

WORK & FAMILY CONSULTING, INC.

CORRESPONDENCE COURSES

ENJOY 10% OFF
ANY ORDER OF 4
OR MORE CLASSES!

Work & Family Consulting, Inc. has been serving the training needs of early childhood staff since 1995. All courses through Work & Family Consulting are in correspondence format and are processed through the mail. For more detail on our correspondence courses, to order online, or to view our training schedule, visit our website at www.workandfamilyconsulting.biz.

DCF APPROVED ENTRY-LEVEL CERTIFICATION CLASSES

<u>Introduction to the Child Care Profession</u> (EC I) Required for all group and family providers	Tier 3	45 Hours	\$111.00
<u>Skills & Strategies for the Child Care Teacher</u> (EC II) Required for lead teachers in group care	Tier 3	45 Hours	\$111.00
<u>Fundamentals of Infant & Toddler Care</u> Required for group & family infant & toddler providers	Tier 3	15 Hours	\$52.00
<u>School Age Assistant Child Care Worker</u> Required for school age assistant teachers	Tier 3	15 Hours	\$52.00
<u>Fundamentals of Family Child Care</u> Required for all family child care providers	Tier 3	15 Hours	\$60.00

REGISTRY APPROVED CONTINUING EDUCATION CLASSES

TIER 1

2 HOURS

\$15.00

<p><u>Carefree Child Care:</u> Recognizing & preventing stress and burnout in an early childhood setting is a key factor in maintaining high quality child care and educational programs for children. This course examines typical stressors which are unique to early childhood professionals, ways to manage stress & burnout, and offers ideas for bringing fun back into work.</p> <p><u>Child Abuse & Neglect:</u> This is a perfect refresher course for early childhood staff on child abuse and neglect, the signs, reporting procedures, and legalities. This session meets the Wisconsin DCF training requirements for child abuse & neglect.</p> <p><u>Children & Media Violence:</u> This class provides participants with information on the effects of media violence on young children & what providers can do to help children deal with the violence they are seeing in movies, on tv, and through video games.</p> <p><u>Hitting & Spitting....I'm Quitting!:</u> In this class, participants will examine behaviors such as biting, hitting, tattling, swearing, and spitting and will understand reasons for these behaviors and learn positive methods of defusing or reducing their frequency.</p> <p><u>I'm Paid To Play:</u> This class focuses on the value of play for young children, developmental stages of play, the importance of staff/child interaction during play, and child skill development through play.</p> <p><u>Infant Attachment & Bonding:</u> When infants & toddlers have parents and caregivers who respond to their needs, a secure attachment is formed. Circumstances in a child's life may cause an insecure attachment to form. This class focuses on the importance of interaction, healthy brain development, and child care practices which form secure attachments in children and how insecure attachments may be formed.</p> <p><u>Learning Is Fun With Infants & Toddlers:</u> Infants & toddlers learn through their senses and this class will provide teachers with ideas for age-appropriate learning activities for infants/toddlers and the importance of teacher interaction during play.</p> <p><u>Saying Goodbye - Helping Children With Separation Anxiety:</u> Providers can help children jump over the developmental hurdle of separation anxiety by learning why children experience anxiety and ways for children of all ages to say goodbye to their families.</p> <p><u>Scream Your Theme:</u> Learn how to integrate your weekly theme into all learning centers. Emphasis is placed on planning theme-related activities for a weekly lesson plan.</p>	NEW!
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REGISTRY APPROVED CONTINUING EDUCATION CLASSES**TIER 1****2 HOURS****\$15.00**

SIDS Risk Reduction Practices: This class meets the DCF requirements for child care providers.

Taking The Bite Out Of Gossip: Gossip is like a communicable disease - highly contagious and spreads quickly. In this class directors will learn valuable tools and information on stopping gossip before it infects the entire center.

REGISTRY APPROVED CONTINUING EDUCATION CLASSES**TIER 2****3 HOURS****\$18.00**

Beginning Together – Caring For Infants & Toddlers: This course examines the uniqueness of infants & toddlers and the uniqueness of the role of the professionals who provide care for them. Topics include the effects of stress on infants & toddlers, suggestions for multi-tasking in the infant room, exploring infant & toddler behaviors, and how interactions and age-appropriate environments support the children’s development.

Conducting Effective & Developmentally Appropriate Group Times: Bringing children together for a large group activity is a daily event in early childhood programs. Participants will examine the developmentally appropriateness of whole group activities, recognize factors which affect group time success, and learn techniques to keep children engaged and promote positive behavior during group times.

NEW!

Cooperative Caregiving: Examine responsibilities and professional practices expected in child care programs such as having a “winning” attitude, avoiding gossip, understanding expectations of the field, teamwork, etc.

