



**Winter 2005**

## **Special Professional Development Issue!**

**O F C** *An early childhood education agency*

# Update

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### **What is Professional Development?**

### **Why is It Important? .....**

Those of us who work in the child care and early education field are recognized as “professionals.” This means we earn a living from work that requires knowledge and skill that has been achieved through training or some form of education.

We are always growing as professionals – there is always something new for us to learn about children and how they grow and learn. This means that we can be involved in professional development throughout our career. Our development can come in many forms – workshops that we take through the Office for Children’s Institute for Early Learning, technical assistance and advice we receive from colleagues in the field, professional journals like *Young Children*, books we read, or training we take at a college or community college.

How we use our professional knowledge in our work influences children’s development, learning and success in school. In recent years, early childhood professionals have worked hard to identify the specific knowledge and skills that caregivers need in order to support children’s development and learning. This issue of *Update* describes how training can help you develop these skills. As we grow as professionals, it is important that we are well trained and knowledgeable in all areas.

Professional development not only helps us provide better care for children, it also advances our careers in the early childhood field. Family child care providers who grow professionally often expand their family child care businesses, take leadership roles in local early childhood associations, and serve as mentors for other child care providers.

We hope this issue of *Update* helps you think about your own professional development -- where you are now and where you want to be in the years ahead.

## OFC Offers Training for Providers With all Levels of Experience

The Office for Children offers training through the Institute for Early Learning and Provider Services. These training courses are announced three times a year in the Institute's training brochure that is mailed to providers' homes and also available on the OFC website at [www.fairfaxcounty.gov/childcare](http://www.fairfaxcounty.gov/childcare).

**Trying to decide whether to become a family child care provider?** "Getting Started in Family Child" is the place to start. This course helps prospective providers learn the requirements for starting a child care business in Fairfax County.

**Just started your child care business?** These two courses offered through Provider Services teach you the child care business fundamentals. All providers need to sign-up for them as soon as they begin taking care of children.

- USDA Child Food Program Orientation
- Growing Your Child Care Business

### Recording Your Professional Growth

Remember these two important tips for keeping a record of your training:

- Be sure to write down the names of the courses, the number of hours, and the dates of the courses you attended.
- Save your certificates and letters of participation.

This information will help you track your professional growth, achieve your identified goals, and plan for your future training needs.

**New to early childhood education, looking for refresher courses, or want to build a stronger foundation in early childhood?** Institute for Early Learning **Core Courses** are ideal. Highlighted by an asterisk \* in the Institute catalog, they include:

- Play
- Positive Principles of Discipline
- Watching to Learn: The Art of Observing Young Children
- The Early Years
- The Child Care Family
- Having Conversations with Children

#### **If you speak Spanish:**

- Mirando Para Aprender - El Arte de Observar a Niños Pequeños.

**More experienced and looking for new ideas to help you enhance your program or gain a more in-depth understanding of young children?** We recommend these courses from the Institute catalog:

- Count Me In: Math and Young Children
- Science Made Easy
- Foundations of Emerging Literacy
- Introduction to High/Scope
- Infant/Toddler Caregiving – Parts I, II, III
- More Than Building with Blocks
- Rethinking the Brain
- Introduction to Child Development Associate (CDA) credential
- Growing Your Child Care Business – The Next Step
- Emerging Literacy for Infants and Toddlers

#### **If you speak Spanish:**

- Partes I, II, III de Infantes y Bebés Móviles
- Introducción al Credencial para el Child Development Associate (CDA)
- Alfabetización Emergente Para Infantes y Bebés Móviles

## Track Your Professional Growth: Tools to Identify Where You are in Your Professional Development

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*“If you don’t know where you are going, it doesn’t matter what road you take.”*

*Lewis Carroll*

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Do you know where you are going professionally?

A good training plan will help you answer this question. To develop a training plan, first ask yourself these questions:

- Where am I in my career?
- What courses have I taken?
- What do I know about children and families?
- What are my skills?
- What do I want to learn?

Your answers will make it easier to decide what courses and workshops will most benefit you and your child care program.

Your child care specialist will help you develop a general plan about the course topics you want to take over the coming year. A training plan will also help you space your choices over the year and get the courses you need when they are announced.

