



The Manitoba Child Care Association

PROFESSIONAL DEVELOPMENT



Winter 2010 Workshop Series

2nd Fl., 2350 McPhillips Street, Winnipeg, MB R2V 4J6

Ph: 204-586-8587 • Toll Free (Manitoba Only) 1-888-323-4676 • Fax: 204-589-5613

Email: info@mccahouse.org • Visit us online at www.mccahouse.org

PARKING



There is no parking permitted in the Royal Bank Parking lot at any time (this includes evenings and Saturdays)

There is no parking allowed in the parking lot at the strip mall at 1021 Court. If you park there your vehicle will likely be towed.



Next to the 1021 Court parking lot is a parking lot known as RCB parking. You can park in this lot but it is a paid lot and you must purchase a ticket. It is \$2.00 an hour to a maximum of \$4.00. MCCA is not responsible for towed vehicles.

Thank you for your consideration.

WORKSHOP CERTIFICATES



When you attend a workshop you will receive a certificate of participation. Each certificate will have the amount of workshop hours on it to help you track your professional development hours.

We would like to remind you that if you are sending a substitute for a workshop and we do not receive a phone call with the name of the substitute it will cost \$5.00 to re-issue the certificate, the \$5.00 is payable at the workshop. The certificate will then be mailed to the participant. If a certificate is lost a replacement certificate will cost \$5.00.

If you are substituting an individual you must call Dianne Jones-Pearson at MCCA (586-8587 ext. 27) 24 hours prior to the workshop or the \$5.00 fee will be charged.

The name that appears on the registration is the name and spelling we will print on the certificate. If this information is incorrect a \$5.00 fee will be charged to redo the certificate. Please ensure that the correct spelling of the name is on the registration form.

Feeling Under the Weather?



If you have flu like symptoms such as a fever, aches, tiredness and a cough, we ask that you do not attend your workshop at MCCA to reduce the chance of infecting others. If an individual cannot attend a workshop (for whatever reason, illness or other) that they are registered for, there are no refunds but you can send a substitute in your place. Please refer to the workshop policies on page 23 for substitutions.

GETTING THE MOST OUT OF YOUR WORKSHOP

At MCCA we strive to provide our members with professional workshops that are relevant, presented by professionals, and offer some food for thought. We want your workshop experience to be an uplifting and valuable one so we have a few suggestions that should accomplish this.

Professional goals: Your winter issue of Child Care Bridges just arrived and you are looking over the workshop brochure and deciding what workshop(s) to take. What factors help you to decide what workshop to take? Do you have a goal to work on, are you looking for new ideas on a specific topic, or are you just filling professional development hours?

Arrive on time: Once you have signed up for a workshop jot down the time and date on a calendar so you remember to attend your workshop and can ensure that you arrive before the workshop begins.

Venture out: So you have signed up for a workshop with your co-workers and you arrive at MCCA and find a table for all of you to sit at, but what about meeting some new people? People who work together over a period of time will usually have the same work philosophies, experiences, ways in which things get done, etc. How about spreading your wings and joining a table with people you don't know. This could be a great opportunity to share and network and who knows maybe you might even get a new idea or two.

Participate: If you have signed up for a workshop then it is your obligation to fully participate in that workshop. This can be difficult after a long work day but you will only get out of the workshop what you put in. Sharing your experiences may provide someone else with a solution to a dilemma that they have encountered or maybe your story will give someone a boost, or just a much needed laugh.

Evaluate: In order to provide you with quality workshops MCCA needs your feedback. It is important for us to know what you thought about your workshop, the presenter, and what type of workshops you would like to see offered in the future. Please take the time to fill out your evaluation form at the end of the workshop and hand it in before you leave.

Karen Gander is MCCA's Professional Development Manager.

PAYING BY CREDIT CARD?



If you are paying by credit card then you must use our online registration. Go to www.mccahouse.org, click on the professional development button, select workshops and then click on the link to access on the online registration. We will not accept any faxed registrations for workshops.

If you are paying by cheque then fill out the registration form at the back of this brochure and submit it with your cheque and mail to MCCA.



WHERE TO FIND US!

MCCA is located on the second floor of the Royal Bank Building on the corner of Court and McPhillips Street.



BEST CHOICES: ETHICS PART IV

ETH – 004

Saturday
January 30, 2010
9:30 AM – 12:30 PM

This capstone workshop will help you to make a commitment of ethical practice in your daily work and enhance your awareness of your own values, beliefs and assumptions. You will also understand why, when faced with an ethical dilemma, it is difficult to follow through with your best choice. This session is a pre-requisite to enroll in future "Train the Guide" sessions which would prepare you to assume the role of an ethics guide.

- * Please note you must have completed ethics Part III at least 6 months from the date of taking Part IV.
- * Please bring your ethics certificate and handouts from the previous ethics workshops with you to this workshop.

FACILITATORS: **Sina Romsa** is an instructor at Red River College, has been on MCCA and CCCF boards, and is an originator of the ethics committee and workshop series. She loves to encourage "thinking outside the box".

Kisa MacIsaac is an ECE at Freight House Early Learning and Care Inc. She is working towards obtaining her ECE III through the Developmental Studies Degree program at the U of W, currently through distance education. Kisa is a member of MCCA's Ethics and Conference committees, and is passionate about her work with children and families, both locally and globally. She has spent time volunteering with children in Africa and plans to return there one day.

LOCATION: MCCA
2nd floor, 2350 McPhillips St.

COST: \$35.00 MCCA Member
\$70.00 Non-member

HANDLE WITH CARE - BUILDING BLOCK 5 RESPECTING DIVERSITY

HAN – 005

Wednesday
February 3, 2010
6:30 PM – 9:30 PM

Building Block 5 of the program centers around developing a culture of inclusion which involves understanding and respecting diversity which is an important component of promoting children's mental health. In this workshop practitioners will explore ways to discuss differences children notice, learn to create opportunities for children to become familiar with cultures represented in the program and cultures not found in the centre, and brainstorm strategies to help children learn about a new culture in different situations.

Please note: If you have attended a previous Handle With Care workshop you would have received a Handle with Care Participant Training Manual, please bring this manual to this workshop with you. If this is your first HWC workshop a manual will be given to you. Replacement manuals can be purchased from MCCA for \$12.00 and must be ordered at the time of registering for one of the workshops.

FACILITATORS: **Sylvia Ritchie** has been working as an ECE in the child care field for 29 years, caring for infants, preschool and school age children. She is an accredited provider of level three Primary Care Triple P and is working towards completing her ECE III in Child Day Care Management. Sylvia is currently employed with Morrow Ave. Child Care Programs For Families as the Early Years Coordinator and Site Supervisor at the Rene Deleurme Centre.

