

# Bulletin



CURRENT NEWS AND TRAINING CALENDAR FROM BCCCRC

## Special Edition

How the Coronavirus affects the BCCCRC and you.

**T**he Spring/Summer Newsletter was to be an introduction to BCCCRC's new look and celebration of the first year at The Family Tree. Instead the world has turned upside down and each day brings significant changes to our daily lives as we deal with the ramifications of the coronavirus meeting challenges that we had never imagined.

One of the significant challenges that BCCCRC faces is that face to face training classes must be cancelled through June 30, 2020. In a memo from Maryland State Department of Education the following was sent to all organizations that provide child care training in Maryland:

*In an effort to help mitigate the spread of the COVID-19 [coronavirus], the Office of Child Care will adhere to the direction of the Maryland State Superintendent of Schools, Dr. Karen Salmon and Governor Larry Hogan. We have instructed trainers to modify how they conduct training in order to avoid contact through June 30, 2020. Trainers should refrain from conducting face-to face training immediately with Child Care Providers. Any face to face training conducted between now and June 30th will not be accepted to meet Licensing training requirements or the Maryland Child Care Credential program.*



**The Family Tree**  
**Baltimore City**  
**Child Care**  
**Resource Center**



In order to comply with this directive, but still provide professional development opportunities, BCCCRC is working with all the members of the Maryland Child Care Resource Network (MCCRN) to develop on-line trainings that will be presented in a live format through Zoom. For the time being, these training

classes will take the place of our face to face trainings and will be offered on evenings and Saturdays just as normal. As trainings become available, announcements will be made through the BCCCRC Facebook page, our web page, and through e-mail. Also, see the article on page 2 regarding the on-line training opportunities that are available through the MCCRN.

These are extraordinary times that we are living through and we must support one another. Please know that the BCCCRC staff, though currently working remotely, is available Monday through Friday, 8:30am to 4:30pm by telephone or email. Call on us for assistance, or just more moral support. We will get through this crisis together and come out stronger on the other side.

Following is the most up to date information as the newsletter went to press. Please consult the web sites listed in the Bulletin to keep current on all information.

**Raising families up.**

**24-hour Parenting Helpline: 1.800.243.7337**

2108 North Charles Street  
 Baltimore, MD 21218  
 410-889-2300  
[familytreemd.org](http://familytreemd.org)

# Be Prepared

Information on the coronavirus is coming at us from every direction. Please read the latest from the scientists at The Center of Disease Control and continue to practice good hygiene. The best way to stop the spread of any virus is by washing hands, twenty seconds, with soap, under running water, frequently!

Current understanding about how the virus that causes coronavirus disease 2019 (COVID-19) spreads is largely based on what is known about similar coronaviruses. COVID-19 is a new disease and there is more to learn about how it spreads, the severity of illness it causes, and to what extent it may spread in the United States.

### Person-to-person spread

The virus is thought to spread mainly from person-to-person.

- Between people who are in close contact with one another (within about 6 feet).
- Through respiratory droplets produced when an infected person coughs or sneezes. These droplets can land in the mouths or noses of people who are nearby or possibly be inhaled into the lungs.

### Spread from contact with infected surfaces or objects

It may be possible that a person can get COVID-19 by touching a surface or object that has the virus on it and then touching their own mouth, nose, or possibly their eyes, but this is not thought to be the main way the virus spreads.

### Can someone spread the virus without being sick?

- People are thought to be most contagious when they are most symptomatic (the sickest).
- Some spread might be possible before people show symptoms; there have been reports of this occurring with this new coronavirus, but this is not thought to be the main way the virus spreads.

### How easily does the virus spread?

The virus that causes COVID-19 seems to be spreading easily and sustainably in the community ("community spread") in some affected geographic areas. Community spread means people have been infected with the virus in an area, including some who are not sure how or where they became infected.

There is currently no vaccine to prevent coronavirus disease 2019 (COVID-19). The best way to prevent illness is to avoid being exposed to this virus. However, as a reminder, CDC always recommends everyday preventive actions to help prevent the spread of respiratory diseases, including:

- Avoid close contact with people who are sick.
- Avoid touching your eyes, nose, and mouth.
- Stay home when you are sick.

