

# Winter 2012 Workshop Series

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**PROFESSIONAL DEVELOPMENT**

**The Manitoba Child Care Association**

Visit us online at [www.mccahouse.org](http://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 1021 Court Medical Centre parking lot is a paid parking lot. It is \$1.00 for the first hour and \$2.00 for the whole day. So remember to bring your loonies (it doesn't take toonies) and purchase a ticket. MCCA is not responsible for towed vehicles so ensure that you are parking in the paid parking lot or on the street.

*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. 227) 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?



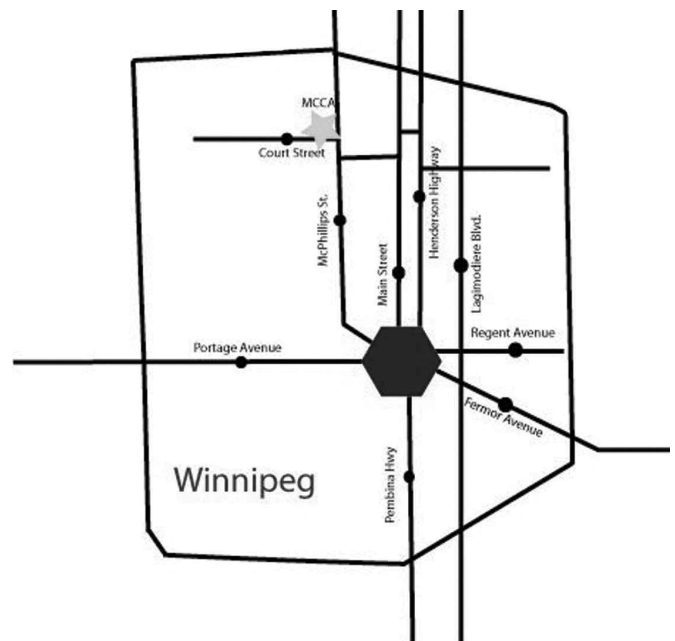
If you are paying by credit card then you must use our online registration. Go to [www.mccahouse.org](http://www.mccahouse.org), click on the professional development button, select workshops and then click on the link to access on the online registration. We will not accept any faxed registrations for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



# A New Service from MCCA's Professional Development Department

## Professional Development Brought To Your Door!

Are you looking for a workshop that would benefit all of your staff? Are you looking for some professional development for a staff meeting or a staff retreat? Have you attended a workshop and wished all of your staff heard the same message? If you answered yes to any of these questions then perhaps we have the solution. Beginning December 2011, you can now contact MCCA to arrange for a professional development opportunity for your centre or perhaps you want to share a workshop or seminar with another centre. This service is available to all of our members across the province.

MCCA has an extensive database of presenters, many of which have been presenting for MCCA for many years. Due to this consistent relationship with us, the presenters may be able to provide a discounted rate for a centre specific workshop when booked through MCCA. All you need to do is contact Karen Gander at [karengander@mccahouse.org](mailto:karengander@mccahouse.org) and provide the following information:

- Topic you are seeking
- Number of staff that will participate
- Possible dates and times for your event
- Budget

Then MCCA will do a search to match your topic & budget with a presenter in our database and we will provide the following:

- Initial contact of the presenter
- Contract with the presenter
- Organize audiovisual, handouts, etc.
- Invoice the centre
- Provide participation certificates for your staff
- Provide evaluation forms
- Payment of the facilitator

The cost for this service is 20% of what the presenter contract will be. For example, let's say the presenter is going to charge \$500.00, MCCA will collect \$100.00 for the service and the centre will be billed \$600.00. Please try to give MCCA as much notice as possible, (min. 3 weeks) to your possible date.

If you have questions or are interested in having MCCA book your next professional development event, contact Karen Gander at 336-5062 or toll free 1-888-323-4676 ext. 224.

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.

## Watch for this!



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

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.

## THE PEDOGOGICAL LEADER COMMUNITY OF PRACTICE

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### PED – 001

**Tuesday**  
**January 24, 2012**  
**9:00 AM – 11:30 AM**

### PED – 002

**Thursday**  
**March 22, 2012**  
**9:00 AM – 11:30 AM**

Many directors and assistant directors who attended the 11th Annual Directors Conference – Leading a Year of Reflection, gave the conference rave reviews and commented that the institute provided “valuable information but what happens after the institute” and “how do we keep it alive in our centres”. The group met in 2011 every 2nd month excluding the summer. A group of 12 – 16 directors and assistant directors met to discuss how they are “keeping the vision alive” by sharing ideas, resources, and assisting in planning next professional development steps for their staff.