Martha Elliot is a Coordinator in Family and Child Care Resources at the Family Centre. Martha was Senior Developmental Therapist at the Regina and Region Early Childhood Intervention Program and Coordinator of the Healthy Baby Program for the River East Transcona school division.

LOCATION: MCCA
2nd floor, 2350 McPhillips St.

COST: \$40.00 MCCA Member
\$80.00 Non-member

The use of the term early childhood educator is used in the workshop descriptions and is the general term to describe those who provide early learning and care for children in a range of settings.

BEST CHOICES: ETHICS PART I

ETH – 001A

Or

ETH – 001B

Thursday
February 4, 2010
6:30 PM – 9:30 PM

Saturday
March 13, 2010
9:30 AM – 12:30 PM

Here's your chance to find out what the buzz is all about. MCCA provides participants with a certificate which tracks your journey through all four parts. Please bring this certificate to each ethics workshop.

This is the first workshop in the MCCA's ethical journey series. In Part I, you will learn about beliefs, values, and ethics and the relationship between them. You will learn to identify your own beliefs, values, and ethics and understand how they impact your actions. You will also learn to understand others beliefs, values, and ethics.

This workshop is the pre-requisite for the other three parts of the ethical journey.

FACILITATORS (February): **Kisa MacIsaac** is an ECE at Freight House Early Learning and Care Inc. She is working towards obtaining her ECE III through the Developmental Studies Degree program at the U of W, currently through distance education. Kisa is a member of MCCA's Ethics and Conference committees, and is passionate about her work with children and families, both locally and globally. She has spent time volunteering with children in Africa, and plans to return one day, perhaps along with her daughter, Delilah.

Barbara Kinley Wierckx is an ECE III and worked in child care for 17 years. Barb has worked with all ages of children, filling roles from substitute to administrator, although her main focus has been school-age care. Barb is co-chair of the Ethics Committee, is an Ethics guide, and facilitates Active Start and Handle with Care workshops.

FACILITATORS (March): **Tracy Smith** is an ECE III and has been dedicated to Early Childhood Education for 10 years. She lives in Steinbach, MB and works at Tache Community Daycare in Lorette, MB where she spends her days playing, discovering and learning with 2 year olds. Tracy is a member of MCCA's Ethics Committee and looks forward to sharing her ethical journey with others.

Mariella Carr is an ECE and has been in the child care field since 1990 and is currently employed at Discovery Children's Centre. While working with children and adults in various centres over the years she has had the opportunity to take on many types of roles which have inspired her to continue her pursuit of further knowledge and understanding. Mariella believes that part of her own growth in these areas will be obtained while guiding others through the Best Choices, Ethics series.

Melanie D'Souza has been in the field of Early Childhood Education for more than 20 years. She has been a front line ECE and an administrator in a variety of inclusive infant, preschool, school age, nursery, and family child care settings. Currently, Melanie is an ECE instructor at Red River College, and is a member of the MCCA Ethics committee since 2003.

LOCATION: MCCA
2nd floor, 2350 McPhillips St.

COST: \$35.00 MCCA Member
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The workshops in the ethics series are a unique set of workshops. Some things to keep in mind when registering for an ethics workshop:

- You must take the workshops in consecutive order beginning with Part I.
- If you took Part I prior to 2004 you may want to start over as Part I is now a 3 hour workshop and it would be a good refresher.
- There must be at least 6 months between the time you attended Part III and taking Part IV.
- It is a good idea to leave some time between workshops so that you have time to reflect and practice what you have experienced in the workshop.

- Before signing up for an ethics workshop you should have worked at least 6 months to a year in the child care field to gain some experience, this applies to child care assistants as well as early childhood educator IIs and IIIs.

The ethics workshops are like any other workshop, know why you are signing up to take this workshop. If you are a director who is registering staff for the ethics workshop, know why you want them to take the workshop, make sure it is for the right reason, communication problems cannot be fixed by taking an ethics workshop.

LET LANGUAGE LEAD THE WAY

LET – 001

Saturday
February 6, 2010
9:00 AM – 4:00 PM

As caregivers of young children, you have a very important role to play in laying the foundation for the development of reading and writing skills. This training will discuss the important links between oral language development and literacy.

Learn how to:

- Help children develop positive attitudes towards the use of print
- Make reading and writing a natural, meaningful part of the day
- Use book reading as a time for interaction and conversation

FACILITATORS: **Cathy Spack** is a licensed Speech – Language Pathologist working in the schools and in private practice in Winnipeg. As well, she is both a Certified YogaKids Teacher and an Itsy Bitsy Yoga Facilitator, teaching yoga to babies, tots, children, and families in schools, child care centres and various venues in the Winnipeg, Manitoba area.

Leanne Peleck is a licensed Speech Language Pathologist working in schools in the Winnipeg area.

Participants are on their own for lunch. MCCA has a fridge, microwave, and a toaster oven for your convenience. A vending machine with drinks and snacks is also on the premises.

LOCATION: MCCA
2nd floor, 2350 McPhillips St.

COST: \$100.00 MCCA Member
\$200.00 Non-member

MANITOBA'S EMPLOYMENT STANDARDS

MAN – 001

Tuesday
February 9, 2010
9:00 AM – 11:00 AM

Manitoba's Employment Standards Branch staff are available to help individual employers and employees as well as organizations and working groups understand their rights and obligations. The Branch helps employees and employers define and protect their rights and responsibilities in the workplace. Our staff can answer questions, help clarify the intent of provincial labour legislation and investigate workplace disputes to help resolve labour issues. Common employment standards issues include minimum wage, overtime, general holidays, vacation and ending employment.

Please join us for this overview of the employment standards and find out what's new. Don't forget to bring your questions.

FACILITATOR: **Don Allan** is employed with the Province of Manitoba as an Employment Standards Officer. He has been an officer for the past 3-1/2 years and his primary duties are attempting to resolve wage related issues, through investigation, between employers and employees. From time to time he has provided information sessions, regarding *The Employment Standards Code*, to various groups. He looks forward to meeting you.

LOCATION: MCCA
2nd floor, 2350 McPhillips St.

COST: \$15.00 MCCA Member
\$30.00 Non-member

Please note where the location of the workshop is being held, as all workshops are not held at MCCA.

STEWARDS OF CHILDREN

STE – 001

Tuesday
February 9, 2010
6:30 PM – 9:30 PM

Little Warriors is a not-for-profit organization that is new to the Winnipeg area. We started in Edmonton, AB about 2 years ago, officially launching in March 2008.

Little Warriors exists to educate adults on child sexual abuse prevention strategies, create awareness on the prevalence and frequency of child sexual abuse, go over proper procedures of reacting responsibly and reporting a disclosure, and encourage adults to take action and stand up for the safety of our community's children.

We offer the Stewards of Children Child Sexual Abuse Prevention Training to all people ages 18 and up. Please visit our website at www.littlewarriors.ca for more details.

