2025 SPRING-SUMMER TRAINING CATALOG

Early Childhood Training Institute

Day Care Council
of New York

Educated Children Are Our Future

CONTENTS

ABOUT US

The Day Care Council of New York is a diverse organization uniting child care and family service providers, consumers, and advocates. Our mission is to support and develop high-quality child and family care services, ensuring excellence in child development, education, and social services.

Our Early Childhood Training Institute offers essential professional development for current and aspiring child care providers. Trainings range from required safety courses like CPR and First Aid to business management courses.

Explore our training opportunities and contact us with any questions. Our experienced specialists are ready to help you choose the right trainings and develop a customized plan for your needs.

CONTACT US

📞 212-206-7818

✉️ registration@dccnyinc.org

🌐 www.dccnyinc.org

📍 1430 Broadway, Suite 404 NY, NY 10018

CATALOG OVERVIEW

Courses

The Day Care Council of NY offers a robust set of courses designed to provide learning opportunities for early childhood educators and leaders in both home-based and center-based settings.

- **Alignment:** This page includes each of the frameworks to which we align our courses NYS Office of Children and Family Services Content Areas, NYS Core Body of Knowledge, and the Child Development Associate Competency Standards and Functional Areas and explains how each course is mapped to each framework.
- **Example Training Package:** Trainings can be used in various combinations to meet OCFS training requirements. This page showcases one example of how our trainings can meet those requirements.
- **Customized Packages:** DCCNY recognizes everyone's training needs are different; check out how we can use existing trainings or create new ones to meet your needs.
- **Course List:** This section provides detailed descriptions, times and dates, costs and alignment to the three frameworks for each course.
- **Trainings by Date:** This lists all of our courses by date and time.

Our team is happy to talk to you more about our course offerings and advise on which might be the best for you:

📞 212-206-7818   ✉️ registration@dccnyinc.org

Payment

To complete your registration for a course, Day Care Council must receive payment via credit card, check or money order.

- **Member Rate:** Day Care Council Members and J.C. Hall Network Providers can participate for a reduced fee, listed as "Member Rate" under each course.
- **Refunds:** No refunds will be provided unless the session is canceled.
- **Confirmation:** Registrations will be canceled for declined transactions. An email confirmation will be sent upon receipt and processing of payment.
- **Scholarships:** The Educational Incentive Program – EIP – provides scholarships that most providers and staff are eligible for in amounts up to $2,000 per year. An application and information can be obtained at https://www.ecetp.pdp.albany.edu/index.aspx or by calling SUNY at 1-800-295-9616

NEW THIS YEAR

Check out our Customized Course info and ask us about renting our **brand-new training space**, featuring a model classroom!

ALIGNMENT

Our trainings are designed to align with three key frameworks to help early childhood professionals meet their regulatory requirements and develop professionally. In the course description section, the color-coded numbers that align to each framework are included to the right of each course.

COLOR KEY
Elements of Each Framework are Color Coded by Content Area

- Child Development
- Health & Safety
- Leadership & Administration
- Family Engagement & Mental Health

OCFS
OFFICE OF CHILDREN AND FAMILY SERVICES
Trainings must incorporate these 10 Content Areas to qualify for the 15 & 30 hour training requirements.

1. Principles of Early Childhood Development
2. Nutrition & Health Needs of Children
3. Child Day Care Program Development
4. Safety & Security Procedures
5. Business Record Maintenance & Management
6. Child Abuse & Maltreatment Identification & Prevention
7. Statutes & Regulations Pertaining to Child Abuse & Maltreatment
8. Child Abuse and Maltreatment
9. Shaken Baby Syndrome
10. Adverse Childhood Experiences

CORE
NYS CORE BODY OF KNOWLEDGE
New York State's Core Competencies for Early Childhood Educators written for professionals who work directly with young children.