- Cover your cough or sneeze with a tissue, then throw the tissue in the trash.
- Clean and disinfect frequently touched objects and surfaces using a regular household cleaning spray or wipe.
- Follow CDC's recommendations for using a facemask.
  - CDC does not recommend that people who are well wear a facemask to protect themselves from respiratory diseases, including COVID-19.
  - Facemasks should be used by people who show symptoms of COVID-19 to help prevent the spread of the disease to others. The use of facemasks is also crucial for health workers and people who are taking care of someone in close settings (at home or in a health care facility).
- Wash your hands often with soap and water for at least 20 seconds, especially after going to the bathroom; before eating; and after blowing your nose, coughing, or sneezing.
  - If soap and water are not readily available, use an alcohol-based hand sanitizer with at least 60% alcohol. Always wash hands with soap and water if hands are visibly dirty.

For information about handwashing, see CDC's Handwashing website. For information specific to healthcare, see CDC's Hand Hygiene in Healthcare Settings. These are everyday habits that can help prevent the spread of several viruses.

## Additional Information

The following web sites are being constantly updated and will give you the latest information of the global health pandemic, and information on child care procedures during this time of crisis. Please keep yourself informed and follow all recommendations.

### For up to date, reliable information visit:

[www.childcareaware.org](http://www.childcareaware.org)  
[www.cdc.gov](http://www.cdc.gov)  
[www.who.int](http://www.who.int)  
[www.nih.gov](http://www.nih.gov)  
[www.earlychildhood.marylandpublicschools.org](http://www.earlychildhood.marylandpublicschools.org)  
[www.health.baltimorecity.gov](http://www.health.baltimorecity.gov)  
[www.governor.maryland.gov](http://www.governor.maryland.gov)  
[www.info@understood.org](http://www.info@understood.org)  
[www.naeyc.org](http://www.naeyc.org)  
<https://coronavirus.maryland.gov/>  
<https://egov.maryland.gov/businessexpress>  
<https://businessexpress.maryland.gov/coronavirus>  
<https://childmind.org/article/supporting-kids-during-the-covid-19-crisis/>

## Save the Date

2020 Emotional Wellness Conference  
Saturday, October 24, 2020  
Notre Dame of Maryland University.  
Conference brochure and registration information will be mailed in early September.



# Children's Mental Health Matters

**H**ow ironic that May is Children's Mental Health Matters here in Maryland. The current global health crisis affects children just as significantly as it affects adults. In times of confusion and uncertainty, young children become anxious and unable to fully grasp the new realities of everyday life and their behaviors, sleeping patterns, and communication styles may drastically change. In other words, children's mental health can be greatly impacted. BCCCRC is here to provide assistance.



Baltimore City Child Care Resource Center Early Intervention Project (EIP) continues to provide free early mental health consultation designed to help children remain in stable, quality early childhood programs and at the same time receive additional services needed to meet their mental health needs. The EIP, a part of Maryland's Early Childhood

Mental Health Consultation Project, also provides on-site support service for early childhood programs that helps programs integrate best practices for the social emotional development of children into their routines and practices. For further information

on accessing the EIP support services please contact Suzanne Funk, [sfunk@familytreemd.org](mailto:sfunk@familytreemd.org) or Tova Hoicowitz, [hoicowitz@familytreemd.org](mailto:hoicowitz@familytreemd.org).

The Children's Mental Health Matters Campaign is a collaboration of the Mental Health Association of Maryland and the Maryland Coalition of Families with support from the Maryland Department of Health and Mental Hygiene – Behavioral Health Administration with the goal of raising awareness of the importance of children's mental health and to connect families and community members with resources. Go to the following web sites for additional information: [www.mhamd.org](http://www.mhamd.org) and [www.mdcoalition.org](http://www.mdcoalition.org).

Mental health refers to a person's overall emotional, behavioral and psychological well-being. It impacts how a child thinks, feels and acts. Sound social emotional health is necessary for school success. Statistics show that 1 in 5 children experience a diagnosable mental health disorder each year yet only 20% are identified and receive treatment. The Campaign hopes that bringing awareness to this issue will help more Maryland families connect to the services and supports that they need including BCCCRC's Early Intervention Project.



