Tender Times

Quarterly Newsletter January, February, March 2023

Conference time is near. Registration will open on February 1st, don't delay. Dr. Brionne Neilson and Kristen Peterson will be our Keynote Speakers.
You do not want to miss out this year.

SAVE THE DATE!

For the 22nd annual Early Childhood Conference
April 21st & 22nd, 2023

ADVENTURES IN EARLY CHILDHOOD

Learning Beyond the Walls

Care About Childcare-Five and Six County

This document is produced with funding from the Department of Workforce Services Office of Child Care through the Child Care and Development Block Grant

CAC Five County St George

1070 W. 1600 S. Bldg B
St George, Utah 84770
435-628-4843

Carrie Sigler	Director
Pam Reclosado	EC Specialist
Melissa Brown	CDA Specialist
Jessica Adams	Family CC Specialist

CAC Five County Cedar City

1585 N. Main Suite 1
Cedar City, Utah 84720
435-586-8722

Carlene Hanson	CCQS Specialist
Nathan Reeves	Data Specialist

CAC Five County Richfield

60 E. 100 N. #1
Richfield, Utah 84701
435-201-3737

Stephanie Mikesell	Training Supervisor
Megan Westenskow	Family CC Specialist
Sharmi Crowther	Training Support

CARE ABOUT CHILDCARE – Five County

I SHOULD UPDATE MY CAC PROFILE TODAY...

The Children's Center Utah provides the following services for child care providers in Utah:

- Consultation Services- to your program, with our own contact for Southern Utah.
- Free Webinars on Early Childhood Topics relating to mental health.
- Utah Early Childhood Mental Health Summit every November.

Southern Utah's Contact: Seini Namuaira
snamuaira@tccutah.org
435-216-6842

The Children's Center Utah
Celebrating 60 Years
where hope and healing happen

Fingerprinting Grant Now Available

We are excited to announce that we have now offer a grant in support of fingerprint costs for licensed child care centers and licensed family child care programs.

This grant will cover any additional costs the location charges to process the fingerprints. This grant does not include background screening costs incurred, such as fees charged by Child Care Licensing.

The grant application can be found on our website www.childcarehelp.org

Payments should be received by mail within 2 to 6 weeks from completion of the grant form.

All documentation must be mailed to:
Care About Childcare-Five County
585 North main Suite 1 Cedar City, UT 84721
or email to nreeves@fivecounty.utah.gov.

Upcoming Provider Night:

CARE ABOUT CHILDCARE AT UTAH STATE UNIVERSITY

ALL MEANS ALL

Upon program completion, participants receive:
- A **$500** inclusion grant towards purchasing diverse materials
- A **$400** cash incentive for completing all training and tasks

You are invited to join us!

Monday, January 16th
VIRTUAL Information
6:30~730pm

Find the application and more information at allmeansall.usu.edu

Or contact Kendra at
435-797-1552 or
kendra.hollenback@usu.edu

To get enrolled:
Call: 435-628-4843
Text: 435-632-2195 OR
Email: mbrown@fivecounty.utah.gov

This program funding is year to year and is only for providers and programs in Utah. Funding from the Department of Workforce Services, Office of Child Care through the Child Care and Development Block Grant and the Coronavirus Response and Relief Supplemental Appropriation Act (CRRSA),Utah State University, College of Education and Human Services, Department of Human Development and Family Studies.

Utah Department of Health & Human Services
Licensing & Background Checks

Assessing Compliance

As the result of a federal audit and to ensure the consistency of inspections, licensors are assessing compliance with all rules and requirements at all inspections. When providers and directors are not at the facility, the person in charge must be able to access documents that are required, by rule or requirement, to be available for review by Child Care Licensing staff.