1. Child Growth & Development
2. Family & Community Relations
3. Observation & Assessment
4. Environment & Curriculum
5. Health, Safety & Nutrition
6. Professionalism & Leadership
7. Administration & Management

CDA
CHILD DEVELOPMENT ASSOCIATE
The national standards used to evaluate a caregiver's performance with children and families during the CDA assessment process.

1. To establish and maintain a safe, healthy learning environment
2. To advance physical and intellectual competence
3. To support social and emotional development and to provide positive guidance
4. To establish positive and productive relationships with families
5. To ensure a well-run, purposeful program responsive to participant needs
6. To maintain a commitment to professionalism

4

EXAMPLE TRAINING PACKAGE

Every two years all providers, assistants and center-based staff are required to complete 30 hours of training that align to OCFS content areas.

Our trainings can meet those requirements in a variety of ways; our team can help advise on how to meet those requirements. Below is one example of how you can meet the regulatory requirement.
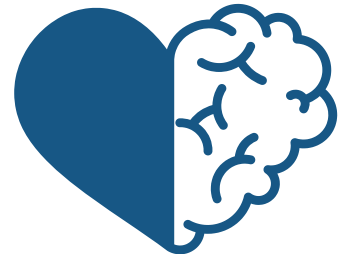
MEDICATION ADMINISTRATION TRAINING
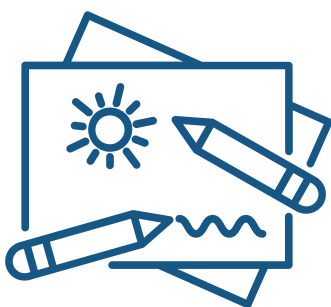
OCFS: 1, 2, 3, 4

8 HOURS

STRENGTHENING BUSINESS PRACTICES FOR CHILD CARE PROGRAMS

OCFS: 7

14 HOURS

UNDERSTANDING AND MANAGING STRESS

OCFS: 3

3 HOURS

TEACHING LANGUAGE DEVELOPMENT THROUGH ART

OCFS: 1

3 HOURS

PROMOTING INFANT TODDLER PHYSICAL ACTIVITY

OCFS: 4, 5, 7

3 HOURS

CUSTOMIZED PACKAGES

The Early Child Care Training Institute is here to meet your needs - whatever they might be! Below are some examples of how we can customize your training experience either by selecting existing courses that meet your needs or by making something new.

New Family Child Care Provider Path
Take the following courses to ensure you are set up for success.

- Becoming a Child Care Provider
- Health & Safety Competencies for Family & Group Family Child Care Providers
- High Quality Learning Environments for Infants, Toddlers & Preschoolers

Director, Owner or Administrator Path
Focus your training on leadership development, business and administrative skills.

- Strengthening Business Practices for Child Care Programs
- Ethics in Early Childhood Business
- Understanding and Managing Stress and Burnout

Design Your Own!
If you have a group of staff in need of training that is beyond what is listed in our catalog, our talented team will happily work with you to design a custom training experience that meets the needs of your group.

Our Space, + Your Training
Day Care Council's brand new training space with capacity for up to 25 participants is available to rent for you to host your own training or bring in an outside facilitator. Contact our team and we will work with you to set up the logistics.

HEALTH & SAFETY COURSES

Adult & Pediatric CPR & First Aid
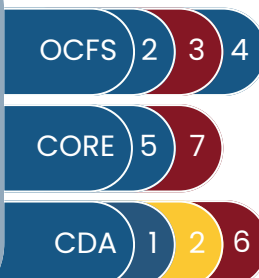
Fridays 9am - 5pm | In-person

Equips caregivers with CPR and First Aid skills for infants and children, valid for 2 years. Learn how to recognize emergencies and provide care until medical help arrives.