## Important Telephone Numbers and Contacts

### Baltimore City Child Care Resource Center

Main Number.....410-889-2300  
LOCATE: Child Care [toll free].....1-877-261-0060  
FAX.....410-685-2100

### Other Agencies

Office of Child Care – Region II.....410-554-8300  
MD State Department of Education.....410-767-0100  
Office of Child Care: Credential Branch.....1-866-243-8796  
CCS Provider Helpline [toll free].....1-866-243-8796  
Protective Services.....410-361-2235  
Medical Assistance/WIC.....410-396-9427  
Child Care Food Program.....410-767-0214  
Maryland Family Network.....410-659-7701  
Maryland State Child Care Association (MSCCA)  
Christina Peusch, Executive Director..... 410-820-9196  
MSCCA, Baltimore City Chapter  
Jennifer Dorsey, President..... 443-835-0738  
Baltimore Child Care Coalition  
Email.....[baltimorechildcarecoalition@gmail.com](mailto:baltimorechildcarecoalition@gmail.com)  
The Family Tree ..... 410-889-2300  
24-hour Parenting HelpLine:.....1-800-243-7337

## LOCATE: Child Care Needs Your Help

While the information in the following paragraph still rings true, LOCATE: Child Care is currently in need of additional assistance. During this global health crisis, it is critically important that LOCATE has the most update information. Please go to [www.marylandfamilynetwork.org](http://www.marylandfamilynetwork.org) or call 866-752-1614 and update your LOCATE information today!

Did you know that the number one marketing tool for early care and education in Maryland is LOCATE: Child Care? This tool can only work for your program if the information on the LOCATE data base is accurate and up to date. Do your program a favor and update program information in LOCATE today. Need assistance? Just contact Technical Assistance Coordinator, Carol Powers at [cpowers@familytreemd.org](mailto:cpowers@familytreemd.org) and she will guide you through the process.

## Online Trainings for Maryland Early Care and Education Professionals

Baltimore City Child Care Resource Center, a proud member of the Maryland Child Care Resource Network, has many online training options for providers. We provide affordable and effective courses in a variety of engaging topics. All classes meet requirements for Core of Knowledge training through MSDE. Some of the trainings available are: Center Director Pre-Service Training, 90 hour Preschool Pre-Service Training, Family Provider Pre-Service Training, and the 9-Hour Communication Course. There are also a large number of individual core of knowledge courses available.

For more information, or to register for online training visit Maryland Family Network at [www.marylandfamilynetwork.org](http://www.marylandfamilynetwork.org), E-leaning Portal.

# July 2020

## WORKSHOP TRAINING SESSIONS

SUNDAY	MONDAY	TUESDAY	WEDNESDAY	THURSDAY	FRIDAY	SATURDAY
			1	2	3	4
5	6	7	8 <b>CJE</b> Character Development in Preschool	9	10	11 <b>JC</b> Medication Administration <b>TFT</b> Planning the Day for Infants and Toddlers
12	13	14	15 <b>BIT</b> Can You Hear Me Now? Effective Communication with Families	16	17	18
19	20	21	22 <b>CJE</b> Creating Success in After-School Programs	23	24	25 <b>TFT</b> <b>BCCRC SUPER SATURDAY</b> See training listings for details
26	27 <b>JC</b> Including All Children and the Americans with Disabilities Act	28	29	30	31	

To register, fill out the enclosed form or go to [www.bccrc.org](http://www.bccrc.org) to register online.



The Family Tree  
**Baltimore City  
Child Care  
Resource Center**

### WORKSHOP LOCATION KEY

BIT: Baltimore Infants & Toddlers  
CJE: Center for Jewish Education  
JC: The Julie Center  
TFT: The Family Tree

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# Training Descriptions July 2020

## Character Development in Preschool

Find out who said, "Character is like a tree and reputation like its shadow." The shadow is what we think of it; the tree is the real thing. Explore effective practices and activities that help to develop positive character traits - honesty, empathy, citizenship - in preschool-aged children.

*Topic:* 3 hours Child Development

*Date:* Wednesday, July 8

*Time:* 6:15 p.m. — 9:15 p.m.

*Fee:* \$25; Must pre-register

**IMPORTANT:** This class will be held at The Center for Jewish Education, 5708 Park Heights Avenue, Baltimore, MD 21215

## Medication Administration

In this class, led by a Child Care Nurse Consultant, participants will learn basic information about administering medication to infant, toddlers, and pre-school children. This class fulfills the MSDE/OCC requirement.

*Topic:* 6 hours Health, Safety & Nutrition

*Date:* Saturday, July 11

*Time:* 9:00 a.m. — 3:30 p.m.

(Bring bag lunch)

*Fee:* \$60; Must pre-register

**IMPORTANT:** This class will be held at the Julie Community Center, 100 S. Washington Street, 21231. Bring a bag lunch.

## Planning the Day for Infants and Toddlers

An infant and toddler's day is full of routines and experiences. In this session, we will discuss how to implement these routines and experiences appropriately. Participants will also have an opportunity to explore and analyze daily schedules and lesson plan formats for infants and toddlers. They will also review and find resources to assist them in planning developmentally appropriate activities.

