

Anne Arundel County
 Recreation & Parks
 Child Care Division
 Workshop Registration Request Form



To request registration in a Child Care Workshop, please return this completed Workshop Registration Request Form by:

- ~ Scanning & emailing to: sacc@aacounty.org (Subject Line: Workshop Request),
- ~ Faxing to: 410-222-4478 (Attention: Workshop Request), or
- ~ Mailing (please allow two weeks before the date of the workshop for receipt) to:
1 Harry S. Truman Parkway, Suite 105 * Annapolis, MD 21401 * Attn: Training Registration

Name: _____

Business or Center: _____

Address: _____ Zip Code: _____

Phone: _____ E-mail: _____

Please write in the name of the workshop, the date, and the names of the participants.

Workshop(s) Title(s)	Workshop Date(s)	Workshop Fee

Payment must be submitted by check or money order to the instructor at the workshop.

All workshops are open to everyone and are approved by the Office of Child Care of the Maryland State Department of Education. (Approval # CKO 30410)

Please read the following registration and participation policies prior to registering:

1. Pre-registration is required to attend all workshops. Pre-registration occurs when Anne Arundel County Recreation and Parks receives a registration form at least 48 business hours (Monday-Friday, excluding holidays) before the date of the workshop. Walk-ins will not be accepted at the workshop. Payment is due by check or money order at the workshop.
2. Registration is on a first come, first serve basis. If your registration is received after a workshop has met its capacity, we will notify you by email. Registrations are transferable when the transfer registration is done 48 hours or more prior to the training date. Confirmations will not be mailed. You may call 410-222-7856 to verify your enrollment in the class.
3. Only check or money order will be accepted as payment. There will be a \$25.00 service fee for returned checks. Checks are made payable to Anne Arundel County.
4. If you need to cancel, you must give 24-hours notice by email to sacc@aacounty.org.
5. You must be present and participate in the entire workshop to receive a certificate for the credit hours listed. Workshops begin at the stated time; please plan to arrive ten minutes early to sign-in. If you arrive 15 or more minutes after the stated start time of the workshop you will be asked to leave. You will not be eligible for a certificate. Training certificates are issued at the conclusion of each workshop provided the participant successfully completes the post assessment.
6. If you do not show up for a scheduled class, you forfeit your registration.
7. Workshops are designed for adults only, please make child care arrangements in advance.
8. Please call 410-222-7856 in advance if you need assistance or require special accommodations at the workshop.
9. If Anne Arundel County Public Schools are delayed or closed due to inclement weather, the workshop will be cancelled. The instructor will contact you if/when a reschedule date is set.
10. Replacement certificates may be requested by emailing sacc@aacounty.org or by calling 410.222.7856.

Office (Instructor) Use Only:

Payment Received: Check Money Order

Participant successfully completed workshop requirements: Yes No

Certificate Issued by Office: Yes No



Including All Children and the ADA

Date: 3/25/19

Time: 10:00-1:00 pm

Location: 2666 Riva Rd, Annapolis, MD, 21401– 4th Floor Training Room – Bring ID

Core of Knowledge: Special Needs (3hrs)

Fee: \$30

Description: This course provides essential information that every child care and education professional needs to know about the requirements of the Americans with Disabilities Act (ADA). Go beyond the definition of ADA to learn inclusionary best practices, strategies and resources for implementing an early childhood or school age environment that is inclusive to all children and families.

The Basics of Behavior Management

Date: 4/10/19

Time: 3:00-7:00 pm

Location: 1 Harry S. Truman Pkwy, Annapolis, MD, 21401 - Large Conference Room – Bring ID

Core of Knowledge: Health, Safety & Nutrition (2 hrs); Child Development (1 hr); Professionalism (1 hr)
Fee - \$30

Description: Participants will learn to define control, respect, and anger as it pertains to the child care center. This training will emphasize the importance of controlling one's interactions with their team, creating a successful center environment, and appropriately controlling our reactions to children's difficult behaviors. This will assist the learners to set up the children in their care for success!

Developmentally Appropriate Supervision for School Age Children

Date: 4/15/19

Time: 10:00-1:00 pm

Location: Kinder Farm Park –Visitor's Center– Bring ID

Core of Knowledge: Child Development (3 hrs)

Fee: \$30

Description: This training will focus on child development from the ages of 5-11. It will educate child care providers with expectations of the child physically, socially, emotionally, and intellectually. Participants will learn common reasons of misbehavior and how to prevent misbehavior. Participants will learn how to implement developmentally appropriate discipline techniques.

Basic Health and Safety Training

Date: 5/13/19

Time: 10:00-3:00 pm

Location: 2666 Riva Rd, Annapolis, MD, 21401– 4th Floor Training Room – Bring ID

Core of Knowledge: Health, Safety & Nutrition (5hrs)

Fee - \$30

Description: This workshop provides basic information about critical health and safety topics for all child care providers to meet the requirement of the proposed licensing regulation regarding training in basic health and safety areas. This class is the REQUIRED MSDE training.