Zoom Training - Preventing Children's Exposure to Lead

The recording of this webinar is available **now.** Click here to watch **The Dangers of Lead and Prevention**

On October 27, 2022, the Utah Department of Health and Human Services (DHHS) hosted a training for child care providers about the dangers of lead poisoning, sources of lead, and how to test for lead in early care and education centers. For details, see the **Preventing Children's Exposure to Lead Flyer.**

Background Checks

Effective immediately, providers will not be notified when the Office of Background Processing staff receives a background check form without the required fingerprints. This is to make the processes more efficient. The Office of Background Processing staff will wait 20 working days and, if they don't receive fingerprints within that time, they will cancel the background check form. Providers will then have to submit another background check form and fingerprints if they still want the covered individual's background check to be processed.

Also, the only fingerprint processing form that will be accepted is the form that is to be downloaded and printed after the background check form is authorized through the CCL portal.

Consolidation Role Changes

We are pleased to announce Child Care Licensing is now part of the newly consolidated Department of Health and Human Services (DHHS). Carmen Richins, who has been serving as the Office of Background Processing Director, is now the Interim Director of the Division of Licensing & Background Checks, and Simon Bolivar is the Director of the Office of Licensing under that division.

KIDS IN CARE
Job Search Support Fund

Providing child care for unemployed parents engaging in formal job search activities

Children's Service Society of Utah
Kinship Care • Adoption • Childcare Support

Registration now open
https://uaeyc.org/utah-early-childhood-conf

Utah Early Childhood Conference

48th Annual Conference Theme

DEFENDERS OF PLAY

SAVE THE DATE: MARCH 17-18, 2023
LOCATION: UNIVERSITY OF UTAH in SALT LAKE CITY!

WANTED:

Early Childhood Specialist

Full-time, great benefits
Bachelor's degree in Early Childhood Development or a related field is required.
For more information, email
csigler@fivecounty.utah.gov

Welcome Newly Licensed Providers!

April Oliekan- FCC Salina
Bonnie Jenken- FCC Manti
Dawn-Marie Nebeker- FCC Cedar City
Maddy Maxwell- FCC St George
Michelle Roberts- FCC Gunnison
Morgan Blackburn- FCC Redmond
Tatiana Ramirez- FCC Hurricane
Wendy Thomas- FCC Elsinore

Discovery Kids Academy- St George

and coming soon...
Funshine Childcare- Cedar City
Wonder & Learn 2nd location- Richfield
Home Away From Home 3rd location- Washington

How can I involve children in child care emergency preparedness planning?

- Provide regular practice drills (speak in a calm, soothing voice during drills, and talk about what is happening)
- Incorporate concepts into daily routines and lesson plans
- Create a program practice drill book and review it with your kids. include pictures to help children understand concepts
- Invite first responders into your program to share information and help children learn about equipment and uniforms they might see.

*Special considerations for Infants and Toddlers:
- Provide comfort items during drills and use a calm voice.
- read familiar books or sing familiar songs during the drill so they feel a sense of familiarity.
- Send information home to families about emergency plans and drills, and request extra materials for emergency kits such as diapers and formula.

Did You Know...

Utah has a website for disaster preparedness and emergency management! https://dem.utah.gov/

Sign up for emergency alerts in your County to be prepared!

Beaver County – https://public.alertsense.com/SignUp/public.aspx?regionid=1399

Garfield County – https://public.alertsense.com/SignUp/public.aspx?regionid=1388

Iron County – https://www.ironcounty.net/government/departments/emergency-management/citizen-alert

Kane County – https://member.everbridge.net/892807736721500/login

Millard County – https://public.alertsense.com/signup/?regioniD=1568

Sanpete County – https://public.alertsense.com/SignUp/public.aspx?regionid=1248

Sevier County – https://public.coderedweb.com/CNE/en-US/7CCF0BD4F97B

Washington County – https://member.everbridge.net/892807736722285/login

THIS IS FOR YOU!

ARE YOU UP TO DATE ON YOUR TRAINING? ARE YOU IN SCHOOL AND WORKING IN CHILD CARE?

GO TO: https://jobs.utah.gov/occ/index.html

AND FIND OUT WHAT SCHOLARSHIPS AND INCENTIVES YOU QUALIFY FOR!

