Work & Family Consulting, Inc.
Correspondence Courses

10% OFF ANY ORDER OF 4 OR MORE CLASSES!

At Work & Family Consulting, we believe that the continuing education of Early Childhood professionals is of utmost importance
for sustaining high quality early childhood services. The professionals on staff at Work & Family Consulting are dedicated to meeting customer needs by offering high quality instruction and training and by providing exceptional customer service to our students and customers. To learn more about our services, visit our website at www.workandfamilyconsulting.biz. or call us at 920-676-2813.

DCF APPROVED ENTRY LEVEL CERTIFICATION COURSES

School Age Assistant Child Care Worker Required for school age assistant teachers — 15 Hour Tier 3 Course
without 3 ring binder $61.00
includes 3 ring binder $67.00

REGISTRY APPROVED CONTINUING EDUCATION CLASSES – Tiers 1, 2 & 3

TIER 1 CLASSES 2 HOURS $18.00

Environment Essentials for Group & Family Child Care: Following the guidelines of ITERS, ECERS, & FCCERS along with the YoungStar MAP Score Sheet, this series of classes is a quick and easy guide to assessing your equipment toward meeting current Wisconsin standards. In addition, each class highlights areas such as safety, guidance, adult's role, age-appropriateness, and provides numerous resources.

Order each class (2 hour/Tier 1) individually, or the entire set ***for one individual*** (20 hours/Tier 3) at a discounted price!

- **Environment Essentials: Dramatic Play** $18.00
- **Environment Essentials: Large Motor** $18.00
- **Environment Essentials: Art** $18.00
- **Environment Essentials: Science & Nature** $18.00
- **Environment Essentials: Fine Motor** $18.00
- **Environment Essentials: Blocks** $18.00
- **Environment Essentials: Math & Number** $18.00
- **Environment Essentials: Language & Reasoning** $18.00
- **Environment Essentials: Sand & Water** $18.00
- **Environment Essentials: Music & Movement** $18.00

➢ **Environment Essentials For Group & Family Child Care: (Entire 10 class/20 hour set)** $150.00 (Regularly $180.00)
***This full set is for one individual to complete. The entire set must be submitted at the same time and *by the same student*.**

Carefree Child Care: Recognizing & preventing stress and burnout in an early childhood setting is a key factor in maintaining high quality childcare 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.

Child Abuse & Neglect: 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.

Children & Media Violence: 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 television, and through video games.

Hitting & Spitting…I'm Quitting! 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.

I'm Paid to Play: 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.

Infant Attachment & Bonding: 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 childcare practices which form secure attachments in children and how insecure attachments may be formed.

Learning Is Fun with Infants & Toddlers: 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.

Making the Most of Teachable Moments: A "teachable moment" can happen almost anywhere and at any time. They are generally not planned learning experiences. These are moments of educational possibilities when a child may be particularly responsive to learning something. Making the most of these moments is important. Find ways to make moments meaningful in this session.

Nutrition Habits in Children – Teachers as Role Models: How can early childhood professionals be positive role models for children in order to promote good nutrition and healthy food choices? This session provides information on ways to encourage good nutrition in children and to increase their consumption of fruits & vegetables through interactions and role-modeling.

Saying Goodbye - Helping Children with Separation Anxiety: 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.

Scream Your Theme: Learn how to integrate your weekly theme into all learning centers. Emphasis is placed on planning theme-related activities for a weekly lesson plan.

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

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

Wonderful World of Woodworking: When programs recognize the endless benefits for children engaged in woodworking activities, it's easy to overcome some of the concerns typically associated with them. Discover how to open the world of woodworking in your early childhood program. We have ideas for toddlers and 2-year-olds here also!

TIER 2 CLASSES 3 HOURS $21.00

Working on Wellness: Following national and state standards, this series of classes addresses some of the most important responsibilities of early childhood professionals and programs. These classes are intended to provide a review of processes and procedures in each and to inspire professionals to include weekly activities in their curriculum that promote children's understanding of the importance of safety, hygiene, nutrition and a healthy lifestyle.

Order each class (3 hour/Tier 2) individually, or the entire set ***for one individual*** (12 hours/Tier 3) at a discounted price!

- **Working on Wellness: Controlling the Spread of Disease in Early Childhood** **$21.00**
- **Working on Wellness: Principles of Safety in Early Childhood** **$21.00**
- **Working on Wellness: Promoting Healthy Lifestyles in Children** **$21.00**
- **Working on Wellness: Providing for Children's Nutritional Needs in Early Childhood** **$21.00**

- **Working on Wellness:** (All 4 classes/12-hour set) **$68.00 (Regularly $84.00)**
  ***This full set is for one individual to complete. The entire set must be submitted at the same time and *by the same student*.**

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 teacher interactions and age-appropriate environments support the children's development.