Cost: $150   **Member Rate:** $75

Dates: 4/4, 5/9, 6/13, 7/18, 8/8, 9/12

Alignment
- OCFS: 2 3 4
- CORE: 5 7
- CDA: 1 2 6

Health & Safety Competencies for Family & Group Family Child Care Providers
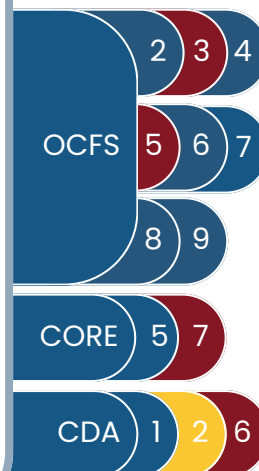
Three-day series, 9am - 5pm | In-person

Required for those seeking registration or licensing as a home-based Family or Group Family Child Care Provider in New York State, as well as those hired to work as an assistant in a group family child care. This course covers OCFS modules like diapering, sanitizing, safety, and nutrition.

Cost: $300   **Grants Available:** ecetp.pdp.albany.edu/apply.aspx

Dates: May 12, 13, 15   June 9, 10, 12   July 14, 15, 17   Sept 15, 16, 18

Alignment
- OCFS: 2 3 4 5 6 7 8 9
- CORE: 5 7
- CDA: 1 2 6

Medicine Administration Training (Independent Study)

Saturdays/Sundays , 9am - 5pm | In-person

Required for child care providers to administer medication to children in their programs. Learn and practice proper medication administration and how to record when medications are given.

Cost: $150

Dates: 4/6, 5/3, 7/12, 8/9, 9/20

Alignment
- OCFS: 1 2 3 4
- CORE: 5 7
- CDA: 1 5 6

BUSINESS OPERATION & MANAGEMENT COURSES

Becoming a Child Care Provider

2pm - 5pm | Virtual

Consider becoming a child care provider in New York? Attend an orientation session covering requirements, application process, and resources to start and run a child care business successfully. Get ready to pursue your passion for working with children!

Cost: Free

Dates: 5/7, 8/6

Licensing Modalities & Clearances

2pm - 5pm | In-person

To start a child care business, understanding licensing requirements and clearance processes is crucial. The class covers types of licenses, application procedures, and clearance requirements. Ideal for those seeking a comprehensive understanding of NYC regulations.

Cost: $90   **Member Rate:** $60

Dates: 4/22, 5/8, 8/13

Alignment
OCFS 7
CORE 7
CDA 6

Strengthening Business Practices for Child Care Programs

Two Day Series: 9am - 4pm | In-person

This training series aims to enhance child care providers' understanding of fiscal management and business operations through four modules: (1) Budget, Projections, & Planning, (2) Financial Reports & Internal Controls, (3) Marketing Child Care Programs, (4) Staff Recruitment & Retention for Center- & Home-Based Providers

Cost: $360   **Member Rate:** $330

Dates: June 17 & 18, Sept 24, & 25

Alignment
OCFS 3 5
CORE 6 7
CDA 5

Ethics in Early Childhood Business

2pm - 5pm | In-person

Designed for child care business owners who want to understand how to navigate ethical dilemmas, foster a culture of ethical responsibility among staff, and ensure business practices align with the best interests of children and families. Explore key ethical principles through interactive discussions, and practical exercises.

Cost: $90   **Member Rate:** $60

Dates: 5/21, 8/19

Alignment
OCFS 3 7
CORE 6 7
CDA 5 6

Family Child Care Business Training

10am- 4pm | In-person

An overview of how to run a successful home-based child care business. Learn useful practices, procedures, and tools covering business structure, financial management, risk limitation, and documentation.

Cost: $90   **Member Rate:** $60

Dates: 4/26, 6/14, 9/20

Alignment
OCFS 4 5 7
CORE 6 7
CDA 1 6

Orientation: The Process to Staff Integration

9am - 4pm | In-person / Virtual

One of the biggest challenges as a childcare director is recruiting staff. It is a challenge finding qualified staff while maintaining the staff/child ratio. At this training, we will explore the value of crafting a progressive orientation process aimed at integration and retaining good staff into your program.