Scroll down to find "For Professionals"

Click "Scholarships and Financial Support"

Are you considering getting your CDA?

Call Melissa at (435)628-4843, and she will explain to you how getting your CDA is not complicated.

Utah Registry for Professional Development

Phone: (435) 797-2468

Toll-Free: (855) 531-2468

urpd@usu.edu

CAC Staff Update:

We would like to take the opportunity to Thank Chris Weber for his time and dedication as he ran 2 successful Leadership Cohorts with Child Care Supplemental Funds under the Coronavirus Response and Relief Supplemental Appropriations Act (CRRSA) which has come to an end. He truly has made a difference in the programs he has worked with. Chris has accepted an incredible opportunity to continue working with Child Care as an Executive Director and OBM over three Centers in our area. Good Luck, Chris, in your new adventure.

Welcome back Jessica Adams. She and her husband had a beautiful 8lb-baby boy Maverick Hank in November.

Stephanie Mikesell and Sharmi Crowther both have new grandbabies.

Early Childhood Conference Registration Scholarship

Take advantage of this limited-time opportunity!

The early childhood conference registration scholarship allows eligible individuals to be reimbursed up to $500 for a conference in the early childhood field once every 12 months.

Eligibility

Work at least 15 hours/week in a program licensed by the Utah Department of Health and Human Services — Child Care Licensing with one of the following license types:

- Child Care Center
- Child Care Hourly Center
- Child Care Out Of School Time Program
- Child Care Commercial Preschool
- Child Care Licensed Family
- Child Care Residential Certificate
- DWS Approved, Exempt Center
- DWS Approved, FFN in Provider's Home
- DWS Approved, FFN in Child's Home
- DWS Approved, Exempt School Age Program

How to Apply

- Sign up for a Utah Registry for Professional Development (URPD) profile and apply for a scholarship at careaboutchildcare.utah.gov.
- More information on eligibility and reimbursement documentation requirements can be found on the application.

Questions? Please contact the Utah Registry for Professional Development (URPD) at 1-855-531-2468 or urpd@usu.edu. Information on all available scholarships can be found here.

Early Education Payback Program
Step-by-Step Directions on How to Apply

Gain experience.
Go to school.
Get paid back.

earn up to
$3,500

$

Take advantage of this time-limited opportunity!

This program can reimburse you for the cost of early childhood (and related) college degrees. **Earn up to $3,500** per semester while working at least 15 hours per week in a DWS Eligible, licensed early childhood education facility.

Check your Eligibility

Step 1:

Your declared major needs to be listed in your transcript. Qualifying majors include early childhood education, early childhood special education, elementary education and child development or equivalent from an accredited college or university.

Step 2:

You are only eligible if you are working for an eligible child care program during the entire semester.
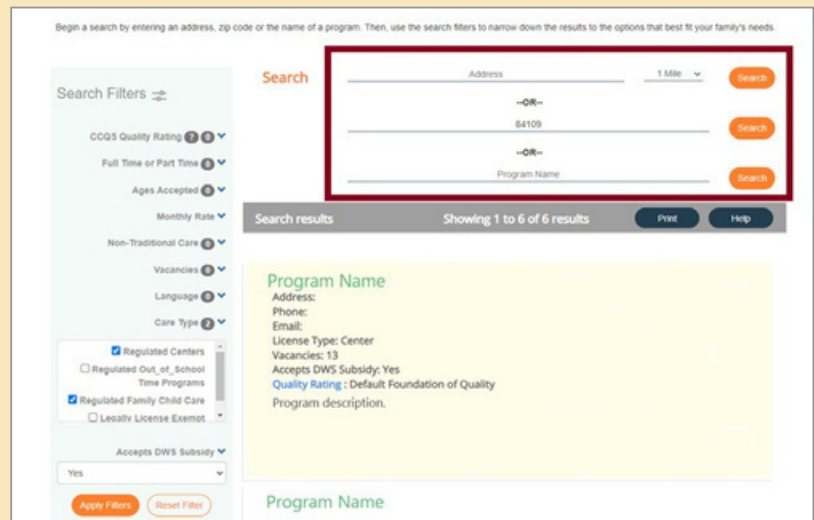
Step 3:

If you already work for a child care program at least 15 hours per week, verify that the program licensed and regulated by the Utah Department of Health and Human Services — Child Care Licensing.
Eligible license/regulation types include:
• Child Care Center
• Child Care Hourly Center
• Child Care Out Of School Time Program
• Child Care Commercial Preschool
• Child Care Licensed Family
• Child Care Residential Certificate
• DWS Approved, Exempt Center
• DWS Approved, FFN in Provider's Home
• DWS Approved, FFN in Child's Home
• DWS Approved, Exempt School Age Program

If you need to find a job at an eligible program, below are a few tools available to help your search:

At Care About Childcare you can:
• Search by address or zip code to find child care providers near you.
• Search directly by program if you are looking for licensing information about a specific program to determine eligibility.

Begin a search by entering an address, zip code or the name of a program. Then, use the search filters to narrow down the results to the options that best fit your family's needs.

Search Filters

Address   1 Mile   Search
~OR~
84109   Search
~OR~
Program Name   Search

CCQ5 Quality Rating
Full Time or Part Time
Ages Accepted
Monthly Rate
Non-Traditional Care
Vacancies
Language
Care Type

Search results   Showing 1 to 6 of 6 results   Print   Help

Program Name
Address:
Phone:
Email:
License Type: Center
Vacancies: 13
Accepts DWS Subsidy: Yes
Quality Rating : Default Foundation of Quality
Program description.

☑ Regulated Centers
☐ Regulated Out_of_School Time Programs
☑ Regulated Family Child Care
☐ Legally License Exempt

Accepts DWS Subsidy
Yes

Apply Filters   Reset Filter

Program Name

Make sure to filter categories to find eligible programs. Filter search results by eligible license types, shown as the following in search results:

- Center
- Licensed Family
- Out of School Time Program
- Hourly Center
- Commercial Preschool
- Residential Certificate
- DWS Approved, Exempt Center

- DWS Approved, FFN in Provider's Home
- DWS Approved, FFN in Child's Home DWS Approved, Exempt School Age Program

Contact the Utah Registry for Professional Development with questions about program eligibility by calling 435-797-2468 or emailing urpd@usu.edu.

The Department of Workforce Services job board is a statewide job resource. Many Utah universities have job boards to help students find employment. Child care providers often post jobs on sites such as Indeed.com and Zip Recruiter.

Prepare to Apply for Reimbursement

Step 4:

Save receipt(s) for tuition and fees payments with a complete cost breakdown of how much was paid out of pocket. You will be required to upload a receipt of their tuition and fees payment(s) from your university or college as part of the online application.

Step 5:

Upload a digital copy (official or unofficial) of your transcript listing your declared major and including grades for courses completed during the semester. Only courses receiving a C- or higher will be reimbursed.

Step 6:

If you do not have a URPD (Utah Registry of Professional Development) profile at Care About Childcare, register for a new account. Tutorials and FAQs can be found here. Once you create and log into your account, add your Utah Department of Health — Child Care Licensing Background Check Number on your contact information page. This will link your profile to the program that you are working for. If you do not know this number, ask your supervisor or reach out to Utah Department of Health — Child Care Licensing.
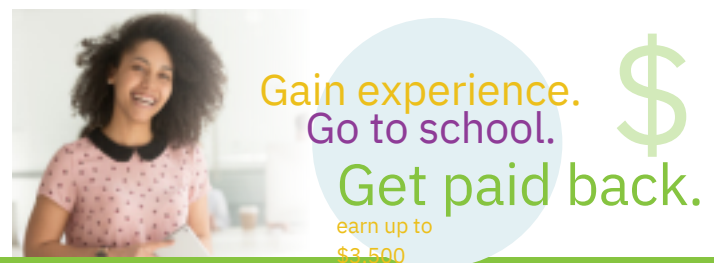
Complete the Application

Step 7:

Log into your Care About Childcare profile and click on the Professional Development icon. Then click on the Scholarship and Incentives icon. Next click on the orange "New" button to begin. Upload your tuition and fees receipt(s) and transcript. You must apply no later than three months after the end of the completed semester. You can apply once per semester.