In order to attend this networking group you must have attended the two day institute with Margie Carter & Deb Curtis back in September 2010. **You did not have to attend any of the previous meetings to join in this year and you do not have to register for both meetings, you can just come to one.** Once you register, approximately one week before the meeting you will be sent an agenda by Karen Gander. If you are interested in attending the meeting but live out of town then you can participate via conference call, please indicate this on your registration or email Karen Gander to receive the information for participating via conference call.

**FACILITATOR:** **Karen Gander** is MCCA's Professional Development Manager

**LOCATION:** MCCA  
2nd floor, 2350 McPhillips St.  
Located in the Royal Bank building on the corner of Court Ave & McPhillips Street

**COST:** \$10.00 MCCA Member  
\$20.00 Non-member  
*Reminder:* You must have attended the two day institute that was held on Sept. 28 & 29, 2010 to attend these meetings.

## PAY YOURSELF OR PAY THE GOVERNMENT: THE IMPORTANCE OF RECORD KEEPING FOR FAMILY CHILD CARE

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### PAY – 001

**Saturday**  
**January 28, 2012**  
**10:00 AM – 12:00 PM**

This two part session will discuss the need to keep complete and accurate documentation and how lack of documentation can hurt you and your business.

The first part of the workshop will cover why you keep documents, what documents to keep and some options to keep you from drowning in paper. The second part will go more in-depth about documentation needed to complete a family daycare tax. This will build into a discussion on preparing a family daycare return and will include a question and answer segment.

**FACILITATOR:** **John Koppel** is a Certified Management Accountant. He has over 25 years experience working in fields ranging from Accounting, Information Systems and Accounting. He is presently employed as Manager, Budgeting and Reporting for Arctic Glacier Inc.

Over the last 10 years he has provided tax services to several family child care providers in Winnipeg.

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\$50.00 Non-member



**Please arrive on time for your  
workshop. Thank you!**

# BEST CHOICES: ETHICS PART IV

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**ETH – 004**

**Thursday  
February 2, 2012  
6:30 PM – 9:30 PM**

In Manitoba and Canada, those who work in early learning and childcare environments have a code of Ethics to guide our standards of practice. Using this code is a professional obligation. This four part series occurs in a specific order, with each workshop a pre-requisite for the following session. The series helps us to use this code in our daily practice and continues to receive rave reviews. Here's your chance to join us in some serious fun!

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:* **Sheila Bogoch** is an ECE III. She has been employed at the Behavioural Health Foundation, a residential addictions treatment centre, since 1989, where she has fulfilled a number of roles including director of the on-site licensed daycare, parenting facilitator, counselling for adults and families, and facilitator of FASD education. Sheila is also a mother, grandmother, and long-time volunteer with Amnesty International.

**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.

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

# AN INTRODUCTION TO THE ROLE OF CULTURE

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**AIT – 001**

**Monday  
February 6, 2012  
6:30 PM – 9:30 PM**

Participants will examine cultural assumptions, beliefs, values, expectations and their effects on organizations and communities.

*FACILITATOR:* Starting out as a Basic French specialist, **Glenda Whiteman** has taught many subjects at every grade level in several Manitoba schools. In the late 90's she transitioned to teaching English as an Additional Language subjects to adult immigrants. Many of these EAL and Workplace English courses related to skill building around finding and keeping employment. In 2006 Glenda was invited to participate in the first intake of what is now called the Manitoba Diversity and Intercultural Training Program and she loves it! Being a Diversity Consultant means knowing that every job she takes on translates into a positive immediate difference for participants. Glenda has worked with local industry and foreign trained professionals providing tailor-made training on topics such as Improving Workplace Communication, Teambuilding, Workplace Culture, and Canadian Workplace Norms. Glenda has studied a few other languages, and experienced living and working in a foreign country. She has taught Community based language training, Workplace English, and Intensive English at institutions throughout Manitoba. She has developed and delivered Culture and Diversity workshops in industry, for administrators and teachers, for settlement workers, and for foreign-trained professionals, and she sometimes writes curriculum support documents for Manitoba Labour and Immigration.

