden Infant Death Syndrome and using safe sleeping practices, as recommended by the American Academy of Pediatrics (AAP);
11. Administering medication to children;
12. Prevention of and response to emergencies due to food and allergic reactions as specified in N.J.A.C. 3A:54-6.14(i) 1 and 2;
13. Including children with special needs in the family child care home;
14. Care plan implementation for children with special health care needs;
15. Prevention and control of infectious diseases (including immunization), as specified in N.J.A.C. 3A:54-6.8, 6.9, and 6.11;
16. Building and physical premises safety, including identification of and protections from hazards that can cause bodily injury, such as electrical hazards, bodies of water, and vehicular traffic, as specified in N.J.A.C. 3A:54-6.3 through 6.6.
17. Understanding New Jersey's family child care registration rules;
18. Understanding sponsoring organization operations, policies, and procedures;
19. Emergency preparedness and response planning for emergencies resulting from a natural disaster or a man-made caused event in the family child care home, as specified in N.J.A.C. 3A:54-6.4;
20. Appropriate precautions when transporting children, if applicable, as specified in N.J.A.C. 3A:54-6.7;

- 21. Cardiopulmonary resuscitation (CPR); and
- 22. First aid.

## **FCC/FNN In-Service Schedule 2018-2019**

### **Session 1**

English: Session 1- Wednesday December 12, 2018 - 9:00am-1:00pm

Spanish: Session 1: Wednesday December 5, 2018 - 9:00am-1:00pm

Spanish: Session 1: Wednesday December 19, 2018

### **Session 2**

Spanish: Session 2: Wednesday July 17, 2019- 9:00am-1:00pm

Spanish: Session 2: Wednesday July 24, 2019 – 9:00am-1:00pm

English Session 2: Wednesday July 10, 2019 – 9:00am-1:00pm

**All Providers must register on the njccis registry. Participants will receive 4 workshop hours.**



## **FCC/FNN Quarterly Meeting**



**English & Spanish**

**10:00am-12:00pm & 1:00pm-3:00pm**

### **Schedule**

#### **October 2018**

**Wednesday October 10, 2018**

English: 10:00am-12:00pm

Spanish: 1:00pm-3:00pm

#### **January 2019**

**Wednesday January 9, 2019**

Spanish: 10:00 -12:00pm

English: 1:0pm-3:00pm

#### **April 2019**

**Wednesday April 10, 2019**

English: 10:00am-12:00pm

Spanish: 1:00pm-3:00pm

#### **July 2019:00am-1:00pm**

**Wednesday July 10, 2019**

Spanish: 10:00am-12:00pm

English: 1:00pm-3:00pm

## FCC/FFN 6-Hour First Aid CPR Training:



### INFANT/ PRESCHOOL FIRST AID & CPR TRAINING

The Urban League provides Infant/ Preschool First Aid & CPR classes to Family Child Care providers. Infant Preschool First Aid & CPR classes are offered during the week and on Saturdays. Classes are offered at no cost for registered providers. Each course is taught by a certified instructor, approved by Professional Impact New Jersey. The 5 hour class consists of hands on training and instructor led demonstrations and discussions. First Aid & CPR is required for Family Child Care and Family Friends & Neighbor providers. In order to complete the Registration process as an **Initial** or **Renewal** provider, you must have a **current First Aid & CPR certification**. Cardiopulmonary Resuscitation (CPR) training shall be certified through a certified instructor:

First Aid and CPR training will be offered monthly. The Office of License State of New Jersey mandates that all FCC & FNN providers and their substitutes must have a current CPR/First Aid Certificate. The Urban Leagues offers monthly classes to registered family child care providers and family friends and neighbor providers. All provider's and substitutes must register on [www.njccis.com](http://www.njccis.com)

**To register for CPR/First Aid classes please call Virginia Pierantoni at (201) 451-8888 ext. 134. It is mandatory for all providers and substitutes have current CPR/First Aid Certificates in order to maintain their Certificate of Registration. We advise that all providers and substitute providers make an appointment 2 months before the expiration of the providers Certificate of Registration.**

## **License Child Care Centers CCDBG Health & Safety 10- Hour Training**

All staff working in center-based programs and Registered Family Child Care homes must complete training to meet the CCDBG Reauthorization requirements for health and safety.