Set up Reimbursement
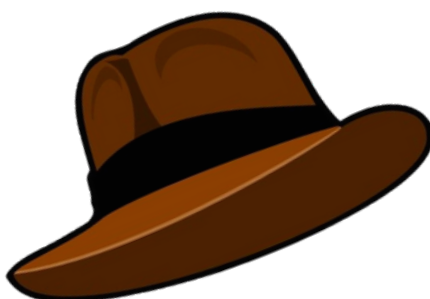
Step 8:

You will need to submit information to URPD's PaymentWorks system, such as an IRS W9 Form and bank account information, to be reimbursed via direct deposit. For more instructions, please click here.

Gain experience.
Go to school.
Get paid back.
$
earn up to $3,500

For questions, contact the Utah Registry for Professional Development (URPD) at urpd@usu.edu or 435-797-2468.

Career Ladder-approved

College Course Scholarship

DID YOU KNOW that the State of Utah will pay for you to take courses related to the early childhood field?
(No, we're not joking!)

This limited-time scholarship allows professionals to earn up to $750 per completed Career Ladder-approved course for up to 12 credit hours/semester as a tuition reimbursement.

Overview

Professionals do not need to be full-time students to apply for this scholarship. If you are a student, this scholarship is available if you do *not* have a declared major in one of the fields that is covered in the Early Education Payback program. You cannot receive the Career Ladder-approved College Course Scholarship and the Early Education Payback program at the same time.

Eligibility

1. You must work at least 15 hours/week in a program licensed by the Utah Department of Health and Human Services — Child Care Licensing with one of the following license types:
   - Child Care Center
   - Child Care Hourly Center
   - Child Care Out Of School Time Program
   - Child Care Commercial Preschool
   - Child Care Licensed Family
   - Child Care Residential Certificate
   - DWS Approved, Exempt Center
   - DWS Approved, FFN in Provider's Home
   - DWS Approved, FFN in Child's Home
     - DWS Approved, Exempt School Age Program

2. Courses must be Career Ladder-approved to be eligible for reimbursement.

3. You must receive a grade of C– or higher to qualify and submit application for reimbursement within three months after the end of the semester.

How to Apply

- Sign up for a Utah Registry for Professional Development (URPD) profile and apply for a scholarship at careaboutchildcare.utah.gov.
- More information on eligibility and reimbursement documentation requirements can be found on the application.

Questions? Please contact the Utah Registry for Professional Development (URPD) at 1-855-531-2468 or urpd@usu.edu. Information on all available scholarships can be found here.

Early EdU

Early EdU

Early EdU provides online college-level courses to early childhood educators throughout Utah. **Each three-credit class costs participants less than $75.*** Transcripts are provided by Southern Utah University upon successful completion of a course. Courses are held each spring and fall semester. Fall semester applications are available in June, and spring semester applications are available in November. Applications should be emailed to earlyedu@utah.gov.

For more information about Early EdU, email the appropriate contact based on your employer:

PUBLIC SCHOOL

UTAH STATE BOARD OF EDUCATION
Contact: Lola Shipp • lola.shipp@schools.utah.gov

Additional $100 tuition fee may apply.

LICENSED CHILD CARE

OFFICE OF CHILD CARE
Contact: Lauren Fredman • lfredman@utah.gov

HEAD START

UTAH HEAD START ASSOCIATION
Contact: Kellie Kohler • kkohler@utah.gov

Additional $100 tuition fee may apply.