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*COST:* \$40.00 MCCA Member  
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# PREVENTING WORKPLACE BULLYING

PRE – 001

**Tuesday**  
**February 7, 2012**  
**7:00 PM - 9:00 PM**

Bullying is increasingly becoming recognized as a serious problem in Manitoba workplaces.

We will discuss the negative impact on the individual including on mental and physical health. Changes to Manitoba's Safety & Health Regulations ensure that workers are better protected from all forms of psychological harassment, including bullying. Through a participatory approach, we will provide skills and knowledge needed to recognize and prevent behaviours (bullying) that threaten healthy workplace environments.

This workshop is geared to workers and members of the joint workplace health and safety committee.

In this workshop, participants will:

- understand what is workplace bullying
- discuss the effects of bullying on you and your workplace
- explore ways (tips) for you and the workplace to prevent workplace bullying and create a respectful work environment
- available resources

**FACILITATORS:** **Diane Gagnon** is a Canadian certified occupational health nurse. She has worked at the Occupational Health Centre for the past 20 years. Diane has been involved in working with workplace health and safety committees in providing preventative services and in providing information and education on a variety of health and safety topics.

**Karen Hamilton** is the Health Educator at the Occupational Health Centre. Her experience is focused on the work-related health issues and concerns of newcomer workers using a community capacity building approach.

The MFL Occupational Health Centre is a community health centre specializing in workplace health and safety. The Centre is funded by Winnipeg Regional Health Authority.

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

# BEHAVIOUR BASICS

BEH – 001

**Wednesday**  
**February 8, 2012**  
**7:00 PM – 9:00 PM**

Do you ever catch yourself saying "NO! NO! NO!" all day long? This workshop offers basic strategies and techniques to handle the everyday challenges of children in childcare. Prevention, Emotional control, Guidance & Skill building are some of the areas covered.

**FACILITATOR:** **Donna Tom-Brannan** is an ECE III who has worked in the field for 25 years. She is formerly from Ontario - having lived in Winnipeg for 4 years. After working with teenage parents and as a child care coordinator with the province, today she is happy to have returned to licensed child care -greeting the children, families and staff of Little People's Place where she is the Executive Director.

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## Workshop Confirmations

### **Paying online with credit card:**

If you have registered for a workshop online you will automatically be sent an email confirming registration for 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 registrants name and workshop(s). Please make a copy of your registrations and mark them in you 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 their workshop is being held.

# CALLING 911 – HANDLING CHILD CARE EMERGENCIES

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**CAL – 001**

**Wednesday  
February 8, 2012  
9:00 AM – 11:30 AM**

Luckily, throughout the years our child care programs have not been plagued with emergencies that require, the police, fire department, ambulance, or bomb squad but in the past two years a few emergencies/crisises (fire, bomb threat, etc.) have happened at different child care programs around the city. Join us to listen to a panel of four child care directors who will share their stories regarding the emergencies they faced, how they dealt with them and what they learned from the incidents. There will be time for questions.

**FACILITATORS:** **Debbie Kessler** has worked at KinderWorld Daycare Inc. for the past 22 years. She has been Director since 1993. She took her ECE training in Saskatoon and her Daycare Management through the University of Manitoba.

**Jan Ranson** started her professional career as an Early Years Teacher at Falcon Lake School. She taught a multi grade classroom of children grades 1-4 for 5 years. After moving to Winnipeg, she took a short term position in the child care field and 20 years later is still here. Jan has been the Director of Peek-A-Boo Infant Child Care for the past 18 years.

**Carol Jones** is a single mom and the Executive Director of Sugar N Spice Day Care Centre in Riverbend. She has been in the child care field for over 25 years, 12 years as a Director.

**Lucille Leclerc** is the founder and director of Elmwood Day Nursery since 1976. In addition to Lucille being an ECE III she has a Bachelor of Social Work.

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# BEST CHOICES: ETHICS PART I

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**ETH – 001**

**Thursday  
February 9, 2012  
6:30 PM – 9:30 PM**

In Manitoba and Canada, those who work in early learning and childcare environments have a code of Ethics to guide our standards of practice. Using this code is a professional obligation. This four part series occurs in a specific order, with each workshop a pre-requisite for the following session. The series helps us to use this code in our daily practice and continues to receive rave reviews. Here's your chance to join us in some serious fun!

The first in the 4 part series explores the relationship among beliefs, values and ethics and how these impact your actions. This also broadens our understanding of others. This session is the pre-requisite for the other three parts of the ethical journey. MCCA provides participants with a certificate which tracks your journey through all four parts.