FACILITATOR: Jennifer Donovan-Faubert has a BA Honours from U of Winnipeg in Psychology and Sociology with a minor in Criminology and is the Program Coordinator for Little Warriors in Winnipeg. Her volunteer work with the RCMP, inner school kids, Boys & Girls Clubs and Rotary international eventually led her to the organization Little Warriors. She started volunteering with them in Edmonton over 2-1/2 years ago.

LOCATION: MCCA
2nd floor, 2350 McPhillips St.

COST: \$50.00 MCCA Member
\$100.00 Non-member

Watch for this!



It means the location of the workshop is not at the MCCA.

HANDLE WITH CARE - BUILDING BLOCK 6 CHANGE AND TRANSITIONS

HAN – 006

Wednesday
February 10, 2010
6:30 PM – 9:30 PM

In this building block participants will learn about supporting children's well-being through change and transitions to enable them to cope, adapt and successfully recover.

Factors that can impact how much children are affected by change and transitions will be discussed as well as strategies and tools to build collaboration in communicating and in the approaches with children. We will also explore barriers that practitioners encounter when trying to support children through changes that occur within their family lives.

Please note: If you have attended a previous Handle With Care workshop you would have received a Handle with Care Participant Training Manual, please bring this manual to this workshop with you. If this is your first HWC workshop a manual will be given to you. Replacement manuals can be purchased from MCCA for \$12.00 and must be ordered at the time of registering for one of the workshops.

FACILITATORS: Sylvia Ritchie has been working as an ECE in the child care field for 29 years, caring for infants, preschool and school age children. She is an accredited provider of level three Primary Care Triple P and is working towards completing her ECE III in Child Day Care Management. Sylvia is currently employed with Morrow Ave. Child Care Programs For Families as the Early Years Coordinator and Site Supervisor at the Rene Deleurme Centre.

Michele Grant has been involved in Manitoba's early childhood community for many years as an early childhood practitioner, centre director, adult educator and volunteer. She is a past board member of both the MCCA and the CCCF and a member of the Ethics committee.

LOCATION: MCCA
2nd floor, 2350 McPhillips St.

COST: \$40.00 MCCA Member
\$80.00 Non-member

BEST CHOICES: ETHICS PART II

ETH – 002A

Or

ETH – 002B

Thursday

February 11, 2010

6:30 PM – 9:30 PM

Saturday

March 20, 2010

9:30 AM – 12:30 PM

In this second session in your ethical journey you will be introduced to the MCCA Code of Ethics and understand its benefits. You will also begin to learn the process of ethical decision making. In this session you will receive your personal copy of the Code of Ethics and a handy wallet size card with the principles to keep at your fingertips.

***** Please bring your ethics certificate and handouts from Part I with you to this workshop.**

FACILITATORS (February): Kisa MacIsaac is an ECE at Freight House Early Learning and Care Inc. She is working towards obtaining her ECE III through the Developmental Studies Degree program at the U of W, currently through distance education. Kisa is a member of MCCA's Ethics and Conference committees, and is passionate about her work with children and families, both locally and globally. She has spent time volunteering with children in Africa, and plans to return one day, perhaps along with her daughter, Delilah.

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Mariella Carr is an ECE and has been in the child care field since 1990 and is currently employed at Discovery Children's Centre. While working with children and adults in various centres over the years she has had the opportunity to take on many types of roles which have inspired her to continue her pursuit of further knowledge and understanding. Mariella believes that part of her own growth in these areas will be obtained while guiding others through the Best Choices, Ethics series.

Melanie D'Souza has been in the field of Early Childhood Education for more than 20 years. She has been a front line ECE and an administrator in a variey of inclusive infant, preschool, school age, nursery, and family child care settings. Currently, Melanie is an ECE instructor at Red River College, and is a member of the MCCA Ethics committee since 2003.

LOCATION: MCCA
2nd floor, 2350 McPhillips St.

COST: \$35.00 MCCA Member
\$70.00 Non-member

THE ETHICS WORKSHOPS

The ethics workshops fill up very quickly. Once they are full then the workshop is placed on our workshop full list and no further registrations are taken. If you register for multiple parts and do not attend the first part you registered for you cannot attend the part next week and you will forfeit both workshop fees. For eg. You register for Part II & Part III at the same time but do not attend Part II, you will not be able to attend Part III and you will not receive a refund for either workshop. You may still send a substitute, but they must have previously attended the prerequisite workshop and you need to call Dianne at 586-8587 ext. 27 with the name of the substitute.

MINDFULNESS IN THE WORKPLACE

MIN – 001

Saturday
February 13, 2010
9:30 AM – 4:30 PM

Mindfulness is a practice that can be cultivated and used by anyone to improve and enrich the quality of the workplace. Mindfulness will provide you with skills to :

- Relate to others with a sense of presence
- Cultivate a spacious mind for making decisions.
- Relate to yourself, to colleagues and to others with compassion
- Meet emotions like anxiety, fear, anger, jealousy and restlessness without being overwhelmed by them.
- Be alert, relaxed and at ease.

In this workshop you will learn the foundational skills of mindfulness, through individual and interactive practices. Mindfulness is a way of being present moment to moment to whatever comes up. It is a way of bringing the body and mind into harmony. Mindfulness changes our habitual relationship to daily life activities. It changes how we relate to food, to walking, to our speech, to emotions, to thoughts, to how we wash dishes, to our bodies, to whatever we decide to bring awareness to. The beauty of Mindfulness is that it is our inherent capacity and can be nurtured back to aliveness.

Participants are on their own for lunch. MCCA has a fridge, microwave, and a toaster oven for your convenience. A vending machine with drinks and snacks is also on the premises.

FACILITATOR: Tereza Gomes has been a past presenter for the MCCA workshop series, leads an annual meditation group for teens and has led Mindfulness workshops for educators, and health and social service professionals. She has sat with Tibetan Buddhist Teacher Ayang Rinpoche, Christian Mystic Bede Griffiths and Theravada Teacher Godwin Samararatna in India and Sri Lanka. She has also studied with Emilie Conrad and John Wellwood in the U.S. She has been employed as a family therapist at New Directions for Children, Youth, Adults and Families since 1995.

LOCATION: MCCA
2nd floor, 2350 McPhillips St.

COST: \$80.00 MCCA Member
\$160.00 Non-member

DEVELOPING PERSONAL CREATIVITY

DEV – 001

Tuesday
February 16, 2010
6:30 PM – 9:00 PM

Creativity is a mysterious force that visits us with great ideas, new ways of seeing the world and the courage to do things differently. Revitalizing your creative talents will help you in the most unexpected wonderful ways! Discover 25 easy ways to improve your ability to be creative.