The following trainings are required: First Aid and CPR, Health and Safety Basics, Child Abuse and Neglect, and Child Development. The total number of training hours for center-based programs is sixteen (16) hours. The topics include:

### **Required Health and Safety Training Topics:**

- First Aid and CPR Training **6-hour training**
- Health and Safety Basics **(6) hour training** – Topics include: Safe Spaces, Transportation Safety, handling and Storage of Hazardous Materials, Emergency Preparedness, Prevention and Control of Infectious Disease, Food and Allergic Reactions and How to Respond, an Overview Administration of Medication, Shaken Baby Syndrome/Abusive Head Trauma, and Safe Sleep and SUIDS Prevention.
- Child abuse and Neglect **(2) hour training** – Topics include: Child abuse & Neglect, Discipline, Mandated Reporting, and Child Maltreatment
- Child Development **(2) hour training** - Topics include: Child Growth & Development

**The 10-hour mandated Health & Safety Trainings are offered on the forth (4<sup>th</sup>) Thursday & Friday of the following months:  
October**

**The Health & Safety Trainings are offered to license child care centers, registered family child care providers and Boards of Education Casper Program.**

## **Agenda**

**Day 1: Thursdays:-- 6-hour CCDBG Health & Safety Training & Child Abuse/ Mandated Reporting:** Health & Safety Basics – Safe Spaces, Transportation Safety, Handling and Storage of Hazardous Materials, Emergency Preparedness, Prevention & Control of Infectious Disease, Food and Allergic Reactions and how to respond, an overview of the Administration of Medication, Shaken Baby Syndrome/Abusive Head Trauma, and Safe Sleep and SIUDS prevention- 2-hours Child Abuse & Mandated Reporting. Time: 9:00am-3:30pm

**Day 2: Friday: 4-hour – 2-hours of Child Abuse/ Mandated Reporting & 2-hours of Child Development - Time: 9:00am-1:00pm**

## **CCDBG Health & Safety Trainings**

The Federal Government mandates that all Family Child Care Providers, license child care center staff and Boards of Education CASPER staff who care for subsidized (voucher) children must take the 10 hour CCDBG Health & Safety Requirement Training. The Training is offered in English and Spanish. In addition, the training is offered face to face at the Urban League at no cost and on the Webinar at no cost in Spanish and a low cost in English.

We have a great number of providers who have taken the training. However, if you have not taken the training you are urged to do so as soon as possible. . In order to take the training you must have a Registry number that begin with the numbers 100. In order to obtain this number you must have an e-mail address and register on njccis.com Please contact njccis.com or 877-522-1050 if you need assistance in obtaining a Registry Number.

### **Schedule for CCDBG Health & Safety Trainings For License Child Care Centers & CASPER School-Age**

**All CCDBG Classes will be held on Thursdays & Fridays in English  
CCDBG Classes are offered on the Better Kid's Care Website in English &  
Spanish**

**November 29<sup>th</sup> & 30<sup>th</sup> 2018**

**January 24<sup>th</sup> & 25<sup>th</sup> 2019**

**March 28<sup>th</sup> & 29 2019**

**May 23<sup>rd</sup> & 24<sup>th</sup> 2019**

**August 30<sup>th</sup> & 31<sup>st</sup> 2019**

**All participants must register on the New Jersey Workforce Registry at  
njccis.com**

**For additional information please contact Lois Carter at: [lcarter@ulohc.org](mailto:lcarter@ulohc.org)  
or 201-451-8888 ext.194**

## **Grow NJ Kids/QIS Developmentally Appropriate Practices – Trainings**

The trainings below is designed for FCC providers and license center staff who are part of Grow New Jersey. The sessions are designed to cover topics that will hopefully improve the knowledge and skills of the teaching staff and home providers. Please call FCC QIS Specialist Angela Esaw at (201) 451-8888 ext. 114, Gail Payne QIS Specialist at ext.122or Lois Carter, Lead Trainer at ext. 194