**FACILITATORS:** **Sheila Bogoch** is an ECE III. She has been employed at the Behavioural Health Foundation, a residential addictions treatment centre, since 1989, where she has fulfilled a number of roles including director of the on-site licensed daycare, parenting facilitator, counselling for adults and families, and facilitator of FASD education. Sheila is also a mother, grandmother, and long-time volunteer with Amnesty International.

**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.

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# HANDLE WITH CARE- BUILDING BLOCK 2: Building and Ensuring Positive Self Esteem

# BEST CHOICES: ETHICS PART II

**HAN – 002**

**ETH – 002**

**Wednesday  
February 15, 2012  
6:30 PM – 9:30 PM**

**Thursday  
February 16, 2012  
6:30 PM – 9:30 PM**

Handle with Care is a program for promoting the mental health of you children in community-based child care. Developed by the Canadian Mental Health Association and the Toronto-based Hincks-Dellcrest Centre, this 9 unit program provides child care practitioners with ideas and strategies for promoting the mental health of children between ages 0 – 6.

Building Block 2 of the program centers around how fostering children's self-esteem involves helping them recognize and appreciate who they are and what they can do. Using a mix of small group activities and large group discussion, participants will learn how self-esteem is a central issue in children's development and mental health. As well, the importance of temperament, of both children and child care participants, will be explored.

**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 at this workshop. 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:** **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.

**Barb Wierckx** is an ECE III and worked in child care for 18 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 chairperson of the Ethics Committee, is an Ethics guide, and facilitates Active Start and Handle with Care workshops.

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In the second session, the MCCA Code of Ethics is introduced as the field's core professional principles and how they are "lived" in our daily work. The code becomes our primary tool in ethical practice.

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

**FACILITATORS:** **Sheila Bogoch** is an ECE III. She has been employed at the Behavioural Health Foundation, a residential addictions treatment centre, since 1989, where she has fulfilled a number of roles including director of the on-site licensed daycare, parenting facilitator, counselling for adults and families, and facilitator of FASD education. Sheila is also a mother, grandmother, and long-time volunteer with Amnesty International.

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# REFLECTING TOGETHER THROUGH COMMUNITIES OF PRACTICE

# BEST CHOICES: ETHICS PART III

REF – 001

ETH – 003

**Tuesday**  
**February 21, 2012**  
**6:30 PM to 8:30 PM**

**Thursday**  
**February 23, 2012**  
**6:30 PM – 9:30 PM**

Were you at the Learning Together with Infants and Toddlers Institute this fall with Deb Curtis and Anne Marie Coughlin? Are you missing your Community of Practice? Do you want to talk to others who were at the institute and see where they are at?

This gathering will offer an opportunity to continue the dialogue and the practice of becoming a more reflective practitioner. Have you become more reflective and self aware? How do you use photos to increase your understanding of children and their curiosity? Have you developed your own curiosity.....do you step inside the play of children? Do you see the details?

Come and share and learn from each other. This will be your time to engage each other, to continue the momentum of the Institute and to gather new ways of understanding the lively minds of children.

Those who attended the Learning Together with Infants and Toddlers Institute (Oct. 14 & 15) are eligible to register for this gathering. After registering you will receive an email of an article that will be discussed at the gathering.

**FACILITATORS:** **Brigitte Insull** is the Executive Director of the Seven Oaks Child Day Care Centre, Inc. and is a member of the Inclusion Committee.

**Susana Lam** is an Early Childhood Educator, in practice for 14 years and currently at the Seven Oaks Child day Care Centre, Inc. She has passionately supported both inclusive practices and the development of natural outdoor opportunities for children. In the past year Susana has mentored and coached staff in their exploration of pedagogical learning and becoming a more reflective teacher. She continues to be motivated by the Manitoba Reggio-Inspired Coalition of Educators (MB RICE), the Manitoba Nature Action Collaborative for Children (MNACC) and the Community Living Child Care Inclusion Committee.

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In the third session, the complexity of Best Choice decision making becomes more apparent. You will explore what should be considered prior to making the best choice when faced with ethical dilemmas. Using the Code, you will practice developing a mindful process of ethical decision making.

