



CHILDREN'S CENTER TRAINING SCHEDULE AND REGISTRATION FORM
Child Care Licensing Program

RECORD KEEPING FOR CHILDREN'S CENTERS is a four and a half (4 1/2) hour training comprised of an overview of regulations regarding record keeping including personnel, children, and facility records. Participants will receive a training packet that includes required and optional forms, and learn practical ideas for setting up and maintaining files in order to be in compliance with regulations. This training is appropriate for prospective or new owners/directors and as an update for current child care personnel with record keeping responsibilities. A certificate documenting four and a half (4.5) hours of annual inservice training will be issued.

REGISTRATION FEE: \$40.00 Prepaid non-refundable fee due prior to training
TIME: 8:30 AM. – 1:00 PM
LOCATION: Pinellas County Health Department, 8751 Ulmerton Road, Largo Fl.
2nd floor Conference Room

February 13, 2018
April 10, 2018
June 12, 2018

August 14, 2018
October 9, 2018
December 11, 2018

THE DIRECTOR'S ORIENTATION FOR INFANT CARE is a three (3) hour training comprised of regulations pertaining specifically to infant care, and best practices in caring for children from birth to 2 years of age. Participants will receive a training packet that includes a copy of the Infant Standards, required and sample forms, and brochures. This training is required for directors who plan to start an infant program. A certificate documenting three (3) hours of annual inservice training will be issued.

REGISTRATION FEE: \$25.00 Prepaid non-refundable fee due prior to training
TIME: 9:00 A.M. - 12:00 Noon:
LOCATION: Pinellas County Health Department, 8751 Ulmerton Road, Largo, Fl.

January 16, 2018
March 13, 2018
May 8, 2018

July 10, 2018
September 11, 2018
November 13, 2018

Telephone registration will not be accepted. To reserve your space in the desired training, submit the registration form with check or money order made payable to Pinellas County Health Department. If the training is full when your registration is received, you will be contacted. Seating is limited and child care is not available.

Return the completed form and fee to: Child Care Licensing Program
8751 Ulmerton Road
Largo, Fl. 33771-3832

Call the CCLP office prior to the training dates if you need to reschedule in order to avoid re-paying the registration fee. Any person with a disability requiring reasonable accommodations can call the CCLP office no later than two (2) weeks prior to the training.

Children's Center Training Registration Form

Registration form and prepaid non-refundable fee due prior to training

(\$40.00) Record Keeping for Children's Centers **(\$25.00) Director's Orientation for Infant Care**

Name (Please Print): _____ Telephone: _____

Center Name: _____

Street, City, & Zip Code: _____

Date of Training: _____ Fee Enclosed: _____