Listing the training you take under the National Association for the Development of Young Children (NAEYC) Professional Development Standards on this page will help you track your professional growth.

For example, “Watching to Learn: The Art of Observing Young Children,” one of the Office for Children’s Institute for Early Learning **Core Courses**, fits under NAEYC’s *Observing, Documenting and Assessing to Support Young Children and Families* standard. Listing each course you take under the appropriate standard, will show you where to concentrate your future training efforts. (Taking all of the **Core Courses** will introduce you to some of the concepts in each standard area.)

### Professional Development Standards

The Office for Children and other training organizations in the Northern Virginia area have recently adopted professional development standards developed by the National Association for the Education of Young Children (NAEYC). We will use these standards as we plan our courses to help you grow as professionals.

The standards cover five areas of learning:

#### **Promoting Child Development and Learning.**

Professionals need to understand that children have individual characteristics and needs that change as they grow. Development and learning are influenced by many interacting factors. Knowledge gained in this area will help providers use positive relationships and developmental knowledge to plan supportive and challenging learning environments.

#### **Building Family and Community**

**Relationships.** Understanding how to partner with families and the community is essential for effective early childhood programs. Professionals who have learned about families and community know to actively involve them in children’s learning.

#### **Observing, Documenting and Assessing to Support Young Children and Families.**

Professionals know about and use systematic observations, collect accurate and varied documentation, and know how to think about and share information they collect.

**Teaching and Learning.** Professionals who have a solid background in each of the above areas also need to know how to plan, implement, and evaluate the learning experiences and environment of their program. The learning environment and experiences provide for both individual and group experiences across content areas, are age and culturally appropriate, and encourage creative exploration and play.

**Becoming a Professional.** Professionals are continuous learners who make informed and ethical decisions based on knowledge from a variety of sources. They are committed to acting as advocates on behalf of children, families, and the early childhood profession by informing others of best practices, actively participating in community life, and serving as a resource for information which benefits children and their families.

# Four Ways to Register for Office for Children Training

## 1. Register Online

Register online at [www.fairfaxcounty.gov/childcare/training.htm](http://www.fairfaxcounty.gov/childcare/training.htm) - 24 hours a day, seven days a week. You will need a registration ID number and a PIN number.

If you received a training brochure in the mail, your registration ID number is printed on the upper right hand corner of the mailing label.

Do you need a registration ID number?

- Family child care providers, call 703-324-8100
- Child care center staff, call 703-324-3044

### First Time Online Registration

1. Type your registration ID number. The last four digits of your home phone number will be your temporary PIN number. Click "Continue".
2. You will be asked to choose a new PIN number. Choose a four-digit number and enter it twice. This is your permanent PIN number you will use each time you register online.
3. Click "Submit".
4. **Follow the Institute for Early Learning (IFEL) Online Home Page steps below.**

### Returning Online Users

1. Type your registration ID number and your PIN number. Click "Submit".
2. If you have forgotten your PIN number or registration ID, click on "Forgot your registration information?" You will receive an email with your registration ID and PIN numbers. Use this information to log in.
3. **Follow the Institute for Early Learning (IFEL) Online Home Page steps below.**

Once on the IFEL Online Home Page, follow these steps:

- Click "Enroll in Course" to register
- On the "Current Courses and Workshops" page, make your selections by double clicking on the course or workshop title. Click "Enroll".
- Your enrollment status will now read either "Confirmed" or "Waitlist".
- If you wish to enroll in another course, click "Enroll in Course".
- Click "Log Off" after making all your selections.

## 2. Mail or FAX Registration

Fill out and mail the registration form from the back of the "Institute for Early Learning" brochure to:

Office for Children, 12011 Government Center Parkway, Suite 920, Fairfax, Virginia 22035.  
Fill out and FAX the registration form to 703-803-0116.

## 3. Register in Person

Bring a copy of your completed registration to our office at 12011 Government Center Parkway, Suite 920. Our office hours are 8:00 a.m.– 4:30 p.m., Monday through Friday.