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

**FACILITATORS:** **Sheila Bogoch** is an ECE III. She has been employed at the Behavioural Health Foundation, a residential addictions treatment centre, since 1989, where she has fulfilled a number of roles including director of the on-site licensed daycare, parenting facilitator, counselling for adults and families, and facilitator of FASD education. Sheila is also a mother, grandmother, and long-time volunteer with Amnesty International.

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# Come and spend the day with the famous OOEY GOOEY LADY® – Lisa Murphy



ADA– 001

Saturday, February 25, 2012  
9:00 AM – 4:00 PM

## WHAT IF TODAY WAS THEIR ONLY DAY?

In this motivational keynote address Lisa shares the powerful story of her first day of school. Through active and engaging storytelling Lisa brings you back to her first day, taking you on a grand tour of Miss Mary's Nursery School. And, in the style she has become famous for, she shares many observations, lessons and anecdotes about how early childhood has changed along the way. Lisa will share the sights sounds and smells of the place where, at the young age of three, she decided to become a teacher and identifies the how, and why, that one day solidified her decision to become an educator. This inspiring keynote gets participants back in touch with their personal how and why. It gets them excited and motivated and it will get them thinking: If it WAS their only day, what will they remember?

## Sensory Play for Every Day!

In addition to being a dynamic presentation of Lisa's signature high-energy workshop, this one-of-a-kind workshop will supply you with 6 tables of hands-on art, science and sensory play activity ideas as well as the "wolf words" that support their use in your classroom! Participants will be invited to come up on stage and play with the experiences at the end of the demonstration.

## THE IMPORTANCE OF EARLY EXPERIENCES:

### How playing IS Kindergarten readiness!

During this session Lisa will identify the seven things we need to do with children each day. These seven things make up the foundation that supports the house of higher learning. There is nothing wrong with the "academic" expectations within this house: reading, writing, math... the trouble is that many early childhood educators are being pressured to build a house where there is no foundation. And you do not need to be an architect to know that if you build where there is no foundation, the house will come crashing down! Playing is "getting them ready" and this workshop, with an investigation of each of the "seven things," shows you how! This session has become one of Lisa Murphy's most popular and oft requested workshops. By making time to create, move, sing, discuss, observe, read and play we are getting children ready not just for kindergarten, but for life!

## 10 LITTLE HOT DOGS FRYIN' IN THE WHAT?!?!

**Finger plays, rhymes and chants for transition time, circle time or any time!**

She learned from the best and will now share with you! Join Lisa as she teaches you many classic fingerplays that have withstood

the test of time and some that are destined to become future favorites! Sure to be a crowd pleaser, be sure to leave your inhibitions at home and come ready to sing, play, clap and shout along!



Lisa Murphy, B.S., has been involved with early childhood education for over 20 years. She has taught and worked with children in various environments including Head Start programs, kindergarten, private preschools, family childcare, park and rec centers, group homes and many child care centers.

Lisa is the founder and CEO of Ooey Gooley, Inc. As the *ooey gooley lady*®, Lisa presents over 150 workshops each year to audiences across the country on various topics related to early childhood education, specifically how to be more play-based in the classroom. She has been featured in various publications including *Child Care Business Exchange*, *Parents* and *Pre-K Today*. Lisa has authored four books and has created dozens of teacher training DVD's. A highly sought after keynoter for educational conferences, Lisa uses humor and real life anecdotes to reach and engage her audiences. Lisa's standing room only seminars have become nationally known for their information, humor, inspiration and energetic delivery. Frequently asked if she has ever been a stand up comic, Lisa practices what she preaches and continues to blend the laughter with the learning! Lisa has become known for her ability to link hands-on activities to educational standards and is dedicated to creating child-centered, play-based early childhood environments. Her commitment to reinforcing the importance of play in the lives of children is obvious in both her professional and personal life.

Lisa lives in Upstate NY with her husband Tom and their dog Otis. She is always working on new books and articles but is no longer allowed to announce when they will be finished... You can learn more about Lisa at [www.ooeygooley.com](http://www.ooeygooley.com) and can follow her adventures on Facebook, YouTube and Twitter.

LOCATION: Victoria Inn  
1808 Wellington Ave.



COST: \$110.00 MCCA Member (Includes Lunch)  
\$220.00 Non-member  
\*Please indicate if you require a vegetarian lunch.