These classes are available for all FCC & FFN Providers and license child care centers  
In order to attend these workshops, you must have a Registry number. You may obtain a number by going onto the following site; [www.njccis.com](http://www.njccis.com)

### **Workshop Topics 2018-2019**

**SPANISH ONLY:** Teaching Learning Interactions & Approaches: How the Home/Classroom Effects Children's Behavior – This workshop is designed to give providers ideas of how to create an environment that promote self-regulation in young children. **Saturday November 10, 2018-9:00am-12:00pm – Cost: \$10.00**

**SPANISH ONLY:**

Noviembre: 17 de Noviembre de 2018: Gestión del tiempo: administre y organice su tiempo en el aula. Shine Day Care

November 17, 2018: Time Management: Managing and organizing your time in the classroom.

**Locations:**

**Spanish: Urban League of Hudson County, 253 Martin Luther King Drive, Jersey City N.J. 07305 &**

**Spanish: Shine Day Care Center, 2404 Bergenline Avenue, Union City New Jersey 07087**  
**Cost:**

**SPANISH ONLY:**

Diciembre :15 de Diciembre de 2018: Co-enseñanza y planificación: formas efectivas en que los maestros, asistentes y todo el resto del personal docente pueden construir un programa más sólido trabajando y planificando juntos. "Mirando la filosofía de Reggie Ameliaat Reggie Amelia Philosophy

December 15, 2018: Co-Teaching & Planning: Effective ways that teachers, assistants and all other teaching staff can build a stronger program by working and planning together. "Looking

**Locations:**

**Urban League, 253 Martin Luther King Drive Jersey City N.J. 07305 &**  
**Shine Day Care, 2404 Bergenline Avenue, Union City N.J. 07 087**

**SPANISH ONLY:** Child Growth & Development: Theories of Child Development: This workshop will explore various theories that support how children learn through play. **Saturday January 5, 2019 - 9:00am-12:00pm**

**Locations:**

**Spanish: Shine Day Care Center, 2404 Bergenline Avenue, Union City New Jersey 07087 &**  
**Spanish: Urban League of Hudson County, 253 martin Luther King Drive, Jersey City N.J. 07305**

**SPANISH ONLY:**

Febrero: 16 de Febrero de 2019: Desarrollo de rutinas diarias apropiadas para niños en edad preescolar.

February 16, 2019: Developing Appropriate Daily Routines for Preschool Children.

**Locations:**

**Shine Day Care Center, 2404 Bergenline Avenue, Union City New Jersey 07087 & Urban League, 253 Martin Luther King Drive Jersey City N.J. 07305**

**ENGLISH & SPANISH:** Teaching-Learning Interactions and Approaches: Understanding the Importance of Teacher-Child Interaction. Child Interactions. This session will stress the importance of teacher – child daily interaction and its impact on how and what children learn.

**Saturday, March 2, 2019 – 9:00am-12:00pm**

**Locations:**

**English: Urban League of Hudson County, 253 Martin Luther King Drive, Jersey City N.J. 07305 &**

**Spanish: Shine Day Care Center, 2404 Bergenline Avenue, Union City New Jersey 07087**

**SPANISH ONLY**

Marzo: 16 de Marzo de 2019: Formas efectivas para disminuir o eliminar conductas desafiantes en el aula: evaluando a usted y su entorno de aula

March 16, 2019: Effective Ways to Lessen or Eliminate Challenging Behavior in the Classroom: Evaluating You and Your Classroom Environment

**Locations:**

Urban League, 253 Martin Luther King Drive, Jersey City N.J. 07305 & Shine Day Care Center, 2404 Bergenline Avenue, Union City N.J. 07087

**SPANISH & ENGLISH**

Abril: 13 de Abril de 2019: Prevenir el abuso infantil en la clase: enfocarse en que los maestros comprendan cómo aprenden los niños pequeños; arreglo de habitación; materiales apropiados y relación

Sat. April 13, 2019: Preventing Child Abuse in the Classroom: Focusing on Teachers understanding of how young children learn; room arrangement; appropriate materials and ratio.