## 4. Register by Telephone

Make a list of the course numbers you would like to attend. Call 703-324-4018 from any touch phone. The recorded voice will provide some information before you begin the registration process. You will **press 1** to confirm that you are calling from a touch tone phone. When you hear the prompt, "To enroll in training, to check in which trainings you are enrolled, or to cancel a course," **press 2**.

- Enter your 4 digit registration number. You will be asked to **press 1** to confirm this number is correct. If you have registered online before, use the same registration number.
- If you have a pin number from registering online, enter it. You will be asked to **press 1** to confirm this number is correct.
- If you do not have a pin number, enter the last four digits of your home phone number.
- The recorded voice will say the first 5 letters of your last name. **Press 1** if correct.

Listen to the options carefully and completely. **Press 2** to "Enroll in Training."

- Using your phone key pad, enter the letter and the course number with no dashes and **press #**. For example, if you want to register for course number W-05-801-3, you would enter 9058013 and **press #**. The voice will repeat your selection and ask you to **press 1** to confirm.
- A voice will respond to your request and identify your status. It will say, "You are enrolled in (course name)" or "You are on the waitlist for (course name)." **Write down the name of the course and your registration status for the course.**
- If you have another registration request, **press 2** and enter that course the same way as before.
- To return to the beginning, the main menu, **press 9** or hang up to end your call.

## Training Opportunities .....

Your professional development opportunities can come from training programs outside of Fairfax County. The Washington metropolitan area offers a variety of training opportunities for family child care providers. There is even a scholarship program for providers. Some of these training opportunities are listed below:

### **Virginia Department Social Services (VDSS).**

VDSS offers training for child care providers in the fall and spring of each year. Fees for the training range from \$10 to \$25. Registration is by mail only. You can view the training offerings on line and download a registration form at [www.dss.state.va.us/family/cc\\_providertrain/fliers.html](http://www.dss.state.va.us/family/cc_providertrain/fliers.html). For more information about VDSS training for child care providers, talk with your child care specialist or call the child care training help line at 703-324-7197.

### **Northern Virginia Association for the Education of Young Children (NVAEYC).**

NVAEYC offers trainings on a variety of topics in September, November, January, March and May. Each training session focuses on NAEYC standards for Early Childhood Educators and provides two hours of training credit. Training sessions are from 7:00 p.m. - 9:00 p.m. and held in a central Fairfax location. There is a small fee to attend. For NVAEYC training information, go to [www.nvaeyc.org](http://www.nvaeyc.org) and click on "Current Events."

**Professional Training and Consulting (PTC): Early Childhood Training Programs.** PTC offers instructor-led and online training for child care professionals. The online training offerings meet state and county professional development requirements for training. There is a small fee for each course. For information or to register for PTC training, go to [www.ptctraining.com](http://www.ptctraining.com).

### **Fairfax United Methodist Church Preschool.**

This group hosts a winter workshop series for early childhood professionals each year. The series consists of three 1.5 hour evening workshops. You can register for one, two or all three workshops. The 2005 workshop dates are February 17, March 2, and March 16. For more information or to request a training flyer, call 703-591-3177 or email [preschool@fairfaxumc.org](mailto:preschool@fairfaxumc.org).

**George Mason Child Development Center.** The center hosts a winter professional development day and a spring evening of workshops for early childhood professionals. Both events require a registration fee. Register by fax or mail. For information or a flyer, go to [www.gmu.edu/service/ccc](http://www.gmu.edu/service/ccc).

### **Virginia Child Care Provider Scholarship Program.**

This program will pay your tuition for up to eight child-care related courses at a Virginia institution of higher learning. Local colleges offering such courses include Northern Virginia Community College, George Mason University, and Marymount University. Courses taken can be used towards certification or a degree in early childhood education. All providers, who have a GED or are a high school graduate, are eligible for the scholarship program. Scholarship applications are accepted June 15 – August 20 (for the fall semester), November 1 – January 7 (for the Spring Semester), and March 15 – May 15 (for the summer semester). To apply or to learn more about the program, go to [www.dss.state.va.us/facility/scholarship.html](http://www.dss.state.va.us/facility/scholarship.html) or call the Virginia Department of Social Services at 1-866-636-1608.