# CERIDIAN WELLNESS EVENING

# LEARNING ABOUT LEARNING STORIES

WEL- 001

LEA - 001

**Monday**  
**February 27, 2012**  
**6:30 PM – 8:30 PM**

**Wednesday**  
**February 29, 2012**  
**7:00 PM – 9:00 PM**

Join us for an evening with a trainer from Ceridian as we explore two topics:

## **Building Trust at Work and in Personal Life**

In *The 7 Habits of Highly Effective People*, Stephen Covey talks about the idea of an “emotional bank account” – the reserves of trust that we build up in our relationships with people. When there is a lot of trust between people, the bank account is full. We feel safe, committed, and comfortable with the other person. When trust levels are low – when the bank account is overdrawn – relationships feel strained. People aren’t committed, they don’t work cooperatively, and they feel threatened by one another.

This seminar is designed to help participants understand the importance of having trusting relationships in personal life as well as at work. It offers strategies for developing and sustaining behaviour that engenders integrity and character – two traits that underscore trust.

Participants will be able to:

- Look at the role that trust plays in work and personal life
- Assess how trusting they are
- Identify the qualities that build trust
- Learn strategies for building trust in their personal and work relationships
- Learn ways to rebuild trust when there’s a problem or misunderstanding

## **Don’t Take it Personally: How to Set Healthy Boundaries in the Workplace**

Participants will learn to:

- Describe the concept of “boundaries”
- Pinpoint triggers for strong feelings and what constitutes a boundary violation
- Understand the role that healthy boundaries play in employee and organizational success
- Learn strategies for setting boundaries with co-workers and customers.

FACILITATOR: TBA

LOCATION: MCCA  
2nd floor, 2350 McPhillips St.  
Located in the Royal Bank building on the corner of Court Ave & McPhillips Street

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

Are you a Reflective Teacher? A different innovative approach to practicing reflective teaching is using *Learning Stories*. Learning stories are a great way of recording a child’s learning and interests. Find out how to use learning stories to highlight the learning opportunities for the children in your centre as well as to promote professional development among your staff.

There is no real right or wrong way to write a learning story. The stories will describe what children can do rather than what they can’t do. By describing a child’s strengths or interests, teachers-researchers can learn how to use this tool for planning future activities for children. Learning stories encourage staff to include their feelings about what they observe a child doing. Learning stories also invite parents to add their reflections to the story.

This workshop will teach participants the elements of a good learning story. Participants will learn how to develop a learning story and how best to use them. Join us to find out how learning stories can be used as a valuable part of your curriculum. Discover how they can be linked to your centre’s vision and philosophy.

**FACILITATORS:** **Cassandra Fines** is the Director of the Crossways Unit of Day Nursery Centres and has been in child care for over 10 years. Cassandra has presented for MCCA RRC.

**Donna Freeman** has been working in Early Childhood Education for more than 28 years. Donna is currently the Director of Programs and Operations at Discovery Children’s Centre. Donna is also an inclusion advocate and has been a speaker for several conferences including MCCA, Community Living Manitoba, Specialink and St Amant.

**Sharon Lee** has been working in early learning and child care for over 23 years. She is an ECE III and Assistant Director at K.I.D.S. Inc. Sharon has experience on boards of directors and workshop facilitation for ECEs and families.

LOCATION: MCCA  
2nd floor, 2350 McPhillips St.  
Located in the Royal Bank building on the corner of Court Ave & McPhillips Street

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

## BEST CHOICES: ETHICS PART III

## CHILD CARE 101 FOR CCAS

**BES – 003**

**CCC – 101**

**Saturday**  
**March 3, 2012**  
**9:00 AM – 12:00 PM**

**Monday**  
**March 5, 2012**  
**6:30 PM – 9:00 PM**

In Manitoba and Canada, those who work in early learning and childcare environments have a code of Ethics to guide our standards of practice. Using this code is a professional obligation. This four part series occurs in a specific order, with each workshop a pre-requisite for the following session. The series helps us to use this code in our daily practice and continues to receive rave reviews. Here's your chance to complete two parts on the same day and join us in some serious fun!

**FACILITATORS:** **Mariella Carr** is an E.C.E. and has been in the field since 1990. While working with children and adults in various centers over the years she has had the opportunity to take on many types of roles which have inspired her to continue her Ethics journey. Mariella believes that part of her own growth will be obtained while guiding others through the Best Choices, Ethics series.

**Barb 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 chairperson of the Ethics Committee, is an Ethics guide, and facilitates Active Start and Handle with Care workshops.