EARLY EdU COURSE CATALOG:
• Child Development and Brain Building
• Positive Behavioral Support for Young Children
• Supporting Language and Literacy Development in Preschool

The Early EdU program in Utah is a collaboration between Southern Utah University, the Utah Education Network, the Utah Office of Child Care, the Utah State Board of Education, the Utah Head Start Association and the Utah Head Start Collaboration Office with support from the national Early EdU Alliance (earlyedualliance.org)

UTAH HEAD START ASSOCIATION

uen

UTAH STATE BOARD OF EDUCATION

SUU SOUTHERN UTAH UNIVERSITY

EarlyEdU Alliance®

WORKFORCE SERVICES CHILD CARE

Carlene's CCQS Corner

All eligible family childcare programs are now able to submit an application for a certified quality rating in the Child Care Quality System (CCQS).

Programs with a current quality rating will be able to apply for recertification beginning the fourth month prior to the expiration date of their current rating.

Applications must be submitted by a person with the role of owner, director or business administrator through the Care About Childcare website: https://jobs.utah.gov/occ/provider/quality.html.

Additional information can be found on the Office of Child Care website here.

Please contact Carlene our CCQS Specialist with any questions.

If you have any questions, shoot me an email: chanson@fivecounty.utah.gov or call me at 435-632-2195

WHY SOME (FAMILY) CHILD CARE PROVIDERS THRIVE

The Need-Does your area have a high or low need for child care?

Fees- Are your rates lower or higher than your competitors?

Experience- Some parents might be more comfortable the more experienced or trained you are.

Neighborhood- Is your program in a good location? Is it near a park or a busy highway?

Reputation- Do you have licensing citations? How is your presence on social media?

Personality on the Phone- This can be your first impression and also your first interview with parents. Try to answer always or return calls, and be courteous.

Your Environment- Make sure your yard is kept up, pets are picked up after, there is no smoking, and be conscious of what parents are going to see when they first arrive.

Transportation- Decide whether you are going to provide before and after school transportation. You might have better enrollment if you can pick kids up.

Evaluate Yourself- Try to see your program as a potential parent would see it.

*Read the entire article at: Childcarelounge.com

WORKFORCE
Home About Divisions
Job Seekers Employers Assistance Ec
Search for Care Professional Development My Profile

PROFESSIONAL DEVELOPMENT   Carrie Caregiver

Welcome to the Professional Development section of Care About Childcare. View the Course C
upcoming co... and register for classes in your area. Browse the Course Catalog
Career Ladder ... and in-person course options to meet your professional dev

Instructors   Course Locato   Course Calendar   Course

1

You can search by date, county, the organization doing the training, or other options here:

2

Add classes to your cart like before... if there's no cart, class is full.

COURSE CART

3

Credit Card Payment

4

Payment

You can choose "Self Pay" or "Program Pays" if your program is funding your classes.

Proceed to payment or wait for your program to approve. You're done!

Community Resources

Food Handlers Permit- Receive your food handlers permit ONLINE by going to: https://swuhealth.org/utah-approved-online-food-handler-courses/

New Licensee Classes- For new provider (Online) training, center rules, and home rules trainings
- go to: https://childcarelicensing.utah.gov/
- Click "Child Care Providers", then "Trainings"
- Pre-registration is required

Center Director Endorsements-
- NCCA-National Administrator's Credential: https//www.upcca.info/nac-training.html
- Other Credentials and Certificates can be found at: https://jobs.utah.gov/occ/urpd/credentials.html

CPR/First Aid Training

Statewide/Online: American Red Cross
redcross.org/local/utah/take-a-class/cpr
435-674-4440

Beaver County: Milford Valley Hospital
                        435-387-2411 ext. 4

Garfield County: Garfield Memorial Hospital
                          435-676-5496

Iron County: Valley View Medical Center
                      435-868-5496

Millard County: Brandon Woods
                         801-920-5548

Sanpete County: Gunnison Valley Fire Dept
                         435-813-2572
                         Gunnison Valley Hospital
                         435-528-2156