FACILITATOR: Marcia Arpin is an Early Childhood Educator. She has experience in Toddler, Preschool and School Age programs specializing in creative programming. With a background in Theatre, Marcia creates a production from each idea she is given and always manages to receive glowing reviews from her audiences. Her work has expanded to include many professional development workshops, delivery of College courses, author of activity books and a website visited by thousands

LOCATION: MCCA
2nd floor, 2350 McPhillips St.

COST: \$35.00 MCCA Member
\$70.00 Non-member

Workshop Confirmations

Paying online with credit card:

If you have registered for a workshop online you will automatically be sent an email confirming that workshop(s). If you go online to register for a particular workshop and you don't see it listed it means that it is full and no longer accepting registrations.

Paying by cheque:

If you register by mail and are paying by cheque a receipt will be sent to you in the mail which lists the registrant name and workshop(s). Please make a copy of your registrations and mark them in your calendar so that you don't miss a workshop. When we receive your registrations by mail and a workshop is full a staff person from MCCA will call to notify you.

Note: It is the responsibility of the registrant to know when and where the workshop is being held.

PROMOTING A RESPECTFUL TEAM

PRO – 001

Wednesday
February 17, 2010
6:30 PM – 9:00 PM

Learn how to encourage children to believe in themselves, in their dreams and in their own personal power while also promoting values such as honesty, compassion and respect. Learn to promote appreciation and team efforts to bring about positive changes in individual children, groups of children, and the community.

FACILITATOR: **Marcia Arpin** is an Early Childhood Educator. She has experience in Toddler, Preschool and School Age programs specializing in creative programming. With a background in Theatre, Marcia creates a production from each idea she is given and always manages to receive glowing reviews from her audiences. Her work has expanded to include many professional development workshops, delivery of College courses, author of activity books and a website visited by thousands.

LOCATION: MCCA
2nd floor, 2350 McPhillips St.

COST: \$35.00 MCCA Member
\$70.00 Non-member

WATER COLOUR PAINTING

WAT – 001

Thursday
February 18, 2010
6:30 PM – 9:00 PM

This interactive workshop will introduce several activity ideas for water colour painting, including making your own paints and cool visual art techniques.

FACILITATOR: **Marcia Arpin** is an Early Childhood Educator. She has experience in Toddler, Preschool and School Age programs specializing in creative programming. With a background in Theatre, Marcia creates a production from each idea she is given and always manages to receive glowing reviews from her audiences. Her work has expanded to include many professional development workshops, delivery of College courses, author of activity books and a website visited by thousands.

LOCATION: MCCA
2nd floor, 2350 McPhillips St.

COST: \$35.00 MCCA Member
\$70.00 Non-member



MCCA Resource Library is open in the evening and on weekends when workshops are taking place. Please call ahead to ensure that a workshop has not been cancelled as the library will not be open if there is no workshop.

LAW OF ATTRACTION

LAW – 001

Saturday
February 20, 2010
9:30 AM – 4:30 PM

This workshop is for managers, supervisors, front line workers, parents and board members; who want to make a significant contribution to their organization and take charge of making positive change in the workplace and in life. It is excellent for team building, increasing service skills, or personal goal attainment.

What is Law of Attraction? Law of Attraction is the Science of how to attract more of what you want and less of what you don't. Understand that Law of Attraction is a Law in our Universe. Like the Law of Gravity, it doesn't matter if you believe in it or know about it; it affects each and every one of us throughout our entire lives. Learn the science of how our thoughts affect our words and actions in everything we do. Already had goals and were disappointed when you didn't achieve them? We will show why it didn't work, and how to attain your goals more easily.

Participants will learn to:

- Manage emotions and difficult situations more positively
- Create a more peaceful environment
- Why some people have success and others struggle
- How you are attracting things into your life wanted/unwanted through your observations
- How to deliberately attract more of what you want - Even if you don't know what you want – you will learn how knowing what you don't want can bridge you to getting what you do want
- Learn the simple - three step process to get your goals onto paper and get results!
- Free yourself from excuses that are keeping you 'stuck' and unable to achieve your dreams and goals

Participants are on their own for lunch. MCCA has a fridge, microwave, and a toaster oven for your convenience. A vending machine with drinks and snacks is also on the premises.

FACILITATORS: **Jeneen Yungwirth** is a certified Law of Attraction Trainer and life coach. She is passionate about teaching workshops that change people's lives. She looks forward to sharing her personal insight and Law of Attraction achievements to bring you more of what you want from life.

Wendy Terry is a certified Law of Attraction Trainer. She has worked with many diverse people at different phases of life's challenges and triumphs. Through her teachings she has witnessed how this course brings about so many great things. She is excited by the opportunity to share her personal and professional experiences with you!

LOCATION: MCCA
2nd floor, 2350 McPhillips St.

COST: \$80.00 MCCA Member
\$160.00 Non-member

HANDLE WITH CARE - BUILDING BLOCK 7 RELATIONSHIPS WITH PARENTS

HAN – 007

Wednesday
February 24, 2010
6:30 PM – 9:30 PM

Good communication with parents and other family members helps practitioners understand and be sensitive to family practices, expectations and values. It also provides opportunities for sharing concerns and strategizing about how children can be supported in the child care setting. Actively involving parents and families in meaningful ways creates partnerships that promote children's mental health. Participants will discuss how strategies linking parents to the centre may impact children's mental health and much more.

Please note: If you have attended a previous Handle With Care workshop you would have received a Handle with Care Participant Training Manual, please bring this manual to this workshop with you. If this is your first HWC workshop a manual will be given to you. Replacement manuals can be purchased from MCCA for \$12.00 and must be ordered at the time of registering for one of the workshops.

FACILITATORS: **Sylvia Ritchie** has been working as an ECE in the child care field for twenty nine years, caring for infants, preschool and school age children. She is an accredited provider of level three Primary Care Triple P and is working towards completing her ECE III in Child Day Care Management. Sylvia is currently employed with Morrow Ave. Child Care Programs For Families as the Early Years Coordinator and Site Supervisor at the Rene Deleurme Centre.

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LOCATION: MCCA
2nd floor, 2350 McPhillips St.

COST: \$40.00 MCCA Member
\$80.00 Non-member

BEST CHOICES: ETHICS PART III

ETH – 003A

Or

ETH – 003B

Thursday
February 25, 2010
6:30 PM – 9:30 PM

Saturday
March 27, 2010
9:30 AM – 12:30 PM

In this third step of your ethical journey, you will use MCCA's Code of Ethics as a tool and examine a process for ethical decision making. Again the complexity of best choice decision making will be apparent, but you will feel like you know how to decide what should be considered prior to making that best choice.

*** Please bring your ethics certificate and handouts from the previous ethics workshops with you to this workshop.**

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COST: \$35.00 MCCA Member
\$70.00 Non-member

MANAGING EFFECTIVE BOARD MEETINGS

MEB – 001

Saturday
February 27, 2010
9:30 AM – 12:30 PM

Develop skills for leading effective, efficient, and enjoyable meetings. Create processes within boards that build positive group dynamics and promote the sharing of information and ideas.