**LOCATION:** MCCA  
2nd floor, 2350 McPhillips St.  
Located in the Royal Bank building on the corner of Court Ave & McPhillips Street

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

This workshop is designed for child care assistants who have worked less than a year in the field of early learning and child care or those that are needing a refresher. Information on learning through play, behaviour management, handling transitions, positive wording, developmentally appropriate practices are some of the topics that will be covered. There will be scenarios provided and plenty of opportunity for group discussion.

**FACILITATOR:** **Donna Tom-Brannan** is an ECE III who has worked in the field for 25 years. She is formerly from Ontario - having lived in Winnipeg for 4 years. After working with teenage parents and as a child care coordinator with the province, today she is happy to have returned to licensed child care - greeting the children, families and staff of Little People's Place where she is the Executive Director.

**LOCATION:** MCCA  
2nd floor, 2350 McPhillips St.  
Located in the Royal Bank building on the corner of Court Ave & McPhillips Street

**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 following part 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. 227 with the name of the substitute.

## EXPLORING THE CHALLENGING BEHAVIOURS (PRESCHOOL)

## NATURAL PLAYSCAPES FOR OUTDOORS

EXP – 001

NAT – 001

**Tuesday**  
**March 6, 2012**  
**6:30 PM – 8:30 PM**

**Wednesday**  
**March 7, 2012**  
**7:00 PM – 9:00 PM**

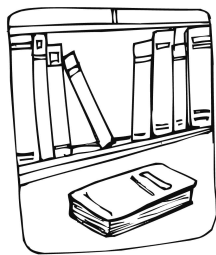
ECE's create social and physical environments that can reduce or exacerbate problems. Think about your own responses to challenging behaviors. Biting, swearing, temper tantrums and aggression will all be touched on in this refreshing approach to guiding behavior that puts the focus on understanding behaviors within the context of relationships, our environments and our own responses, rather than controlling the child.

**FACILITATORS:** **Brigitte Insull** is the Executive Director of the Seven Oaks Child Day Care Centre, Inc. and is a member of the Inclusion Committee

**Joanne Vinet** is an instructor at the St. Boniface College and is a member of the Inclusion Committee.

**LOCATION:** MCCA  
2nd floor, 2350 McPhillips St.  
Located in the Royal Bank building on the corner of Court Ave & McPhillips Street

**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.

Dave Hanson of Sage Garden Herbs will share 10 great ideas for transforming outdoor spaces into eco-friendly, engaging and most importantly fun gardenscapes! This course will include details on planting herbs, vegetables, fragrant plants, and plants that attract beneficial wildlife such as butterflies and ladybugs. All ideas presented will be framed around the goals of sustainability and low maintenance requirements, and can be adapted for in ground, planter box, or raised bed gardens.

**FACILITATOR:** **Dave Hanson** is the founder and co-manager of Sage Garden Herbs, along with his wife Evelyn Yauk. Dave has been interested in herbs since a young age, always amazed by the variety of naturally occurring aromas and flavours found in plants.

He got his start in herbal greenhouse work as a teenager, working at Maitland Greenhouse in Nova Scotia. The indelible aroma of that herbal greenhouse cemented Dave's passion for sensory plants, and he has since spent countless hours growing, collecting, and education on the topic. Today, Dave is a recognized authority on cold climate herb gardening and natural gardening techniques, appearing frequently in print, radio and tv media gardening pieces. One of his main goals is to find fun, innovative ways to inspire gardeners, and challenge the boundaries of what home gardeners expect to grow. In recent years, Dave has become excited about vegetable growing in small spaces and putting to practice natural/organic gardening techniques that are not only good for the Earth, but also make gardening easier!

**LOCATION:** MCCA  
2nd floor, 2350 McPhillips St.  
Located in the Royal Bank building on the corner of Court Ave & McPhillips Street

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

## ACTIVE START

## DECODING CONTROLLING & AGGRESSIVE BEHAVIOUR IN CHILDREN

ACT – 001

DEC – 001

**Thursday**  
**March 8, 2012**  
**6:30 PM – 9:30 PM**

**Saturday**  
**March 10, 2012**  
**9:30 AM – 12:30 PM**

Young children need to be introduced to 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.

How can ECEs promote physical literacy in young children? Join us as we explore Sport Canada's initiative to improve the well-being of Canadians and to encourage sports participation - *Canadian Sport for Life (CS4L)*. This workshop has been re-worked to include Games with a Purpose, a DVD guide developed by Sport Manitoba and is suitable for ECEs who work with pre-school and younger school-age children.