Cost: Free

Dates: 4/29

Alignment

OCFS 3 5

CORE 7

Strengthening Supervisory Skills

9am - 4pm | In-person / Virtual

Reflection on and strengthening ones supervisory skills is perhaps the most important responsibility of a center director. Having well developed skills will greatly enhance the directors ability to successfully meet the needs of children, parents, and board members as well as owners. This training will focus on the skills and strategies necessary for effective team building and leadership. The importance of trust, conflict resolution, commitment, accountability and attention to quality will be discussed as well as methods to foster such skills.

Cost: Free

Dates: 4/30

Alignment

OCFS 3 5

CORE 6 7

CHILD DEVELOPMENT & EDUCATION COURSES

Teaching Language Development through Art

2pm - 5pm | In-person

Unlock the power of art to enhance language development in young children with this engaging class. Early childhood educators and caregivers will explore creative ways to integrate art into language instruction.

Cost: $90   **Member Rate:** $60

Dates: 6/6

Alignment

OCFS 1
CORE 1
CDA 2

High Quality Learning Environments for Infants, Toddlers & Preschoolers

2pm - 5pm | In-person

Creating high-quality learning environments is crucial for young children's growth. Covers effective early childhood programs, emphasizing environments that foster learning, creativity, and well-being. Learn strategies for setting up engaging and safe spaces that support cognitive, social, emotional, and physical development.

Cost: $90   **Member Rate:** $60

Dates: 5/6, 8/21

Alignment

OCFS 3
CORE 4

Understanding Infant & Toddler Developmental Milestones

2pm - 5pm | In-person

Understanding infant and toddler developmental milestones is essential for caregivers, educators, and parents. This course covers key stages from birth to age three, including physical, cognitive, social, and emotional growth. Participants will learn to identify milestones, variations in development, and factors influencing progress. Practical strategies for supporting children's development are provided.

Cost: $90   **Member Rate:** $60

Dates: 5/20, 9/9

Alignment

OCFS 1
CORE 1

Promoting Infant Toddler Physical Activity

2pm - 5pm | In-person

Promoting physical activity in infants and toddlers is essential for their development. Learn age-appropriate strategies and benefits of physical activity for motor skills, cognitive development, and well-being. Gain practical tips for integrating active play into daily routines. Ideal for caregivers, educators, and parents aiming to support physical growth and development in young children.

Cost: $90   **Member Rate:** $60

Dates: 6/11, 9/23

Alignment

OCFS 1
CORE 1 4
CDA 1 2

MENTAL HEALTH & FAMILY ENGAGEMENT COURSES

Understanding and Managing Stress and Burnout

2pm - 5pm | In-person

Explore how stress can be both positive and negative and delve into the factors that can lead to burnout. Learn about the physical, emotional, and mental impacts of stress, recognize the symptoms of stress and burnout, and engage in practical techniques for managing stress effectively.

Cost: $90   **Member Rate:** $60

Dates: 7/31

Alignment

OCFS 3

CORE 6

Language, Communication & Cultural Sensitivity

2pm - 5pm | In-person

Learn vital communication skills, including efficient information exchange, cultural sensitivity, recognizing trauma indicators, and using considerate language. These skills promote understanding and empathy in diverse environments.

Cost: $90   **Member Rate:** $60

Dates: 7/30

Alignment

OCFS 3

CORE 2 6

TRAININGS BY DATE
2025

April

4 | CPR/FA English - 9 am-5 pm

4,5,6 | Health and Safety Spanish - 9 am-5 pm

6 | MAT - 9 am-5 pm

18 | CPR/FA Spanish - 9 am-5 pm

22 | Licensing & Modalities - 2 pm-5 pm

26 | FCC Business training English - 10 am-4 pm

29 | Early Care Management Training - 9 am-4 pm

30 | Early Care Management Training - 9 am-4 pm

May

2 | Becoming a FCC Provider Spanish - 9 am-5 pm

3 | MAT - 9 am-5 pm

6 | High Quality Learning Environments for Infants, Toddlers, & Preschoolers - 2 pm-5 pm