Specific topics include:

- Setting Agenda Items
- Expectations of the Board Chair, Board Members, and Committees
- Decision Making Options
- Qualities of an Effective Chair
- Managing Discussions
- Dealing with Difficult People
- A Committee Template for Success
- Formal and Informal Meetings

FACILITATOR: **Ron Hayes** is the owner and principal facilitator of a training firm, Centre for Professional Excellence. Our mission is “Professional Excellence Through Personal Awareness”. We believe that a high level of personal awareness enhances the ability to apply professional skills and knowledge. Personal awareness includes personal attitudes and intentions, knowledge of effective interpersonal communication, conflict and change management and group dynamics. Our approach has been particularly effective in situations involving high stress, ambiguity, leadership training, team building, and strategic planning.

We encourage executive directors to attend this workshop with the centre’s Board Chair, Vice Chair, Treasurer, etc.

LOCATION: MCCA
2nd floor, 2350 McPhillips St.

COST: \$35.00 MCCA Member
\$70.00 Non-member

LEARN, LUNCH & LEARN SOME MORE

LEA – 001

Tuesday
March 2, 2010
10:00 AM – 2:30 PM

From 10:00 – 11:00 join Dave Morris from Cox Morris Insurance brokers who will provide a review of insurance coverages as provided under Master Policy of M.C.C.A. – liability/contents, crime and handling of claims. This is a chance for you to ask those burning insurance questions.

We will break for lunch from 12:00 – 1:00. Lunch will be provided. After lunch from 1:00 – 2:30, David Faulk will present:

PUTTING THE GAG ON WORKPLACE GOSSIP: WHAT LEADERS CAN DO TO CHANGE THE CULTURE

Gossip (talking about others, not with) is a common complaint in many workplaces and is the source of much workplace stress, tension and anxiety. It is also a major symptom of larger unhealthy dynamics in teams.

According to a recent international study on the cost of workplace conflict, 64% of respondents identified Managers, Senior Leadership, or HR as those who have ultimate responsibility in managing conflict more effectively. As a leader, you are looked upon to both identify and address problems on your team, to provide clarity regarding expectations and be a model of the right behaviours. Learn what you can do when your team is impacted by dynamics of gossip and other toxic influences so that you can first stop the bleeding to then dress the wound.

FACILITATOR: **David Falk** is both a Partner of Facilitated Solutions, a Winnipeg firm specializing in addressing workplace conflict, and an Associate Trainer of the Resolution Skills Centre, Manitoba’s premiere conflict resolution training organization. David brings to his practice a rich background having worked since 1990 in a variety of settings as a mediator, trainer, facilitator, academic and workplace consultant. He has been involved in assessing and intervening in conflict situations and providing consultation support to many organizations throughout Canada.

LOCATION: MCCA
2nd floor, 2350 McPhillips St.

COST: \$45.00 MCCA Member
\$90.00 Non-member

POWER OF PLAY

POW – 001

Wednesday
March 3, 2010
6:30 PM – 9:30 PM

This playful workshop will examine the importance of play and how children learn through play. Practical ideas will be generated to help those who work with young children to recognize, support, and extend play.

FACILITATOR: **Brian Harrison** is an Early Childhood Education Instructor at Red River College. Brian works with the ECE Workplace program as well as developing courses for online delivery.

LOCATION: Victoria Inn
1808 Wellington Ave.
Room: Regency

COST: \$45.00 MCCA Member
\$90.00 Non-member



Passport to Professionalism



Keep your
MCCA Professional
Development Certificates
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To purchase your
Passport to Professionalism folios,
Visit our web site at www.mccahouse.org
Click on our ECE Boutique page and download
an order form, fill it out and mail it with payment.
You can also purchase the passport using the
workshop registration form.
The passports will be available to purchase at
the workshops held at MCCA
for \$5.00 (cash only).

DIABETES AND OBESITY

DIA – 001

Wednesday
March 3, 2010
7:00 PM – 9:00 PM

This session will provide you with information to help you better understand diabetes, how to prevent complications such as heart and kidney disease as well as blindness and amputations. Most important of all you will be provided with information on how to prevent type 2 diabetes. This session is appropriate for people with diabetes or those who wish to know how to prevent diabetes.

You will be provided with information about:

- How to use food and good nutrition for healthy blood sugar levels and weight
- The role medications play in maintaining healthy blood sugar levels
- Important lifestyle changes

FACILITATOR: **Phyllis Reid Jarvis** is a registered dietitian. PRJ Consulting is an innovative training and coaching firm that helps people and organizations realize their full potential. With a focus on the health and wellness needs of individuals and companies, PRJ Consulting's vision is to participate in building vibrant and healthy workplaces and individuals, enabling them to contribute positively to their personal, professional and economic development.

LOCATION: MCCA
2nd floor, 2350 McPhillips

COST: \$35.00 MCCA Member
\$70.00 Non-member

**NEW LOW PRICE
\$5.00**

PRACTICAL USE OF THE VIRTUES CARDS

PRA – 001

Thursday
March 4, 2010
7:00 PM – 9:00 PM

Virtues Cards are a valuable tool when implementing the virtues project into your program. What is the purpose of the cards and how do you use them? In this workshop participants will learn the value of the cards and the many ways of incorporating them into your curriculum. This workshop will allow for participants to participate and practice the skills being taught.

FACILITATOR: **Carolyn Young** is the executive director of Manidoo Gi Miini Gonann which operates R.B. Russell Infant Centre Inc., David Livingstone School Age Program, The Lord Selkirk Park Resource Centre and the Turtle Island Tots and Families play group. Carolyn is one of the lead stakeholders in the revitalization of The Lord Selkirk Park community initiative. She is a leader with vision and is passionate about working with children and families who are vulnerable. Carolyn has been a Virtues Project Facilitator for over 10 years. It is a program that she has weaved into her personal and professional life.

LOCATION: MCCA
2nd floor, 2350 McPhillips

COST: \$45.00 MCCA Member
\$90.00 Non-member

FOSTERING PEER INTERACTION IN EARLY CHILDHOOD SETTINGS

FOS – 001

Saturday
March 6, 2010
9:00 AM – 4:00 PM

Children with poor language and social skills may have difficulty initiating and maintaining interactions with their peers, and may find themselves left out and socially isolated. This training will discuss how to provide a physical and social environment that encourages peer interaction.

Learn how to:

- Make the best use of your space in your classroom
- Provide materials and activities that promote peer interaction
- Support children's interactions with peers

*The workshop cost includes the manual for this workshop.

Participants are on their own for lunch. MCCA has a fridge, microwave, and a toaster oven for your convenience. A vending machine with drinks and snacks is also on the premises.