Other training alternatives are available in your local community. Here is a list of other places and resources that may offer training opportunities. Remember to talk with your **child care specialist** to make sure the training will count toward your training hours.

- Community Centers
- The Fire Department
- The Women's Center, 703-281-4928
- The American Red Cross, 703-964-0004
- The Women's Business Center of Northern Virginia 703-778-9922 or online at [www.wbcnova.org](http://www.wbcnova.org)
- The March of Dimes, 703-824-0111 or online at [www.marchofdimes.com](http://www.marchofdimes.com)
- The National Institute of Health (NIH)
- The Infant and Toddler Connection of Fairfax/Falls Church (703) 246-7121
- Hospitals
- The Police Department
- The Park Authority, Partakes Magazine, [www.fairfaxcounty.gov/parks](http://www.fairfaxcounty.gov/parks)
- County Libraries, [www.fairfaxcounty.gov/library](http://www.fairfaxcounty.gov/library)

Fairfax County Office for Children  
Community Education and Provider Services announces

## USDA Food Program Prizes

Starting January, 2005

### Who is eligible?

- **You are**, if your food records are received in our Office by the 5th day of every month.

### How many people get a prize each month?

- **One person each month starting in January, 2005, will get a prize.** All Food Program participants who submit food program records on time will have their name entered in the drawing.

### What is the monthly prize?

- A prize equal to approximately \$25.00.

### Does everyone get the same prize?

- In addition to the monthly prizes, there are **4 special quarterly prizes!** Everyone who turns in food records on time for three months in a row will automatically be entered into a special quarterly drawing! The quarterly winners in **January, April, July and October, 2005**, will receive a special prize. The first quarterly prize will be given away in January 2005, to one provider who has turned in food program records on time for the months of October, November and December, 2004.

### What are the special quarterly prizes?

- A wooden kitchen set with play food or a wooden shelf with books.

## Announcing First Winners for 2005!

- Kanwal Dhillon won a monthly prize
- Rebecca Royston won a quarterly prize



**Resources for Your Parents.** Coming in the mail soon are two resources from USDA and WIC. The USDA flyer "Building for the Future" has information about the USDA Program which provides healthy meals and snacks to children. USDA requires that you give a copy of this material to each family in your child care. Also, share the information about the Women, Infants and Children (WIC) Program with your families. For income eligible families, WIC provides milk, eggs, cheese, peanut butter, juice and cereal.

# Provider Services Training for February - April 2005

## GETTING STARTED IN FAMILY CHILD CARE

This workshop will guide potential providers through the application process and requirements for starting a child care business in Fairfax County. OFC staff will help participants complete the application paperwork and will be available to notarize forms.

### Tuesday, February 8<sup>th</sup>

7:00 p.m. – 9:30 p.m.  
South County Government Center, Room 221 ABC  
8350 Richmond Highway, Alexandria 22309

### Wednesday, February 23<sup>rd</sup> (SPANISH)

7:00 p.m. – 9:30 p.m.  
Pennino Building, Room 1034  
12011 Government Center Parkway, Fairfax 22035

### Wednesday, March 16<sup>th</sup>

7:00 p.m. – 9:30 p.m.  
Pennino Building, Room 734  
12011 Government Center Parkway, Fairfax 22035

### Wednesday, April 6<sup>th</sup>

7:00 p.m. – 9:30 p.m.  
South County Government Center, Room 221 ABC  
8350 Richmond Highway, Alexandria 22309

### Wednesday, April 20<sup>th</sup> (SPANISH)

7:00 p.m. – 9:30 p.m.  
Pennino Building, Room 734  
12011 Government Center Parkway, Fairfax 22035

## USDA CHILD AND ADULT CARE FOOD PROGRAM ORIENTATION

Learn how the Child and Adult Care Food Program can benefit your child care business.