*Topic:* 3 hours Curriculum

*Date:* Saturday, July 11

*Time:* 9:00 a.m. — 12:00 p.m.

*Fee:* \$25; Must pre-register

## Can You Hear Me Now? Effective Communication with Families

Establishing respectful and warm communication with families is one of the important ingredients to running a professional, quality early care and education program. In this workshop we will explore the principles of excellent and effective communication.

*Topic:* 2 hours Community

*Date:* Wednesday, July 15

*Time:* 6:30 p.m. — 8:30 p.m.

*Fee:* \$22; Must pre-register

**IMPORTANT:** This class will be held at the Baltimore Infants and Toddlers Building, 3002 Druid Park Drive, Baltimore, MD 21215

## Creating Success in After-School Programs

Including all children in a school-age program can be a challenge due to the individual needs of a large group of mixed-age children. In this workshop, participants will learn about Developmentally Appropriate Practices, Attention Deficit Hyperactivity Disorder, and Autism Spectrum Disorder and identify strategies to successfully support and include children with special needs in a school-age program.

*Topic:* 2 hours Special Needs,

1 hour Curriculum

*Date:* Wednesday, July 22

*Time:* 6:15 p.m. — 9:15 p.m.

*Fee:* \$25; Must pre-register

**IMPORTANT:** This class will be held at The Center for Jewish Education, 5708 Park Heights Avenue, Baltimore, MD 21215

## SUPER SATURDAY

### Math is Fun!

This course is designed to guide child care providers and teachers in implementing math curricular activities. Topics include helping children learn about math concepts as they explore and discover, looking beyond learning counting and numbers, and developing and extending children's interest in mathematical concepts— inclusive for all early math learners.

*Topic:* 3 hours Curriculum

*Date:* Saturday, July 25

*Time:* 9:00 a.m. — 12:00 p.m.

*Fee:* \$25; Must pre-register

## Understanding Temperament: Implications for Working with Young Children

In this training, participants will learn the definition of temperament and its nine traits, the three main types of temperament and the term, 'goodness of fit.' Through partner discussions, chart activities and case scenarios, participants will actively investigate the best ways to create an environment that will allow for differences in temperament. Temperament as it relates to children with special needs will be explored along with strategies to encourage peer-modeling and the building of social skills.

*Topic:* 2 hours Child Development,  
1 hour Curriculum

*Date:* Saturday, July 25

*Time:* 9:00 a.m. — 12:00 p.m.

*Fee:* \$25; Must pre-register

## Supporting Breastfeeding in Child Care

This class satisfies the MSDE training requirement.

*Date:* Saturday, July 25

*Time:* 12:00 p.m. — 12:30 p.m.

*Fee:* \$10; Must pre-register

## Basic Health and Safety

This class satisfies the MSDE training requirement.

In order to be in compliance with the regulations set forth by the Federal Child Care Development Block Grant all individuals working in child care must complete this course. The Basic Health and Safety Training will cover ten specific topic areas as identified by the CCDBG regulations.

*Topic:* 3 hours Health, Safety, & Nutrition

*Date:* Saturday, July 25

*Time:* 12:30 p.m. — 3:30 p.m.

*Fee:* \$25; Must pre-register

## Including all Children and the Americans with Disabilities Act (All)

This course fulfills the MSDE/OCC training requirement.

This course provides an understanding of the Americans with Disabilities Act (ADA) as well as an understanding of inclusionary practices based on national standards and best practices in early childhood education. Strategies for including all children in an early childhood setting will be explored and local, state and national resources will be shared. It is important to remember that this course is required training.

*Topic:* 3 hours Special Needs

*Date:* Monday, July 27

*Time:* 6:15 p.m. — 9:15 p.m.

*Fee:* \$25; Must pre-register

# August 2020

## WORKSHOP TRAINING SESSIONS

SUNDAY	MONDAY	TUESDAY	WEDNESDAY	THURSDAY	FRIDAY	SATURDAY
						1
2	3	4	5 <b>CJE</b> Introduction to the Pyramid Model	6	7	8 <b>JC</b> Medication Administration <b>TFT</b> 1. Intro to Healthy Beginnings 2. Emergency Prep
9	10 <b>BIT</b> A Sense of Place: Human Geography in the Classroom	11	12	13	14	15
16	17 <b>JC</b> Imagine After School Spaces That Work	18	19 <b>CJE</b> Multiple Intelligences: Discovering Gifts and Empowering Children	20	21	22 <b>TFT</b> <b>BCCRC SUPER SATURDAY</b> See training listings for details
23	24	25	26 <b>TFT</b> 1. Back to School in the Resource Room 2. Working with Mixed Age Groups	27	28	29
30	31					

To register, fill out the enclosed form or go to [www.bccrc.org](http://www.bccrc.org) to register online.