FACILITATORS: **Cathy Spack** is a licensed Speech-Language Pathologist working in the schools and in private practice in Winnipeg. As well, she is both a Certified YogaKids Teacher and an Itsy Bitsy Yoga Facilitator, teaching yoga to babies, tots, children, and families in schools, child care centres, and various venues in the Winnipeg, Manitoba area.

Leanne Peleck is a licensed Speech-Language Pathologist working in schools in the Winnipeg area.

LOCATION: MCCA
2nd floor, 2350 McPhillips

COST: \$100.00 MCCA Member
\$200.00 Non-member

COLLABORATIVE MANAGEMENT

COL - 001

Tuesday
March 9, 2010
9:00 AM – 3:30 PM

Studies have shown that directors and managers are usually high stressed and torn between meeting staff needs and the organizational needs. Organizations that have effective strategies in place to align employee and organizational needs tend to retain good strong leaders and staff at a higher proportion than those with no process in place.

The collaborative management workshop is designed for organizations that are seeking affordable and effective strategies to increase employee positive engagement and their company's productivity.

This one day workshop will help focus on solutions from a collaborative framework and introduce strategies that can be implemented to develop a collaborative management perspective and style that will produce more positive engagement at work. Some areas of focus will be:

- Implement respectful workplace strategies and follow through
- Dealing with stress, anger, depression and aggression in the workplace
- Empowering staff to be accountable and self-generating
- Increasing participation and positive motivation
- Creating a culture of Responsible Communication®

Participants are on their own for lunch. MCCA has a fridge, microwave, and a toaster oven for your convenience. A vending machine with drinks and snacks is also on the premises.

FACILITATOR: Joyce Odidison, (MA) has provided numerous collaborative and consensus building solutions to her clients through her consulting firm JBA Consulting services. She continues to use a range of strategic and solutions to prevent and resolve conflict in organizations, communities, and groups. She is an expert Conflict Intervention Specialist/Mediator who has worked in areas such as Harassment Investigations/Interventions, Respectful Workplace and Cultural Diversity. She provides Life Coaching in matters relating to family, gender and personal development; and is a sessional instructor with the University of Winnipeg and Red River College and a facilitator in high demand.

LOCATION: MCCA
2nd floor, 2350 McPhillips

COST: \$100.00 MCCA Member
\$200.00 Non-member

OBSERVING THE STORIES OF CHILDHOOD

OBS - 001

Wednesday
March 10, 2010
6:30 PM – 9:30 PM

"The secret is not seeing new landscapes, but having new eyes."
Marcel Proust

It has been well noted that observation is the foundation of our work with children. As Early Childhood Educators we are prepared to observe children when things are not working well; armed with checklists we watch for troubles in development or behavior. Yet we seem to have difficulty observing children's play and uncovering the meaning behind it.

This workshop will use observation videos shot at Anne Ross Day Nursery and collaborative discourse to help participants find the meaning of children's play in their own programs.

FACILITATORS: **Marc Battle** is an instructor in the Early Childhood Education Program at Red River College.

Melanie D'Souza has been in the field of Early Childhood Education for more than 20 years. She has been a front line ECE and an administrator in a variety of inclusive infant, preschool, school age, nursery, and family child care settings. Currently, Melanie is an ECE instructor at Red River College, and is a member of the MCCA Ethics committee since 2003.

LOCATION: Victoria Inn
1808 Wellington Ave.
Room: Regency



COST: \$45.00 MCCA Member
\$90.00 Non-member

HOW IT CAN BE DONE: LEARNING FROM THE PAN- CANADIAN EXPERIENCE

HOW – 001

Thursday
March 11, 2010
9:00 AM – 12:00 PM

During this workshop especially for childcare directors and policy makers, Debra Mayer, Director of SpecialLink shares evidence based strategies for bridging the gap between government policy on inclusion and its practical implementation in our early learning programs. Debra will provide an overview of some Canadian early childhood inclusion success stories, and describe the underpinning philosophy as well as the process of establishing and maintaining inclusive early childhood education in your facility and your community. A copy of *Inclusion Voices, Canadian Child Care Directors Talk About Inclusion* will be available for purchase for \$20.00 at the workshop.

FACILITATOR: **Debra Mayer**, MA is Executive Director for SpecialLink, the National Centre for Child Care Inclusion and a faculty member for the University of Winnipeg's Bachelor of Arts in Developmental Studies where she teaches leadership and inclusion courses. Debra is a life long advocate for children with additional support needs and for the adults who care for children.

LOCATION: MCCA
2nd floor, 2350 McPhillips

COST: \$35.00 MCCA Member
\$70.00 Non-member

WHAT'S IN YOUR CLOSET?

WHA – 001

Tuesday
March 16, 2010
6:30 PM – 9:30 PM

This is a fun and interactive workshop designed to examine ways in which simple equipment can be used to create a gross motor program for children.

This workshop will explore:

- How to use the equipment and space you have to meet the children's gross motor needs
- How types of physical play affect attention and learning
- How to create an inclusive gross motor program and
- How to blend physiotherapy, occupational therapy and speech and language pathology goals into a gross motor program

FACILITATORS: **Natalie Swain**, BMR(PT) is a Physiotherapist working in the Outreach Therapy Program at Society for Manitobans with Disabilities. She recently has provided training to child care providers in the areas of gross motor development as well as lifts and transfer training. Natalie has been involved in the childcare profession for the past 11 years.

Heather Skelton, MSc(OT) is an occupational therapist working for the Outreach Therapy Program at the Society for Manitobans with Disabilities. She has been involved in the development and presentation of workshops and courses on a variety of topics for caregivers and childcare staff including pre-printing skills, fine motor skills and gross motor skills.

Bev Afifi, BPT, is a Physiotherapist working for the Society for Manitobans with Disabilities. Bev has 25 years experience with the pediatric population. She has been involved in the development of several workshops dealing with the integration of gross motor and visual motor development within the child care setting.

LOCATION: MCCA
2nd floor, 2350 McPhillips

COST: \$35.00 MCCA Member
\$70.00 Non-member

MAKING THE MOST OF YOUR SPACE

MAK - 001

Wednesday
March 17, 2010
6:30 PM – 9:30 PM

In this workshop participants will learn new and innovative ideas for creative room arrangement in order to maximize play space and increase accessibility/independence for children as well as innovative storage arrangement for centres lacking sufficient storage.

FACILITATOR: **Sue Naroziak** is an instructor in the Early Childhood Education Program at Red River College. She teaches courses in play theory, curriculum and inquiry; child development; emergent curriculum; and aesthetic constructivist environments. Sue is particularly interested in the Reggio Emilia Approach, emergent concepts in creative movement, music and dance, outdoor play environments and building family connections among young souls of all ages.