### Tuesday, February 15<sup>th</sup>

7:00 p.m. – 9:00 p.m.  
Pennino Building, Room 1034  
12011 Government Center Parkway, Fairfax 22035

### Wednesday, March 9<sup>th</sup>

7:00 pm. – 9:00 p.m.  
Gum Springs Glen, Training Room  
7839 Richmond Highway, Alexandria 22306

### Tuesday, March 29<sup>th</sup> (SPANISH)

7:00 p.m. – 9:00 p.m.  
Pennino Building, Room 734  
12011 Government Center Parkway, Fairfax 22035

### Tuesday, April 12<sup>th</sup>

7:00 p.m. – 9:00 p.m.  
Pennino Building, Room 734  
12011 Government Center Parkway, Fairfax 22035

## CHILD ABUSE RECOGNITION AND RESPONSE

Understand what is child abuse and your legal responsibilities.

### Tuesday, March 15<sup>th</sup>

7:00 p.m. – 9:00 p.m.  
Mason District Governmental Center, Main Community Room  
6507 Columbia Pike, Manassas 22003

## GROWING YOUR CHILD CARE BUSINESS

Explore new ways to run a successful child care business. This workshop is for providers who have been in the business less than one year.

### Thursday, February 17<sup>th</sup>

7:00 p.m. – 9:00 p.m.  
Pennino Building, Room 734  
12011 Government Center Parkway, Fairfax 22035

### Thursday, April 14<sup>th</sup>

7:00 p.m. – 9:00 p.m.  
Pennino Building, Room 206A  
12011 Government Center Parkway, Fairfax 22035

## GROWING YOUR CHILD CARE BUSINESS - THE NEXT STEP

Increase your skills in marketing and records management.

### Saturday, March 5<sup>th</sup>

9:00 a.m. – 12:00 p.m.  
Pennino Building, Room 734  
12011 Government Center Parkway, Fairfax 22035

## ALL DAY TRAINING EVENTS FOR FAMILY CHILD CARE PROVIDERS

Registration begins at 8:15 a.m. and workshops begin at 9:00 a.m. Providers may earn up to 6 hours of training for this full day of training. Participants can choose from a variety of workshop topics.

### Saturday, February 5<sup>th</sup> (SPANISH)

8:15 a.m. – 4:30 p.m.  
Pennino Building, Room 734  
12011 Government Center Parkway, Fairfax 22035

### Saturday, April 2<sup>nd</sup> (HINDI/URDU)

8:15 a.m. – 4:30 p.m.  
Pennino Building, Room 734  
12011 Government Center Parkway, Fairfax 22035

## EMERGENCY PREPAREDNESS

Learn how to prepare an emergency response plan for your family child care business, including how to shelter-in-place or evacuate your home.

### Tuesday, April 19<sup>th</sup>

7:00 p.m. – 9:00 p.m.  
Mason District Governmental Center, Main Community Room  
6507 Columbia Pike, Manassas 22003

To register for only the classes listed on this page, call 703-324-8100 or register online at: [www.fairfaxcounty.gov/childcare](http://www.fairfaxcounty.gov/childcare).

We regret that we are not able to accommodate children at any of these trainings.

## EASY INTERNET ACCESS TO USDA FOOD PROGRAM!

### Minute Menu WebHX

Submit your Food Program claims on the internet! With the New Minute Menu WebHX, you can submit your food program claims quickly and no more bubbling!

- First, send an email request to Michael.Asihene@fairfaxcounty.gov.
- Second, Michael will send your assigned login number and password to your email address. (See Free Email Resources below.)
- Third, go to the internet and type [www.minutemenu.com](http://www.minutemenu.com).
- Fourth, type in your login number and password to begin using Internet Minute Menu WebHX.

Minute Menu WebHX can be used from **any computer with internet access**, like a public

library or friend's house. Questions? Call 703-324-8045, 703-324-7799, or call your child care specialist.

### Free Email Resources

Need an email address to get your login number and password to use WebHX? Here are a few web sites that may be helpful in getting a free email address.

- Go to [www.yahoo.com](http://www.yahoo.com) and click on "Free Mail Sign Up."
- Go to [www.excite.com](http://www.excite.com) and click on "Join Us" in the upper left corner of the web page.
- Go to [www.msn.com](http://www.msn.com) and click on "Hotmail" in the upper right part of the web page.
- Go to [www.lycos.com](http://www.lycos.com) and click on "About Us" at the bottom of the web page.