



Community Child Care Connection Self-Study Materials – Policies and Procedures

I. What are self-study materials?

- Self-study materials are professionally developed learning packets that focus on a variety of issues/topics related to childcare. They can be used to achieve training hours. Community Child Care Connection, Inc. has compiled a number of these self-study materials in compliance with our mission to enhance the professional growth of childcare providers and the community about issues related to children.

II. Who can check out self-studies?

- Self-studies are available to anyone currently employed in the Early Care and Education field. However, priority will be given to individuals (Family Child Care Homes and Child Care Centers) whose information is current on CCCC's provider database.

III. How long does it take to complete a self-study packet?

- Each video differs in duration, however, each packet should take approximately two hours to complete. This includes viewing the video, completing the written evaluation of the video content, and the individual's assessment of what was learned from the training material.

IV. How do I check out a self-study packet?

- Contact the Resource Specialist at CCCC by calling (800) 676-2805 extension 8534. Or come into our office located at 1004 N. Milton Ave. in Springfield.
- A Self-Study Packet Agreement form **must** be completed **and** payment received before self-study packets will be given out.

V. How long can I check out the self-study packet and how do I get it back to CCCC?

- There is a two-week time limit for each self-study packet. This timeframe includes mailing the packet to the provider and, upon completion, mailing the packet back to CCCC.
- CCCC is **not** responsible for return postage; this is the provider's responsibility.
- The Quality Counts Resource Van is **not** responsible for drop-off/pick-up of self-study packets.

VI. What happens when I return the self-study packet to CCCC?

- The Resource Specialist or designated staff will review the evaluation form and the assessment. Following the review, he/she will determine if a training certificate should be issued. *Please allow up to 4 weeks from the date that CCCC receives the self-study packet for this determination to be made.*
- Any self-study packet submitted to CCCC for review that does not meet established quality standards for the training certificate will be denied. The person forfeits the initial payment and will be responsible to pay an additional fee to retake the evaluation.

VII. How many self-study packets can be checked out at one time?

- An individual can check out a maximum of two self-study packets at one time.

VIII. How much does it cost to check out a self-study packet?

- There is a \$15 charge if the self-study packet is picked up at the CCCC office. There is a \$20 charge if requesting the self-study packet by mail.
- If more than one individual from the same program wants to do the same self-study packet, **EACH** individual must complete an agreement form and pay the necessary fee. **NO EXCEPTIONS!**
- Any individual who loses or returns a damaged self-study packet will be assessed a \$500 replacement charge. Payment arrangements can be made with approval from the Core Services Manager or Executive Director.
- Any outstanding balances with CCCC may impact an individual's access to funding (Professional Development Funds, Accreditation/Credential funds, Quality Counts Grants) until payment is made in full.
- Any individual who has an outstanding balance will not be able to access any of the resource library services or self-study packets until items are returned or payment is made in full.

IX. What if the self-study packet is not returned on time?

- For any item that is not returned to our office by the two-week deadline, the individual will be assessed a \$5.00 late fee *per day* for up to fourteen days (\$70.00 maximum). If the item is not returned within this fourteen-day period, the item will be considered lost and a \$500 replacement fee will be assessed.

YOU MUST COMPLETE AND RETURN THIS PAGE

I have read the Community Child Care Connection Self-Study Materials – Policies and Procedures. By signing below I am agreeing to all terms and conditions indicated in these policies.

Name

Printed: _____

Signature: _____ **Date:** _____

Address: _____
(Street) (City) (Zip)

County: _____ **Telephone:** _____

E-Mail: _____

Please check *all* that apply:

- I provide care in a center setting.
- I provide care in a home setting.
- My daycare home is license exempt.
- I am not a child care provider.
- Please send me a CCCC Training Calendar.
- Please send me information about joining the CCCC Lending Library
- Please send me _____

Please list self-study you wish to check out:

1st Choice: _____

2nd Choice: _____

Or list type of area you are looking for: (example: discipline, infant/toddler development, etc.)

Enclosed is \$_____ for payment of self-studies. (Checks payable to CCCC)