LOCATION: Victoria Inn
1808 Wellington Ave.
Room: Regency

COST: \$45.00 MCCA Member
\$90.00 Non-member



DISCOVER YOUR TYPE! UNDERSTANDING SELF AND OTHERS: USING MYERS BRIGGS PERSONALITY TYPES

DIS - 001

Thursday
March 18, 2010
8:30 AM – 4:00 PM

Myers Briggs is the world's most widely used personality inventory to help us understand ourselves and others. If you haven't taken it – it is a must; if you have, come with your team and learn about each other!

OBJECTIVE: Gain an understanding of the Myers-Briggs Personality Types to use for your own personal self-understanding, as well as understanding and relating to others more effectively.

- Gain an understanding of your preferred communication style.
- Identify your strengths and how to use them to the best advantage.
- Identify strengths in those different from you - understand those differences.
- Look at your colleagues and others
 - how the different types contribute
 - how to understand and manage personalities – your own and others!
- Determine your leadership style, the advantages, pitfalls and how to maximize your impact.
- Review how MBTI can be used to improve communication, to use in team-building, to reduce stress and conflict, as well as to better understand your clients and colleagues.
- Develop action plans for increased effectiveness.

METHODOLOGY: Each participant will complete the Myers-Briggs Personality Type Indicator Survey prior to or at the workshop. Methods will include lecturette, individual work, group discussion, work in pairs, and small groups.

FACILITATOR: **Heather Erhard** is the Director of Erhard Associates.

LOCATION: MCCA
2nd floor, 2350 McPhillips St.

COST: \$100.00 MCCA Member
\$200.00 Non-member

**"IF LIFE GIVES ME LEMONS, I'LL
LEARN TO MAKE LEMONADE"
PREPARING CHILDREN TO MEET
CHALLENGES**

IFL – 001

**Thursday
March 18, 2010
7:00 PM – 9:00 PM**

In this workshop, developed by the Canadian Child Care Federation, child care practitioners will learn how to enhance children's resilience and problem solving skills. Resilience is the ability to bounce back when things go wrong. We all have resilience in us; it just needs to be developed. The workshop will also address self-confidence, emotional awareness and control, flexibility, empathy and accurate thinking.

FACILITATOR: **Martha Elliott** is a Coordinator in Family and Child Care Resources at The Family Centre. Martha was Senior Developmental Therapist at the Regina and Region Early Childhood Intervention Program and Coordinator of the Healthy Baby Program for the River East Transcona School Division.

LOCATION: MCCA
2nd floor, 2350 McPhillips St.

COST: \$35.00 MCCA Member
\$70.00 Non-member

**FETAL ALCOHOL SPECTRUM
DISORDER TRAINING**

FET – 001

**Tuesday
March 23, 2010
6:30 PM – 9:30 PM**

In this FASD workshop, participants will learn about:

- What FASD is
- Characteristics of individuals with FASD
- Parenting children with FASD
- Meeting the needs of children with FASD in the classroom
- Making child care FASD friendly
- Diagnosing FASD

FACILITATOR: **Judi Daly** has conducted numerous workshops on FASD for both professional and lay audiences. She has worked with children with FASD and their caregivers to help improve functioning in their homes and has staffed an information line for people who have questions about FASD.

LOCATION: MCCA
2nd floor, 2350 McPhillips St.

COST: \$35.00 MCCA Member
\$70.00 Non-member

BACK BY POPULAR DEMAND!
SCHOOL AGE RESOURCE
EVENING

SCH – 001

Wednesday
March 24, 2010
6:30 PM – 9:30 PM

If you missed this resource evening in November, then come join us for an evening of informative fun this spring! The fall session was sold out in a matter of weeks so we are once again offering the School Age Resource Evening in the spring.

All information from each table will be compiled into a booklet and mailed out to all participants after the resource evening. This is included in the cost of the workshop!

Dinner is also included in the workshop fee.

LOCATION: Canad Inns, Garden City
2100 McPhillips St.



COST: \$20.00 MCCA Member
\$40.00 Non-member



Please arrive on time for your workshop. Thank you!

A CHILD CENTRED APPROACH
TO CURRICULUM

ACC – 001

Wednesday
March 24, 2010
6:30 PM – 9:30 PM

An emergent, child centred environment can create an ongoing atmosphere of excitement and positive energy. Entry points into the emergent curriculum approach will be explored based on practical examples of the work. Participants will have an opportunity to share ideas and create their own first or next steps to explore emergent work in their centres.

FACILITATORS: **Marc Battle** is an instructor in the Early Childhood Education Program at Red River College.

Melanie D'Souza has been in the field of Early Childhood Education for more than 20 years. She has been a front line ECE and an administrator in a variety of inclusive infant, preschool, school age, nursery, and family child care settings. Currently, Melanie is an ECE instructor at Red River College, and is a member of the MCCA Ethics committee since 2003.

Brian Harrison is an Early Childhood Education Instructor at Red River College. Brian works with the ECE Workplace program as well as developing courses for online delivery.

Sue Narozniak is an instructor in the Early Childhood Education Program at Red River College. She teaches courses in play theory, curriculum and inquiry; child development; emergent curriculum; and aesthetic constructivist environments. Sue is particularly interested in the Reggio Emilia Approach, emergent concepts in creative movement, music and dance, outdoor play environments and building family connections among young souls of all ages.

LOCATION: Victoria Inn
1808 Wellington
Room: Regency



COST: \$45.00 MCCA Member
\$90.00 Non-member

FUN – 001

Thursday
March 25, 2010
8:30 AM – 12:00 PM

Have you wondered, I have this project but where am I going to get the funds to see it to fruition? When filling out those grant proposals or applications have you questioned what the funder might be looking for and are you putting your best foot forward so your project gets selected to be funded? Once you send off your grant proposal do you know the decision making process for your project to get approved?

Join us for this informative session with four different funders:

Winnipeg Foundation, **Rick Lucier**, Executive Director

Thomas Sill Foundation Inc, **Hugh Arklie**, Executive Director

Manitoba Community Services Council, **Catherine Roberts**, Executive Director

Jubilee Fund, **Rita Borthwick**, Fund Development Manager

Come prepared with your questions.

A light breakfast will be served.

LOCATION: MCCA
2nd floor, 2350 McPhillips St.

COST: \$20.00 MCCA Member
\$40.00 Non-member

ACT – 001

Saturday
March 27, 2010
10:00 AM – 1:00 PM

Active Start is the crucial first step in the development of *physical literacy*, laying the foundation for the development of movement skills which are essential for a lifetime of healthy physical activity. From ages 0-6 years, children need to be introduced to relatively unstructured play that incorporates a variety of body movements. An early active start enhances development of brain function, coordination, social skills, gross motor skills, emotions, leadership, and imagination. It also helps children build confidence, develop posture and balance, build strong bones and muscles, promote healthy weight, reduce stress, improve sleep, learn to move skillfully, and learn to enjoy being active.