The Family Tree  
**Baltimore City  
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### WORKSHOP LOCATION KEY

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410-889-2300  
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# Training Descriptions August 2020

## Introduction to the Pyramid Model

This training provides an introductory overview to those who have little to no knowledge of the Pyramid Model or SEFEL. The workshop will take participants through an introduction and focused look at each tier of the Pyramid Model, and explore experiential activities that will help develop concrete ideas about the Pyramid Model, the benefit to them as an early childhood caregiver/educator and to the children in their programs.

*Topic:* 3 hours Child Development

*Date:* Wednesday, August 5

*Time:* 6:15 p.m. — 9:15 p.m.

*Fee:* \$25; Must pre-register

**IMPORTANT:** This class will be held at The Center for Jewish Education, 5708 Park Heights Avenue, Baltimore, MD 21215

## Medication Administration

In this class, led by a Child Care Nurse Consultant, participants will learn basic information about administering medication to infant, toddlers, and pre-school children. This class fulfills the MSDE/OCC requirement.

*Topic:* 6 hours Health, Safety & Nutrition

*Date:* Saturday, August 8

*Time:* 9:00 a.m. — 3:30 p.m.  
(Bring bag lunch)

*Fee:* \$60; Must pre-register

**IMPORTANT:** This class will be held at the Julie Community Center, 100 S. Washington Street, 21231. Bring a bag lunch.

## Emergency Preparedness

Participants will prepare a written emergency plan for their program. This class fulfills the MSDE/OCC requirement.

*Topic:* 6 hours Health, Safety & Nutrition

*Date:* Saturday, August 8

*Time:* 9:00 a.m. — 3:30 p.m.

*Fee:* \$20.00; Must pre-register

## Introduction to Healthy Beginnings

In this class we will explore the Healthy Beginnings curriculum and standards for infant and toddler care.

*Topic:* 2 hours Community,  
2 hours Curriculum,  
1 hour Child Development,  
1 hour Professionalism

*Date:* Saturday, August 8

*Time:* 9:00 a.m. — 3:30 p.m.

*Fee:* \$30.00; Must pre-register

## A Sense of Place: Human Geography in the Early Childhood Classroom

Developing a sense of place through geographic experiences helps build the social and emotional foundation children need and will one day use as adults.

Come to this workshop and discover meaningful ways to share experiences of place with young children.

*Topic:* 2 hours Curriculum

*Date:* Monday, August 10

*Time:* 6:30 p.m. — 8:30 p.m.

*Fee:* \$22; Must pre-register

**IMPORTANT:** This class will be held at the Baltimore Infants and Toddlers Building, 3002 Druid Park Drive, Baltimore, MD 21215

## Imagine After School Spaces That Work

This workshop will look at the impact the environment has on quality school-age care and fostering healthy relationships in children.

*Topic:* 3 hours Curriculum

*Date:* Monday, August 17

*Time:* 6:15 p.m. — 9:15 p.m.

*Fee:* \$25; Must pre-register

**IMPORTANT:** This class will be held at the Julie Community Center, 100 S. Washington Street, 21231.

## Multiple Intelligences: Discovering Gifts and Empowering Children

This training introduces participants to the theory of Multiple Intelligences and innovative teaching ideas which will assist in making their classroom an enhanced learning environment for children of all abilities.

*Topic:* 2 hours Special Needs,  
1 hour Curriculum

*Date:* Wednesday, August 19

*Time:* 6:15 p.m. — 9:15 p.m.

*Fee:* \$25; Must pre-register

**IMPORTANT:** This class will be held at The Center for Jewish Education, 5708 Park Heights Avenue, Baltimore, MD 21215

## SUPER SATURDAY

### Successfully Managing Children's Behavior: Partnering to Make a Difference

This training will provide management techniques that teachers can use to connect with children in meaningful ways, create a supportive environment, model friend-making skills, and partner with families in order to give children an environment in which they thrive.

*Topic:* 3 hours Professionalism

*Date:* Saturday, August 22

*Time:* 9:00 a.m. — 12:00 p.m.

