

## Child Care Education Class

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COURSE

SCHEDULE

SEPTEMBER

2011

**New Training Location!**  
H & H Training Center  
26213 Ridge Road  
Damascus, MD 20872

Telephone: (301) 253-7194  
Fax: (240) 387-6154  
E-mail address: [Hwaida@ChildCareEd.com](mailto:Hwaida@ChildCareEd.com)

Register at: [www.childcareed.com](http://www.childcareed.com)

H & H Child Care Training Center LLC.  
19900 Brandermill Drive Suite 201  
Germantown MD 20876

H & H Child Care Training Center LLC.  
9503 Fingerboard Road Suite 201  
Ijamsville MD 21754

**ALL TRAININGS ARE APPROVED BY MARYLAND STATE DEPARTMENT OF EDUCATION CENTER UNDER  
APPROVAL NUMBERS PSO-30299 AND CKO-380**

<b>COURSE</b>	<b>DATE</b>	<b>DAY</b>	<b>TIME</b>	<b>COST</b>	<b>LOCATION</b>
90 Hour Pre-School Courses	8/15/11 – 10/8/11	M,W SAT'S (TBD)	6:30-10:30 p.m. 8-5 p.m.	<b>\$475</b>	G
45 Hour Infant and Toddler Course	10/11/11 – 11/15/11	T, R	6:30-10:30 p.m.	<b>\$375</b>	D
2 HRS Training: Making Families Welcome Course	9/16/11	R	6:30-8:30 p.m.	<b>\$20</b>	
2 HR Training: SIDS	9/8/11	R	6:30-9:30 p.m.	<b>\$20</b>	G
3 HRS Training: Math in Early Childhood	10/1/11	S	9:30-11:30 a.m.	<b>\$30</b>	
3 HRS Training: Math in Early Childhood	10/15/11	S	9:30-11:30 a.m.	<b>\$30</b>	
3 HR Training: Vouchers & Reimbursement	10/8/11	S	9-12 p.m.	<b>\$30</b>	
2 HRS Training: Exclusion of Children with Fevers from Child Care	9/15/11	R	6:30-9:30 p.m.	<b>\$20</b>	
2 HRS Training: Exclusion of Children with Fevers from Child Care	10/14/11	R	6:30-9:30 p.m.	<b>\$20</b>	
2 HRS Training: Beautiful of Junk: Using Recycled Materials	10/6/11	R	6:30-9:30 p.m.	<b>\$20</b>	
2 HRS Training: Beautiful of Junk: Using Recycled Materials	10/11/11	T	6:30-9:30 p.m.	<b>\$20</b>	
2 HRS Training: How Do I Relate and Share Professionally?	9/24/11	S	9:30-11:30 a.m.	<b>\$20</b>	
2 HRS Training: How Do I Relate and Share Professionally?	10/26/11	W	6:30-8:30 p.m.	<b>\$20</b>	
2 HRS Training: Universal Design and Materials for Children with Abilities	9/22/11	R	9:00-11:00 a.m.	<b>\$20</b>	G
2 HRS Training: Using Your Senses to Adapt Environments	9/23/11	F	6:30-9:30 p.m.	<b>\$20</b>	
2 HRS Training: Using Your Senses to Adapt Environments	9/30/11	F	6:30-9:30 p.m.	<b>\$20</b>	
Training: First Aid and CPR	11/5/11	S	8:30-12:30 p.m.	<b>\$55</b>	KTLC

COURSE	DATE	DAY	TIME	COST	LOCATION
Training: First Aid and CPR	12/10/11	S	8:30-12:30 p.m.	\$55	KTLC
Medication Administration	9/27/11, 9/29/11	T, R	6:30-9:30 p.m.	\$55	G
Conferencing with Parents	10/5/11	T	6:30-9:30 p.m.	\$20	G
<b>ON LINE TRAINING COURSES</b>				<b>COST</b>	
<b>NEW</b> 9 Hour Communication Class				\$45	
<b>NEW</b> 6 Hour Emergency Preparedness				\$55	
<b>NEW</b> 3 Hour Child Care Orientation (Aides)				\$30	

Day Key:            M-Monday      T-Tuesday      W-Wednesday      R-Thursday      F-Friday      S-Saturday      SU-Sunday  
Center Key:            D-Damascus            G-Germantown                            KTLC-Kids Town Learning Center

**FINGER PRINT SERVICE AVAILABLE NOW**

H&H is now offering finger printing services. Professional finger printing for CJIS background check purple and blue cards. Call now to schedule an on-site visit or you may make an appointment at our Germantown or Urbana offices for finger printing. 301-938-5261 or 301-237-1414. **Cost is \$15 per person. Five or more person is \$10 each.**

**\*\*\*\*ON SITE TRAININGS AVAILABLE**

Our trainings can come to you with a minimum of 6 students. Call 301-253-7914 for more details.

## H & H TRAINING CENTER, LLC · REGISTRATION FROM

[www.childcareed.com](http://www.childcareed.com)

**PLEASE PRINT  
CLEARLY**

All information is required. Incomplete forms will be returned to the student unprocessed. For registration assistance please call **301-253-7194**. Fax completed registration form to **(240) 387-6154**. Mail completed registration form to 26213 Ridge Road, Damascus, MD 20872.

**Name** \_\_\_\_\_  
Last First MI

**Address** \_\_\_\_\_  
House Number and Street Name Apt.

City State Zip

**Telephone** \_\_\_\_\_ / \_\_\_\_\_  
Home Cell

**Email** \_\_\_\_\_

COURSE	DATE	REGISTRATION FEE	COST	LOCATION

### IMPORTANT NOTICE:

**REGISTRATION FEE:** There is a \$25 Registration fee for all classes offered over \$100.

**DEPOSIT:** A deposit of \$100 is due at time of registration for all trainings that are over \$100. Trainings that are less than \$100 must be paid in full at time of registration.

**ON SITE TRAINING:** Onsite training is available please contact the office for pricing.

**TERMS:** Cancellation Policy: Cancellations made by participants will result in the loss of their deposit. If H& H Child Care Training must cancel a course, the participant will have the option of rescheduling the class at the earliest possible date, or not rescheduling and receiving a full refund of the deposit made.

Time and Attendance; Participants must arrive on time ready to participate in the class, must stay for the entire time, and must engage in the discussions to receive a certificate. H& H expects all participants to behave in a professional manner at all times.

Payment in Full: Participants must have their balance by the beginning of the first class in order to participate.

Participant's certificates of attendance will be withheld until full payment is received by H& H Child Care Training Center.

I understand that my tuition payments are **NON-REFUNDABLE**

I understand that the text book "Beginning and Beyond" is the property of H & H Child Care Training

I understand that I must return the text book "Beginning and Beyond" at the end of the class or I can purchase it for an additional **\$95.00**

I have read the guidelines and requirements for the completion of the H & H Child Care Training Center and understand what is expected of me

Students registering for a course or program at least one week prior to the starting date will receive an email registration acknowledgement. I certify that the information on this registration is correct and complete. I am aware of and will adhere to H & H Training Center policies as published in the Student Handbook.

\_\_\_\_\_  
Student Signature Required

\_\_\_\_\_  
Date