Developing Leadership Skills in Children: The Role of the Teacher: Good teachers can be good leaders for children and it is never too early to begin encouraging leadership skills in children. Discover how early childhood behaviors & activities can develop leadership skills in children.

NEW!

Including All Children: This class helps providers understand ADA, including children with disabilities & making classroom accommodations.

Planning A Perfect Field Trip: Get ready for field trip season with helpful safety hints, ideas & forms plus pre- and post-trip activity planning.

Plugging Into Parents: Prevent “shocking” situations with parents - ideas for making and keeping great connections with families.

Sensory Play: It’s More Than the Sand Table: Young children learn through their senses. In this course, teachers will learn about the “7” senses and the value of sensory play. Information is presented on sensory processing disorder, accident prevention, and suggestions for activities.

Supporting Learning Styles & Multiple Intelligences: Learn more about the 3 basic learning styles and 8 multiple intelligences, identifying these in children, and how to adapt classroom activities and daily routines to meet each child’s individual style of learning.

Where’s My Teacher?: This class focuses on the effects of staff turnover on children, staff & families. Ideas for staff retention and how to ease the transition between old and new staff for everyone are discussed.

REGISTRY APPROVED CONTINUING EDUCATION CLASSES**TIER 2****4 HOURS****\$22.00**

A Fresh Look At Positive Guidance: For new & experienced staff, this course looks closely at how to use positive methods of guidance in order to support young children. Topics include preventative measures, positive interactions, techniques, and how to limit the use of time out.

Brainy Babies: This class covers basic brain development info, the adults’ role in supporting it, and activity planning for brain development.

Branding & Marketing Your Child Care Program: One of the most important assets you can build for your business is a powerful brand and a plan for marketing your brand and services. Marketing is how you establish credibility in your community. Learn how to develop a brand and a marketing plan that will build enrollment, retain families, & increase revenue.

NEW!

Busy, Busy Blocks: Rediscover the wonderful world of blocks using hands-on, theme-related enrichments and tips for cooperative clean up.

Developing Dynamite Staff: Discover ways to assess & plan for on-going professional growth and development of center staff.

REGISTRY APPROVED CONTINUING EDUCATION CLASSES**TIER 2****4 HOURS****\$22.00**

First Friendships: This course takes a close look at social development in children. Examine how children form friendships & what those friendships look like, imaginary friends, aggression & shyness, caring behaviors, and how to create an environment which supports development.

Food Service Personnel Training: – This class meets the DCF state requirement for the annual training of food service personnel.

Managing Food Allergies & Intolerances: Discover ways to manage allergies in child care, including field trips, special events, classrooms, transportation, etc. Learn ways to prevent allergic reactions, reading food labels, parent communication, and food intolerances.

Planning Schedules, Daily Routines, & Transitions From the Children’s Perspectives: Children depend upon adults to plan schedules, routines, & transitions and understand how children may feel during these times. This class suggests ideas for transition activities for the entire day.

NEW!

The Quest For The Outdoors: Bring your classroom outdoors with loads of theme-related activities and ways to prepare an outdoor lesson plan.

Role Modeling Leadership: Competencies of Leadership in Child Care Directors: Strong leadership in early childhood programs enhances quality and productivity. Participants will examine leadership styles & core competencies of directors and set goals for developing leadership skills.

NEW!

Stealing Time: Time Management for Busy Professionals: Participants in this course will take a close look at time wasters, time savers, and time robbers! Look at interruptions, telephone, email & internet, procrastination, and discover ways to manage time.

REGISTRY APPROVED CONTINUING EDUCATION CLASSES**TIER 3****5 HOURS****\$25.00**

Braggarts & Bullies Aren’t Bad Guys: This class explores some possible indicators of children with low or high self-esteem and presents an in-depth look at how to build up self-esteem in an early childhood classroom through interaction and activities.

Cuttin’ Up In Class: Understand the value of creative art experiences for children, how to facilitate activities, setting up your art center, and activity ideas.

Digging Into Development: A great review of the basics of child development & the role of the provider for encouraging development in children. Participants will create age-appropriate activities to promote development.

Looking At Books For Children: Discover how to select books, examine books for quality or bias, and getting children actively involved in stories.

Observing & Recording Children’s Development: An introduction to methods of observation, how to record observations, and how to gather developmental information for activity planning.

Revitalizing Your Staff Meetings: Directors will discover new ways to plan productive and fun staff meetings. Specific topics include, poor “meeting habits”, ground rules, challenges, and fun ideas – all areas which will help directors make meetings worthwhile.

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Check out our website for new course listings!