Join us as we introduce Sport Canada's initiative to improve the well-being of children- Canadian Sport for Life (CS4L) and the role of ECEs in introducing fundamental movements and linking them together in play.

Please wear comfortable clothing and footwear.

FACILITATORS: **Barb Wierckx** is an ECE III and has worked in child care for 17 years. Barb has worked with all ages of children, filling roles from substitute to administrator, although her main focus has been school-age care. Barb is co-chair of the Ethics Committee, is an Ethics guide, and facilitates Active Start and Handle with Care workshops.

Sheldon Reynolds is a former physical education specialist with over 30 years teaching experience at the primary and junior high level. He is a multi-sport coach who has a strong belief in the practice of fundamental skills and the importance of the ABC's of athletic development at an early age. Sheldon is currently employed by Sport Manitoba as the Coach Education Coordinator.

LOCATION: Discovery Children's Centre
367 Hampton Street

COST: \$35.00 MCCA Member
\$70.00 Non-member



REGIONAL WORKSHOPS

ETB - 004

BEST CHOICES: ETHICS PART IV (BEAUSEJOUR)

Thursday, April 22, 2010 • 6:30 PM – 9:30 PM

This capstone workshop will help you to make a commitment of ethical practice in your daily work and enhance your awareness of your own values, beliefs and assumptions. You will also understand why, when faced with an ethical dilemma, it is difficult to follow through with your best choice. This session is a pre-requisite to enroll in future "Train the Guide" sessions which would prepare you to assume the role of an ethics guide.

* Please note you must have completed ethics Part III at least 6 months from the date of taking Part IV.

* Please bring your ethics certificate and handouts from the previous ethics workshops with you to this workshop.

FACILITATORS: **Mariella Carr** is an ECE and has been in the child care field since 1990 and is currently employed at Discovery Children's Centre. While working with children and adults in various centres over the years she has had the opportunity to take on many types of roles which have inspired her to continue her pursuit of further knowledge and understanding. Mariella believes that part of her own growth in these areas will be obtained while guiding others through the Best Choices, Ethics series.

Sharon Balasko has worked in the field of early childhood education as an educator, administrator and consultant for over 20 years. Currently, Sharon works for Red River College as the Curriculum Coordinator and Instructor in the Early Childhood Education Program. Sharon also teaches with the University of Manitoba's Department of Family Social Sciences in the Faculty of Human Ecology.

LOCATION: Superior Inn and Conference Centre in Beausejour, MB.
(1055 Park Ave. & Hwy. #44)



COST: \$35.00 MCCA Member
\$70.00 Non-member

NOR - 001

NORMAN PROFESSIONAL DEVELOPMENT DAY

Saturday, March 20, 2010

9:00 AM – 12:00 Noon

Searching for the Meaning in Play

"You're searching, Joe, for things that don't exist; I mean beginnings. Ends and beginnings – there are no such things. There are only middles." Robert Frost

Regardless of which curriculum approach you follow, in order to develop meaningful curriculum and places for children one must observe what children are doing and plan accordingly. The trouble lies in that we are perfectly able and skilled to observe and assess the child when there is trouble, but we doubt ourselves when it comes to watching them play. We find ourselves having difficulty finding the "middles."

In this workshop we will use a series of video observations of a child and develop understanding of her play through discourse and discussion; creating planning options and room decisions as a result. The workshop will also highlight documented curriculum that has occurred due to an engage adult present in the lives of children.

FACILITATOR: **Marc Battle** is an instructor in the Early Childhood Education Program at Red River College.

Please note: Lunch will be served from 12:00 pm – 1:00 pm and is included with your registration fee.

LOCATION: Wescana Inn
The Pas, Manitoba



COST: \$100.00 MCCA Member \$200.00 Non-member



WINTER 2010 PROFESSIONAL DEVELOPMENT WORKSHOPS

REGISTRATION PROCEDURE & POLICIES

- You must be a personal member of the MCCA to qualify for preferred pricing. To confirm your membership number check your card or ask your director.
- Please check our website to see which workshops are full or have been cancelled.
- Your registration will not be processed unless we have received your completed registration form detailing sessions you would like to be registered for with payment enclosed. No invoices or post dated cheques.
- Telephone and faxed registrations will not be accepted.
- Registration deadline is one day prior to each session unless otherwise indicated.
- Methods of Payment:

Cheque, Visa or Mastercard are accepted. Interac is available for in person registration. Mail your registration and payment to:

MCCA
2nd Floor, 2350 McPhillips Street
Winnipeg, MB R2V 4J6

If you are paying by credit card then you must register online. Go to www.mccahouse.org and click on the professional development button and then the workshop online registration.

- Receipts will be emailed (registrations by credit card) or mailed (registrations by cheque).
- If you are unable to attend a workshop that you have registered for and would like to send someone in your place (must be from the same centre and must be a

member if replacing a member) email Dianne Jones-Pearson before 3:30pm prior to the workshop at djonespearson@mccahouse.org.

- We require the name of the replacement so that a participant certificate can be prepared for the new person attending.
- Any substitutions made after 3:30pm prior to the workshop will require a \$5.00 payment (to be paid at workshop) for a replacement certificate.
- **Refunds will not be issued for missed workshops.**
- To replace a "Certificate of Participation" the cost is \$5.00.
- You will receive a certificate of participation on the day of your workshop.
- Mark the workshops you have registered for on your calendar as we will not call out reminders.
- If enrollment for any workshops is insufficient, MCCA reserves the right to cancel or reschedule it. In such instances, registrants will be notified and the fee refunded.
- In the event that weather prevents a participant (from outside of Winnipeg) from attending a workshop, a workshop credit will be granted. This credit will only be granted if Environment Canada has recommended that a specific highway not be travelled on or is closed. A workshop credit allows the transfer of money from one workshop towards a future workshop and must be used in the same year.
- We reserve the right to change the workshop location. Registrants will be notified by phone or email.



PROFESSIONAL DEVELOPMENT WORKSHOP REGISTRATION FORM

NOTE: If you are only registering yourself, your name is not required in the workshop section. If you are a centre/organization registering more than one individual, please indicate the name of each person registering beside the workshop they have chosen. (please print names to ensure proper spelling on certificate)

Name: _____ MCCA # _____

Home Address: _____ City/Town: _____ Postal Code: _____

Home Phone: (204) _____ Work Phone: (204) _____ Email: _____

Centre/Organization Name: _____ MCCA # _____

Address: _____ City/Town: _____ Postal Code: _____

Cheque #: _____

Amount: \$ _____

Date Received: _____

Mail registration to: Manitoba Child Care Association
2nd Floor, 2350 McPhillips Street, Winnipeg, Manitoba R2V 4J6

***If you wish to pay by credit card please use our online payment options.*