Sevier County: Diane Barney
                        435-896-5103

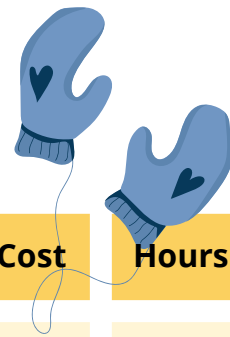Washington County: ESI2001 Training Center
                            630-738-0694
                            Dixie Ambulance
                            435-528-4303 ext. 6
                            Shar & Greg Tobler
                            435-680-4667
                            Dixie Applied Tech College
                            435-674-8641
                            Southern Utah CPR
                            435-619-1931
                            EMS Safety Cheryl Ashcraft
                            435-229-5086

Wayne County: Wayne County Health Dept.
                       435-836-1316

FIRST AID

Class Calendar
Career Ladder Levels 1-3

Levels	Title/Description	Location	Dates	Cost	Hours
2-3	Working Together- Productive Relationships with Families-In this course participants learn effective strategies for establishing and maintaining open and positive relationships with each child's family, encouraging family involvement in the child care program, and supporting each child's relationship with his or her family.	Virtual/Online Platform	January 3, 5, 10, 12	$5	10
2-3	Creating Good Childcare- In this course participants learn strategies for ensuring effective program operation, including program planning, organization, record keeping, and legal issues such as licensing, liability and insurance, custody issues, the Americans with Disabilities Act, and dealing with suspected abuse and neglect. Please note: Session 4 includes a detailed presentation about child abuse, including physical and sexual abuse, and neglect. This content may be triggering for some participants.	Virtual/Online Platform	January 17, 19, 24, 26	$5	10
2-3	A Powerful Profession- What does it mean to be a professional? What challenges and opportunities are facing the early childhood field? How can we advocate for others to recognize the importance of the work we do? Join this course to discuss these topics and more with fellow early childhood professionals.	Virtual/Online Platform	February 14, 16, 21, 23	$5	10
2-3	Looking to Learn- In this course participants learn effective tools and strategies for gathering and using observational information about children. Areas of focus include: learning to observe children accurately and objectively, observation tools and goals, overcoming obstacles to observation, and interpreting and using observation data	Virtual/Online Platform	March 14, 16, 21, 23	$5	10
2-3	Explore More: Art, Music, STEM, & Enriching Activities- Are you looking for creative ways to use the materials and interest centers in your program? Join this course to get fresh ideas for how to deeply engage children in art, music and science play as well as learn how to incorporate new materials in ways that are sure to pique children's interest and creativity.	IN PERSON in Cedar City Richfield OR St George	February 1, 8, 15, 22	$5	10

Career Ladder Levels 5-8

Levels	Title/Description	Location	Dates	Cost	Hours
5-8	<u>Relationship Touchpoints Course I: prenatal to 12 mo. –</u>This course, based on the work of Dr. T. Berry Brazelton, focuses on understanding the developmental Touchpoints" of the prenatal through 12 months age and supporting the child's development at day care and at home.	Virtual/Online Platform	March 13, 15, 20, 22	$5	10
2-3 5-8	<u>Environmental Rating Scales Overview–</u> This two-hour course provides an overview of how the Environment Rating Scales are organized and how scores are determined. This course also discusses the levels of quality that relate to best practices for children.	Virtual/Online Platform	January 10	$5	2
I, 2-3 5-8	<u>CCQS: From Application to Award for Family Child Care Programs–</u> This course supports home-based child care programs in obtaining a certified quality rating in Utah's Child Care Quality System (CCQS)	Virtual/Online Platform	February 23	$5	2.5
5-8	<u>Directors Toolbox Course I: Leadership in Action–</u>In this course, participants will learn qualities of good leadership, sharing power, and creating a quality center as well as recruiting staff and finding a good match.	Virtual/Online Platform	February 27 March 1, 6, 8	$5	10
5-8	<u>Family Child Care Course 4: Professional & Business Practices–</u> In this course participants learn how to set up and maintain a professional home child care business. Emphasis will be placed on ethical behavior, contract development, record keeping, taxes and marketing a home child care program.	Virtual/Online Platform	March 7, 14, 21, 28	$5	10
5-8	<u>Guidance & Emotional Wellness Course I: Healthy Caregivers–</u> In this course participants will learn why healthy caregivers are vital to the support of children's social/emotional development, and how to be aware of, and care for, their emotional well-being.	Virtual/Online Platform	March 14, 16, 21, 23	$5	10
5-8	<u>The Director's Toolbox Course 2: Inside Out and Making the Most of Meetings–</u> This course covers the power of reflection and self-awareness as it applies to setting direction for your center. It also teaches how to facilitate effective meetings.	Virtual/Online Platform	March 27, 29, April 3, 5	$5	10