*Fee:* \$25; Must pre-register

## SIDS, SUID and other Sleep Related Infant Deaths

Participants will review what is SIDS and other sleep-related infant deaths, gain greater understanding of the role child care plays in keeping infants safe.

*Topic:* 2 hours Health, Safety, & Nutrition

*Date:* Saturday, August 22

*Time:* 9:00 a.m. — 11:00 a.m.

*Fee:* \$22; Must pre-register

## Vertical Learning: Creative Uses of Classroom Walls

With a concentration of children's activities being on flat horizontal surfaces, the vertical surfaces of the classroom are often overlooked as a place for active child engagement and learning which can support child development. This workshop will take a new and fresh look at the ways to use vertical surfaces to enhance a child's learning experience and how these spaces can benefit child development.

*Topic:* 3 hours Child Development

*Date:* Saturday, August 22

*Time:* 12:30 p.m. — 3:30 p.m.

*Fee:* \$25; Must pre-register

## Reducing Stress and Burnout for Those Who Care for Kids

The child care environment can be stressful at times. Through hands-on activities and experiences, as well as self-reflections, providers will explore and increase their familiarity and knowledge with best practices in self-care and ways to reduce stress and prevent burnout.

*Topic:* 3 hours Health, Safety, & Nutrition

*Date:* Saturday, August 22

*Time:* 12:30 p.m. — 3:30 p.m.

*Fee:* \$25; Must pre-register

## Working with Mixed Age Groups

Working with a group of children who are different ages presents child care providers with unique challenges and opportunities. Learn strategies to overcome challenges, create daily schedules and meet the needs of each child.

*Topic:* 2 hours Child Development,  
1 hour Curriculum

*Date:* Wednesday, August 26

*Time:* 6:15 p.m. — 9:15 p.m.

*Fee:* \$25; Must pre-register

## Back to School in the Resource Room

Join BCCRC staff members and spend some time creating materials for your new school year!

*Date:* Wednesday, August 26

*Time:* 6:00 p.m. — 7:30 p.m.

OR 7:30 p.m. — 9:00 p.m.

*Fee:* \$5; Must pre-register



The Family Tree  
**Baltimore City  
 Child Care  
 Resource Center**

2108 N. Charles Street  
 Baltimore, MD 21218  
 410-889-2300

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 Baltimore, MD



# Special Edition

How the Coronavirus affects the BCCCRC and you.

## Bulletin

For more information about any of the articles in this newsletter, call BCCCRC at 410-889-2300, mention the article and we will direct your call to the BCCCRC staff member who can help you.

E-mail us at:  
[info@familytreemd.org](mailto:info@familytreemd.org)

Our mailing address is:  
 The Family Tree —  
 BCCCRC  
 2108 N. Charles Street  
 Baltimore, MD 21218

Our fax number is:  
 410-685-2100



MARYLAND  
 FAMILY  
 NETWORK

The Baltimore City Child Care Resource Center is a member of the Maryland Child Care Resource Network with funding provided from the Maryland State Department of Education, through Maryland Family Network and The Family Tree.

## Important Registration Policies

*When registering for training classes at BCCCRC please remember the following:*

- **Pre-registration is required. Registration and payment must be received three days in advance of the training.**
- **Registration fees are non-refundable. With 24-hour prior notice you may transfer to another class or receive a credit for a future training class, except for Medication Administration.**
- Registration is on a first come, first served basis. If your registration is received after a workshop has reached capacity you will be notified immediately and your payment will be returned.
- A confirmation letter will be sent for all classes — please read your letter carefully. You will not receive reminder cards for each class.
- Payment can be made by check, money order or credit card. **No cash please.**
- Presence at the entire workshop constitutes attendance. Out of respect for our trainers and all of those in attendance, no one will be admitted to a training session that has been in progress for fifteen minutes or more.
- Workshops are for adults only. Please make child care arrangements in advance — children will not be admitted to a training class.
- Reasonable accommodations are offered, if needed. Please call the Resource Center one week in advance to request accommodations.
- In case of inclement weather, workshops held on a weeknight will be cancelled if the Baltimore County Public Schools are closed on that day. On weekends, call the Resource Center and listen to the message regarding Saturday classes.

### TO REGISTER FOR CLASSES:

- Complete a registration form and keep a copy for your records. Only those registrations received on a registration form will be accepted.
- Mail or deliver the completed form and payment to BCCCRC.
- Register with a credit card online at [www.bcccrc.org](http://www.bcccrc.org).
- Remember — registrations must be received at BCCCRC three days prior to the scheduled training.