Urban League, 253 Martin Luther King Drive, Jersey City N.J. 07305 &

Shine Day Care Center, 2404 Bergenline Avenue, Union City N.J. 07087

**Locations:**

Urban League, 253 Martin Luther King Drive, Jersey City N.J. 07305 & Shine Day Care Center, 2404 Bergenline Avenue, Union City N.J. 07087

**SPANISH ONLY: Learning Environment &Curriculum: Social & Emotional**

Development This workshop will encourage teachers/caregivers to reflect on ways that they promote social and emotional development in young children. **Saturday May 4, 2019 - 9:00am-12:00pm**

**Locations:**

**Spanish: Shine Day Care Center, 2404 Bergenline Avenue, Union City New Jersey 07087 &**

**Spanish: Urban League: 253 Martin Luther King Drive, Jersey N.j.07305**

**ENGLISH ONLY:** Child Growth & Development: Developmentally appropriate practices for children 2.5-6 years of age. This workshop will focus on developmentally appropriate practices in the areas of language, martin Luther King Drive, Jersey City N.j. literacy and math.

**Wednesday May 8, 2019 – 5:00pm-8:00pm**

**Location:**

Urban League of Hudson County, 253 Martin Luther King Drive, Jersey City New Jersey 07305

**ENGLISH & SPANISH:**

Mayo: 18 de Mayo de 2019: Desarrollo de la fuerza social y emocional en niños pequeños

Saturday: May 18, 2019: Developing Social & Emotional Strength in Young Children

English & Spanish:

**Location:**

English & Spanish Urban League of Hudson County, 253 martin Luther King Drive, Jersey City N.J. 07305

Spanish: Shine Day Care Center, 2404 Bergenline Avenue

**ENGLISH ONLY:** Family & Community Relationships: Effective Ways to Keep Your Parents Informed of the Programs Curriculum and their Child's Progress **Wednesday July 10, 2019 – 5:00pm-8:00pm – Location – Urban League, 253 Martin Luther King Drive, Jersey City N.J. 07305**

**ENGLISH ONLY:** Teaching-Learning Environment and Curriculum: Exploring Open-Ended Materials for Language & Literacy for Young Children – Birth to Six years. **Wednesday July 24, 2019 – 5:00pm-8:00pm –**

**Location:**

**Urban League, 253 Martin Luther King Drive, Jersey City N.J. 07305**

**ENGLISH ONLY:** Teaching-Learning Interactions and Approaches: Responsive Relationships – This workshop will give providers information on how to respond and develop relationships with indivial children. **Wednesday, August 7, 2019 – 5:00pm-8:00pm**

**Location:**

**Urban League, 253 Martin King Drive, Jersey city N.J.07305**

**ENGLISH & SPANISH:** Child Wellness: Health, Safety, Nutrition and Physical Activity – Nutritional Needs of Children – This presenter will discuss the importance of serving nutritionist meals and snacks to the children enrolled in your program. **Saturday, September 28, 2019**

**Locations:**

**English & Spanish: Urban League of Hudson County, 253 Martin Luther King Drive, Jersey City N.J. 07305**

**Spanish: Shine Day Care Center, 2404 Bergenline Avenue, Union City N.J. 07087**

**\*Please note:** Class size will be limited to 30 therefore, please register at least 2 weeks before the workshop and if you plan to attend more than one workshop, please list all workshops onto 1 registration Form. You must cancel all workshops that you register for if you are not able to attend. Also, directors may attach a list of staff please make an effort to cancel at least 2-days in advance.

## **Special Workshops**

### **Challenging Behavior: Who is the Challenge - The Child or the Provider?**

**Presenter: Don Nolte**

**Friday & Saturday February\_ & \_ 2019**

**9:00am-1:00pm**

This 4-hour workshop is designed for early childhood staff including administrators, who work with children ages 3-8 years old. This is a 2 part series. Part 1 will focus on teacher and the classroom environment reflection. Teachers will focus on their role as a teacher and how powerful their teaching method. In addition, they will discuss elements in the classroom such as, inappropriate classroom arrangement; ratio; knowledge of early childhood and the right fit for the right job.

Part 2 will focus on Ways to identify children with behavior that may require medical attention verses the “strong willed child.” The presenter will also, discuss ways to avoid teacher or adult-child inappropriate or unnecessary confrontations.

