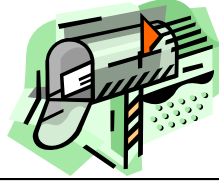


# Correspondence Classes




We are pleased to be offering correspondence classes this quarter!  
**Here are a few things to know about correspondence classes:**

**We are now offering correspondence courses to a new set of counties.**

In order to count this basic training correspondence course as training hours through licensing you must not have taken a Michigan Childcare Futures Basic Training in the last two years.

Space is limited to the first 25 participants per class, no exceptions will be made due to deadline requirements and mailing schedules.

**You must be working in one of the listed counties in order to register for this training!**

|                       | <b>Training</b>  | <b>Details</b>   |
|-----------------------|--|--|
| <b>Correspondence</b> | <p><b><u>Basic Training Correspondence West</u></b></p> <p>The Basic training will cover the following topics:<br/>                     Professionalism, The Business Aspects of Child Care, Guidance &amp; Discipline, Food &amp; Nutrition, Child Development, Health &amp; Safety and Parent/Provider Relationships.</p>  | <p><b><u>Counties that may register:</u></b></p> <p>Benzie<br/>                     Manistee<br/>                     Leelanau</p>   |
| <b>Correspondence</b> | <p><b><u>Basic Training Correspondence South</u></b></p> <p>The Basic training will cover the following topics:<br/>                     Professionalism, The Business Aspects of Child Care, Guidance &amp; Discipline, Food &amp; Nutrition, Child Development, Health &amp; Safety and Parent/Provider Relationships.</p> | <p><b><u>Counties that may register:</u></b></p> <p>Roscommon<br/>                     Missaukee<br/>                     Wexford</p>  |

## Frequently Asked Questions:



### **How do I get my materials?**

Packets of materials and assignments are mailed to participants for them to complete. This class contains 5 packets of materials and assignments. This 16 hour Basic training course is packed with information about developmental milestones, collaborating with parents, health and safety issues, discipline and guidance and much more!

### **How do I return my materials?**

Upon completing the assignment, the participant sends the assignment back to the Child Care Connections office. Staff will read and respond in writing and send it back to the participant with the next packet.

### **How long does it take to complete this training?**

You will receive your first packet on or around April 4<sup>th</sup> and the last packet must be returned on or before June 12<sup>th</sup>. Each assignment/packet should be completed and returned within 7 to 10 days after receiving it.

(For those that are on Spring break the week of April 4<sup>th</sup> .... you may want to know that the first packet is not expected to be returned to our office until April 14<sup>th</sup>. It would still be possible to complete the first assignment even if you are planning to be out of town for spring break.)

If you are able to complete the packets at a faster rate...you will get done sooner. If you have a busy week and do not complete the packet/assignment on time you will have to work extra hard to catch back up and get back on track.

All assignments will be reviewed. If an assignment is not complete it will be returned to you to be completed. The next packet will not be issued until the previous assignment has been completed and returned.

The final packet must be received on or before  
June 12<sup>th</sup> in order to get a certificate of completion.

### **Do I ever have contact with the trainer?**

If you have questions regarding an assignment you can contact the Child Care Connections office and may leave a message for the trainer. This class is designed to be an independent study format.

### **Are CEU's available for this training?**

Yes, 1.6 CEU's are available for a \$5.00 fee. CEU's are only available if you complete all five packets and return them by the final date.

# Registration

| Yes | Topic  | Date  | Registration Deadline  | Location       | Cost    |
|-----|--|---|------------------------|----------------|---------|
|     | Basic Correspondence<br>West<br>(Benzie, Manistee, Leelanau)     | April 2 <sup>nd</sup> – June 12 <sup>th</sup> | March 26 <sup>th</sup> | Correspondence | No Cost |
|     | Basic Correspondence<br>South<br>(Roscommon, Missaukee, Wexford) | April 2 <sup>nd</sup> – June 12 <sup>th</sup> | March 26 <sup>th</sup> | Correspondence | No Cost |

## Provider Information

|                   |   |
|-------------------|---|
| Name:             |   |
| Daytime Phone:    |   |
| Evening Phone:    |   |
| Address:          |   |
| City/Zip:         |   |
| County:           |   |
| E-mail:           |   |
| Worksite:         |   |
| Type of Provider: | <input type="checkbox"/> Family <input type="checkbox"/> Group <input type="checkbox"/> Center <input type="checkbox"/> Relative/Aid <input type="checkbox"/> Other |

**Please mail registration to:**

Child Care Connections  
720 S. Elmwood St., Suite 4  
Traverse City, Mi 49684