7 | Becoming a Provider English - 2 pm-5 pm

8 | Licensing & Modalities - 2 pm-5 pm

9 | CPR/FA English - 9 am-5 pm

12,13,15 | Health and Safety English - 9 am-5 pm

17 | FCC Business Training Spanish - 10 am-4 pm

20 | Developmental Milestones - 2 pm-5 pm

21 | Ethics in Early Childhood Programs - 2 pm-5 pm

23 | CPR/FA Spanish - 9 am-4 pm

31 | Provider Resource Day - 10 am-2 pm

June

5 | Becoming a FCC Provider Spanish - 9 am-5 pm

9,10,12 | Health & Safety English - 9 am-5 pm

13 | CPR/FA English - 10 am-4 pm

14 | FCC Business English - 10 am-4 pm

17,18 | Strengthening Business Practices - 9 am-4 pm

July

12 | MAT - 9 am-5 pm

14,15,17 | Health & Safety English - 9 am-5 pm

18 | CPR/FA English - 9 am-5 pm

30 | Language & cultural sensitivity - 2 pm-5 pm

31 | Managing Stress and Burnout - 2 pm-5 pm

August

1,2,3 | Health and Safety Spanish - 9 am-5 pm

6 | Becoming a Provider English - 2 pm-5 pm

7 | Becoming a Provider Spanish- 2 pm-5 pm

8 | CPR/FA English - 9 am- 5 pm

9 | MAT - 9 am-5 pm

13 | Licensing & Modalities - 2 pm-5 pm

19 | Ethics in Early Childhood Programs - 2 pm-5 pm

21 | High Quality Learning Environments - 2 pm-5 pm

September

9 | Developmental Milestones - 2 pm-5 pm

12 | CPR/FA English - 9 am- 5 pm

15,16,18 | Health and Safety English - 9 am-5 pm

19 | CPR/FA Spanish - 9 am-5 pm

20 | MAT - 9 am-5 pm

20 | FCC Business Training - 10 am-4 pm

23 | Infant Toddler Physical Activity - 2 pm-5 pm

24,25 | Strengthening Business Practices - 9 am-4 pm

26,27,28 | Health and Safety Spanish - 9 am-5 pm

REGISTER TODAY!

Register for courses today by doing one of the following:
- Complete the form below and send it to registration@dccnyinc.org
- Register over the phone 212-206-7818
- Still have questions? Call one of our Training Specialists 212-206-7818

- -

Registration Form

Full Name:

Home Address:

Apartment #:   **Borough:**   **Zip Code:**

Phone: **Email:**

Professional Setting

☐ Day Care Center   ☐ Family Child Care   ☐ Group Family Child Care
☐ Legally Exempt   ☐ Other

Program Name:

Program Address:

Program License or Registration Number:

Training Title	Date of Training	Fee
	Total:	

Credit Card Information
☐MasterCard   ☐Visa   ☐Discover   ☐American Express

Name on card:
Card number:
Expiration Date:
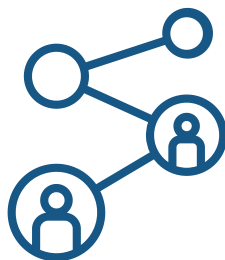**Signature on card:**

13

Additional DCCNY Offerings

In addition, to our Early Childhood Training Institute we offer the following services you may be interested in.

Get in touch to learn more!
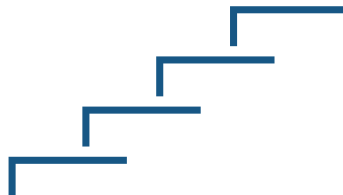
Health Care Plan Consultant

Child Care Resource & Referral Consortium

Labor Relations and Mediation Service

Early Childhood Employment Partnership

Early Childhood Career Ladder

J.C. Hall Family Child Care Network

Contact Us

📞 212-206-7818

✉️ registration@dccnyinc.org

🌐 www.dccnyinc.org

📍 1430 Broadway, Suite 404 NY, NY 10018

Day Care Council of New York
Educated Children Are Our Future