Cost: \$50.00 Pease make payments to the Urban League of Hudson County Inc.

Location: Urban League of Hudson County Inc  
253 Martin Luther King Drive  
Jersey City New Jersey 07305  
Att: Lois Carter, Lead Trainer

Payments can be made at [www.njccisregistry.com](http://www.njccisregistry.com) on the PayPal

In order to receive credit for the course for Office of License or CDA renewal, you must register for the workshops on the Workforce Registry  
For additional information lase call Lois Carter at (201) 51-8888 ext.194



# **Observing & Recording the Behavior of Children 2-8 years**

**Presenter: Don Nolte**

**Saturday \_ 2019**

**9:00am-1:00pm**

This workshop will give providers a Blue Print of Observing and recording the behavior of children two through eight years old. In addition, Don will discuss a: Red Flag” verses a SOS Sign or a “Teacher in Distress” Teachers, FCC Providers and Family workers will discuss ways to report observations to directors, family workers as well as parents. In addition, plans to modify or improve behaviors as well as teacher/child relationships will be discussed.

Cost: \$35.00 Please make payments to the Urban League of Hudson County Inc.

Location: Urban League of Hudson County Inc  
253 Martin Luther King Drive  
Jersey City New Jersey 07305  
Att: Lois Carter, Lead Trainer

Payments can be made at [www.njccisregistry.com](http://www.njccisregistry.com) on the PayPal

In order to receive credit for the course for Office of License or CDA renewal, you must register for the workshops on the Workforce Registry  
For additional information please call Lois Carter at (201) 51-8888 ext.194

# LEADERSHIP SERIES

## January – February 2019

This 6 week Leadership Series is designed for new and seasoned directors. New directors may need new information, ideas and approaches while seasoned directors may need to review old information and correct old habits.

The series will consist of workshop sessions by Consultants Don Nolte, Olga Nouri and yours truly. The cost for 6 four hour workshops is \$350.00 the workshops will be conducted on Wednesdays 9:00am until 1:00pm.

### Topics

#### **Delegating:**

##### **The Basics**

Delegating is a way of increasing your time. It allows you the freedom to focus on what you should be accomplishing and to better see the big picture.

*Vision: The Visionary Process*

##### **Part 1: Discover the Vision**

As a leader, if you don't know where you are going, you are irrelevant to your followers. With a vision you can inspire and lift individuals and groups to new heights—an important function of any leader.

*Vision: The Visionary Process*

##### **Part 2: Disseminate the Vision**

People want meaning and purpose in their work. The leader's job is to create that meaning. Show them their part in it and its effect on them

*Relationships:*

##### **Changing Your Approach**

*Leadership Development:*

##### **What is Leadership?**

Leadership is about shared values, vision and results. It is exemplified through the work people do, the attitudes they adopt and the potential they realize. But it all begins with an intention to influence others.

Leadership is intentional influence. It is the *how* where we spend a lifetime working to improve our effectiveness at influencing. The *what* of leadership is simpler. **Leadership is intentional influence.**

*Personal Development:*

##### **First Class Noticer**

Essentially being a “first-class noticer” means to get out and learn as much as you can.

Primarily we must learn how to learn. This involves some introspection to discover just how you learn and then to get out and do it. Look for experiences that are new and different and seize opportunities. Develop relationships with people who are different from the people you ordinarily have relationships with, especially those that come from different backgrounds and age groups. See movies and plays, read books and visit museums. These will broaden your outlook and develop a deeper well from which to draw from.

## Schedule

Week 1 – January 2019

Week 2 January 2019

Week 3 January 2019

Week 4 February 2019

Week 5 February 2019

Week 6 February 2019

Cost: \$350.00

Make checks payable to: Urban League of Hudson County Leadership Series

### **Mail registration and payment to:**

Urban League of Hudson County Inc.