Professional Development System Participant Code of Conduct
for Career Ladder Approved Live Virtual Care About Childcare Courses

Punctuality/Attendance: I understand that I must be present in the virtual classroom sharing my webcam at or before the time scheduled for class to begin in order to obtain Career Ladder credit for the class. I recognize that arriving at least five minutes early to ensure technology is working is helpful to prevent a delay in starting class on time. If I arrive after the time class is scheduled to begin, I may be able to use the time I was in attendance for other training credit, but I will have to repeat the full session to receive Career Ladder credit for the course. This includes returning on time from breaks and lunch. Class will begin when the instructor determines it is time to start. I understand that if I am not present during the entire class session, I will not receive Career Ladder credit for the session and will have to repeat the session in order to receive Career Ladder credit.

Disruptive Behavior: I recognize that expectations of appropriate attire and appropriate behavior in live, virtual courses mirror the expectations of in-person courses. I will be respectful to all personnel that support the Professional Development System including Care About Childcare (CAC) staff, Utah Registry for Professional Development (URPD) staff and Office of Child Care (OCC) staff. I will not use obscene, profane, threatening, discriminatory, harassing or abusive language. During class, I will be respectful to the instructor and others in attendance during each class session and will refrain from disruptive behavior. I will leave my microphone on mute when I am not speaking to prevent potential background noise from disrupting the class. During breaks I will mute my microphone and turn off my camera. I will attentively participate in class. I will not text message, engage in social media or make cell phone calls during class time. I will not allow food, drink or the presence of pets to become disruptive or distracting to the instructor or other class participants. I understand that consuming alcohol during the live, virtual course is prohibited.

Illegal Activity/Health & Safety: I understand that any illegal activity, including behavior that threatens the health or safety of the instructor or other participants before, during or after class will be cause for my immediate expulsion from class, and my privilege to participate in CAC courses and receive financial support and incentives from URPD may be permanently revoked. I understand that such behavior may be cause for intervention by law enforcement and/or other legal action. I understand that I may be excluded from the virtual classroom if my condition prevents me from participating or is disruptive to the class environment.

Children: In order to ensure a productive adult learning environment and minimize distractions, I understand that children are not permitted to be in the same room while I participate in the live, virtual course. I understand that due to certain host agencies' regulations regarding breastfeeding, the instructor may make exceptions for mothers who need to quickly nurse during a course, as long as the infant is not disruptive.

Class Roll: I understand that in order to receive Career Ladder credit for each class session, it is my responsibility to keep my webcam on at all times that the class is in session, other than during breaks. I understand that failure to do so will result in my not receiving Career Ladder credit for the class session.

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 the classroom setting. Due to confidentiality these classes will not be recorded.

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

Non-Compliance: I understand that if the rules outlined within this Code of Conduct are not followed, a violation may be officially recorded with CAC and URPD. I will be allowed one officially recorded violation as a warning. I understand that upon the second such violation, I will be suspended from participation in CAC courses and receiving financial support and incentives from URPD for one year from the violation date. I understand that upon the third such violation or the first incident of illegal activity (including threatening or intimidating behavior), my privilege to participate in CAC courses and receive financial support and incentives from URPD may be permanently revoked.

Print Name _____

Signature _____ Date _____

Last revised: 6/11/2020