Care & Concern for Children in Crisis: When a crisis comes into the lives of the children you care for, what is the right thing to say? What is the right thing to do? This class focuses on what to say, what not to say, and how to provide care for children in a crisis. Discussion includes children who are experiencing a move, loss of a parent, death, abuse, addition, divorce, deployment, and other life events.

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.

Cooperative Caregiving: Examine responsibilities and professional practices expected in childcare 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 staff interactions & classroom activities support the development of leadership skills in children.

Early Childhood Environments – A Powerful Teaching Tool for Children of All Ages: The learning environment is a powerful teaching tool which help children grow & learn. This class examines the fixed and flexible areas of classrooms when planning arrangements, the characteristics of optimal learning environments, ways to multiply the number of learning experiences in a classroom and ways to create portable or temporary learning areas which currently do not exist in a classroom.

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

Performance Reviews That Change Performance: Conducting performance reviews is an essential managerial responsibility of childcare directors and administrators. These reviews are prepared and conducted to provide employees with valuable feedback to improve their performance within the organization. Learn how to set expectations and how to conduct reviews in ways that yield desired performance.

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 Families: 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 class, 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.

Thoughts on Initiating Climate Change in the Workplace: A starting point for classroom teachers, center directors, and administrators, this course encourages and equips individuals to take some simple first steps toward creating the climate change they want to see in their classrooms and programs. Topics explored will include giving and receiving feedback, supporting positive interactions and relationships, recognizing unintentional biases, and tools for either avoiding or resolving conflict.

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.

Workplace Etiquette – Your Best Foot Forward: Workplace etiquette is simply the set of expected behavior rules for your job setting. Many are universal expectations of workplace conduct, while others may be specific to early childhood professionals. Learn ways to reduce stress and misunderstandings at work while increasing respect for one another through workplace etiquette.

TIER 2 CLASSES 4 HOURS $25.00

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

Basics of Brain Development in Children Birth to Three: This class covers basic brain development information, 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.

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.

First Friendships: This class 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.

Joy of Process Art with Infants & Toddlers: Infants & toddlers learn through their senses. Offering opportunities for process art exploration provides even more sensory learning for these children through age 2. This class discusses the planning, implementation, and value of art activities for infants and toddlers and provides activity ideas also.

Managing Food Allergies & Intolerances: Discover ways to manage allergies in childcare, 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.

The Quest for The Great 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.

Stealing Time: Time Management for Busy Professionals: Participants in this class 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.

Strategies for Literacy & Language Development: Literacy education should be an everyday practice of early childhood programs. How do early childhood educators know if their classroom environments and interactions are providing children the opportunity to develop literacy skills? This session provides insight and resources for the development of children's language and literacy skills.

TIER 3 5 HOURS $28.00

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.

Language Development with Children Birth through Preschool: The development of language in young children is essential to their ability to communicate. Research has shown that early exposure to language and adult/child interactions is an important responsibility for providers. This class takes an in-depth look at the development of language in children birth through preschool and is packed with ideas for stimulating the development of this important skill.

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.

Quality Supervision of Young Children: Supervision is one of the most important elements of creating a safe early childhood environment and children depend upon adults to protect them from harm. In this session, participants will consider how thoughtful planning and communication systems are important for maintaining appropriate supervision.

Revitalizing Your Staff Meeting: Center Directors will discover new ways to plan productive and fun staff meetings in this class. Specific topics include, poor "meeting habits," ground rules, challenges, delegating tasks during meetings, and ways to make meetings fun – all areas which will help directors make meetings worth the investment.

Roadblocks for Preventing Burnout: Burnout is a condition caused by high levels of stress potentially creating emotional, mental, and physical exhaustion. What is important to note is that burnout is not something that is caused by itself. There are several factors that, left unmanaged, can lead to burnout. This course helps early childhood professionals identify a variety of roadblocks to use to prevent burnout from making progress in their lives. ***5 hours of Continuing Education***

TIER 3 6+ HOURS $35.00

Biting and Being Bitten: Support for Educators, Children, and Families: Biting is a natural developmental stage for many children. In this course you will find a collection of resources that offer information and suggestions for dealing with children who bite and those who are being bitten in an early childhood program. Consideration is given to child development, environments, guidance techniques, teacher interactions and working with families. ***7 Hours of Continuing Education***

I'm Angry! Helping Children Recognize and Manage their Angry Feelings: Emotions are part of who we are and few of us have not experienced emotions such as happiness, joy, worry, fear, anger, uncertainty, love, or frustration. Learning to cope with emotions and angry feelings in a positive way may be one of the most important tools we can share with a child.

In this class, participants will focus on ways to create an environment that supports children as they learn about emotions; techniques to use for helping a child recognize their angry feelings, understanding the positive influence that teachers can be, and providing children with strategies to use for learning how to recognize and manage their angry feelings. ***6 Hours of Continuing Education***

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