253 Martin Luther King Drive

Jersey City N.J. 07305

Attention: Lois Carter, Lead Trainer

The Class size is limited to 30 participants. All participants must have or obtain a New Jersey Workforce Registry Number ( formally PINJ)

For additional information please contact Lois Carter at (201) 451- 8888 ext. 194

## INFANT TODDLER WORKSHOP SERIES

## WHAT IS E-CHILD CARE?

E-Child Care or ECC is the new way of reporting child care attendance and absences. Parents or their designees confirm that the child care was provided to their children, by using either a telephone or a card reading machine called a Point of Service (POS) device.

\*Trainings will be held as needed between the hours of 10:00 am to 12:00 pm and 1:00 pm to 3:00 pm.

Please contact us at 201-451-8888 ext. 153 or 175    Audience: Parents/Providers

## CONSUMER EDUCATION /ORIENTATION FOR PARENTS

Topics Include:

- Orientation to Child Care Subsidy
- Parenting Skills for Healthy Child Development
- Finding Quality Child Care Programs using Grow NJ Kids quality rating system

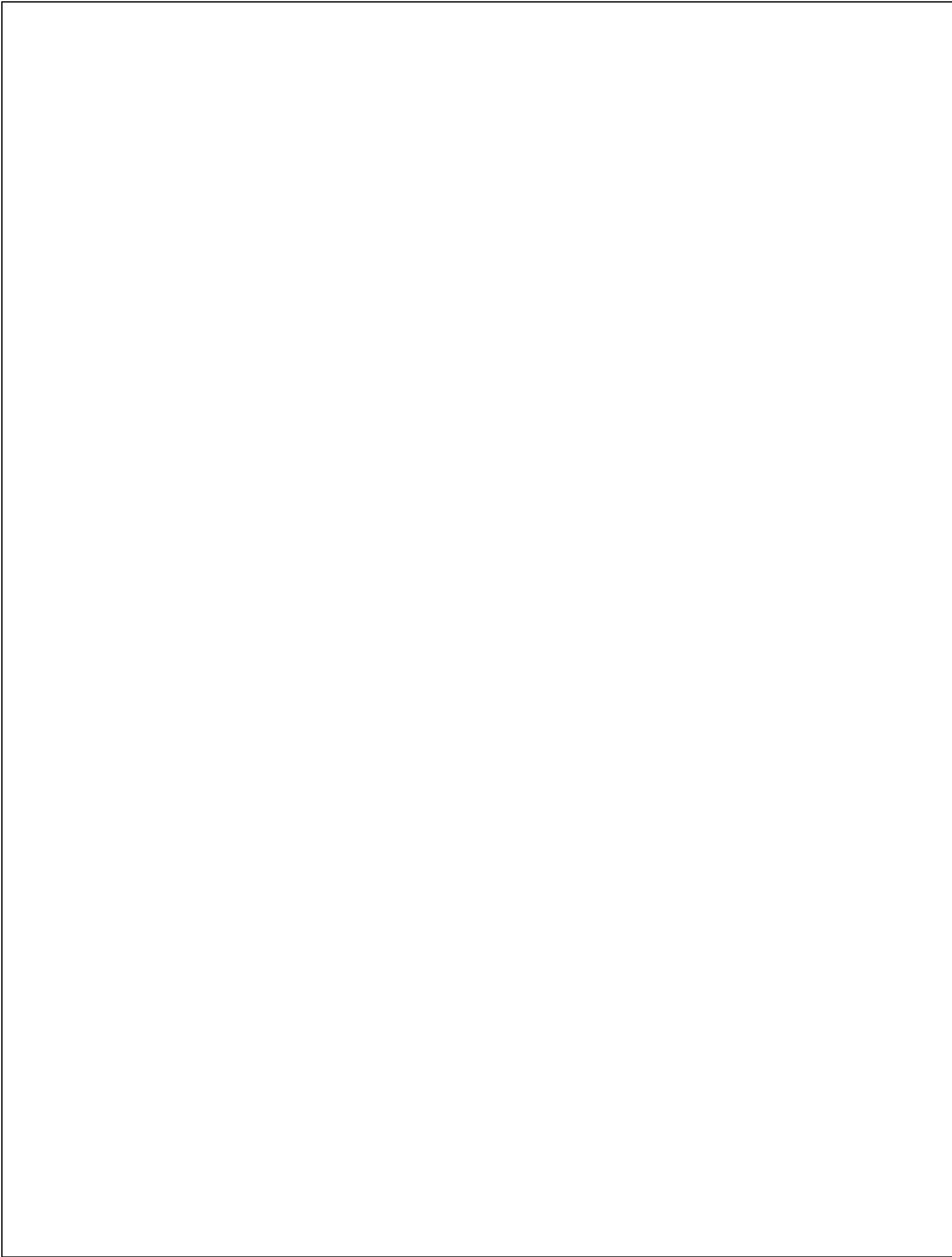
Contact Kevin at 201-451-8888 x 128 for an appointment or to schedule us for your next parent or community meeting anywhere in Hudson County.

## ORIENTATION FOR LICENSE CHILD CARE PROVIDERS

The Urban League provides ongoing orientations for providers enrolled in child care subsidy programs.

Licensed child care center director orientations will be offered on the 3rd Wednesday of each month  
10:00 am to 12:00 pm.

- Overview of the Provider Eligibility Requirements
- New training requirements CCDBG/Health and Safety
- ECC Requirements and Issues / Payment Requirements
- New state Policies
- Grow NJ Kids updates



## **REGISTER FOR TRAININGS**

All workshop registration is done through njccis. To attend Urban League trainings, you must be an active member of the New Jersey Registry. The Urban League provides ongoing assistance for online registration to providers and center staff.

### **For assistance:**

- License Child Care Centers, Casper Programs, Boards of Education, Corporate Child Care Centers please call (201) 451-8888 ext. 194.
- Registered Family Child Care Providers (FCC) & Family Friends & Neighbors (FFN) please call ext.(s) 134, 186, or 187
- Website: <https://www.njccis.com/njccis/home/login/%252Fhome>
  - Registry Number 1-877-522-1050

### **On-Site Trainings**

Trainings are held at the Urban League of and other convenient locations throughout Hudson County. Trainings are conducted in English and Spanish. The trainings are aligned with the regulations of Department of Human Service (DHS), Department of Faculty Development (DFD) and Office of License (OOL) and New Jersey's Race to The Top Goals. We offer continuing education units (CEU's). Trainings are offered to the early childhood community and sample topics include: Child Growth Development, Curriculum Planning, and Caring for Infant & Toddler Care.

**\*\*\*\*\*REGISTRATION DEADLINE TWO (2) WEEKS PRIOR TO WORKSHOP\*\*\*\*\***

**\*\*\*\*\*NO PAYMENTS ACCEPTED ON DAY OF WORKSHOP\*\*\*\*\***

# WORKSHOP REGISTRATION FORM

## Participant Information

Date/Fecha: \_\_\_\_\_

Name  
Nombre: \_\_\_\_\_

Home Address  
Direccion: \_\_\_\_\_

Apt / Piso: \_\_\_\_\_

City / Ciudad: \_\_\_\_\_

State / Estado: \_\_\_\_\_

Zip Code /Codigo Postal: \_\_\_\_\_

Telephone  
Telefono: \_\_\_\_\_

Family Child Care?      Yes      No

Center  
Name: \_\_\_\_\_

Center Telephone: \_\_\_\_\_

Contact Person: \_\_\_\_\_

## Workshop Information

Date of Workshop  
Taller Fecha: \_\_\_\_\_

Title of  
Taller Titulo: \_\_\_\_\_

Time of Workshop  
Taller Hora: \_\_\_\_\_

Location of Workshop  
Lugar: \_\_\_\_\_

Payment by check, money order or online only.  
**NO CASH** \_\_\_\_\_  
**FEE \$15.00**      Registry# \_\_\_\_\_

Check One: ☐ English ☐ Spanish

### REQUIREMENTS:

Payment **MUST** be included with Registration

All participants must register/ Todas  
Participantes deben registrar.

### **NO EXCEPTIONS**

Registration is on a first come first serve  
basis.

Use a separate registration form for each  
participant and each workshop.

**Fees are non-refundable**

For more information call 201-451-8888 ext. 194

### RETURN TO:

Urban League of Hudson County  
253 Martin Luther King Drive  
Jersey City, NJ 07305  
Attention: Lois Carter