Please wear comfortable clothing and running shoes.

All participants will receive a copy of the DVD Games with a Purpose, courtesy of Sport Manitoba.

**FACILITATORS:** **Barb Wierckx** is an ECE III and worked in child care for 18 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 chairperson 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:** Sport Manitoba  
145 Pacific Avenue



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

We will explore what are likely underpinnings of the child's disruptive and dangerous behaviours and look at a number of things Centre staff can do to assist these children. Using information through the Circle of Security framework, an attachment model, we can develop solutions to help children come to rely on helpful adults, and help the adults sort out what the child's salient needs are and how best to meet those needs.

We will also cover ways to initiate discussions about the child with parents, and how to help parents access suitable resources.

**FACILITATOR:** **Joanne Brown** has been a social worker for over 20 years, working exclusively with families who are experiencing stresses that have interfered with their ability to parent. As a founding Board member of the Attachment Network of Manitoba, Joanne has an interest in the research generated around child/parent attachment and has been trained by experts in North America on attachment based models of assessment and intervention. Joanne works with the Reaching Out Project at New Directions' Parenting Centre where she provides support to both Centres and to families.

**LOCATION:** MCCA  
2nd floor, 2350 McPhillips St.  
Located in the Royal Bank building on the corner of Court Ave & McPhillips Street

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

**Before the  
workshop begins  
kindly turn off  
your cell phone  
until the end of  
the workshop.**



# CROSS CULTURAL COMMUNICATION

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**CRO – 001**

**Tuesday  
March 13, 2012  
6:30 PM – 9:30 PM**

Workshop participants will learn a variety of skills to enhance their verbal and non-verbal communication with people from diverse backgrounds. Everything from body language, gestures to written communication will be examined. This workshop will help you ensure you are communicating with families and children in a manner that is respectful to their cultural background.

*FACILITATOR:* For over ten years, **Melenie Olfert** has worked as an independent consultant and trainer sharing her knowledge and expertise through employment projects and training programs. With a background in the financial sector, Melenie is now a published writer with expertise in content and materials development, as well as an accomplished speaker and trainer on intercultural and diversity in the workplace, human resources and leadership development, and Essential Skills. Melenie has been privileged to receive training by Manitoba Labour and Immigration to deliver intercultural training opportunities to employers and new immigrants across the province through the Diversity and Intercultural Training Program of Manitoba. Melenie has been involved in numerous writing and curriculum projects and has extensive experience training and teaching adult learners. In addition to her work experience, Melenie is a certified Tourism Trainer, has a Diploma in Human Resources Management and a Certificate for Teaching English as an Additional Language. She was also nominated for Woman Entrepreneur of the Year in 2010.

*LOCATION:* MCCA  
2nd floor, 2350 McPhillips St.  
Located in the Royal Bank building on the corner of Court Ave & McPhillips Street

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

# HANDLE WITH CARE - BUILDING BLOCK 3: EXPRESSING EMOTIONS

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**HAN – 003**

**Monday  
March 19, 2012  
6:30 PM – 9:30 PM**

Handle with Care is a program for promoting the mental health of young children in community based child care. Developed by the Canadian Mental Health Association and the Toronto based Hincks-Dellcrest Centre, this 9 unit program provides child care practitioners with ideas and strategies for promoting the mental health of children between ages 0 & 6.

Building Block 3 of the program centers around helping children figure out their feelings, helping them understand and express emotions constructively. Participants will learn how to assist children in regulating their emotions and explore the relationship between emotional development and language all of this which is essential for children to have their needs met, share experiences and build healthy relationships.

**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 at this workshop. 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:* **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.

**Sylvia Ritchie** has been in the field of Early Childhood Education for more than 25 years. She has taken on many roles as a frontline ECE, Inclusion Worker, and an administrator in a variety of preschool, infant and school-age childcare settings. Currently Sylvia is the Early Years Coordinator at Morrow Ave. Child Care Programs.

*LOCATION:* MCCA  
2nd floor, 2350 McPhillips St.  
Located in the Royal Bank building on the corner of Court Ave & McPhillips Street

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

# STRESS: MANAGE IT BEFORE IT MANAGES YOU

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**STR – 001**

**Wednesday  
March 21, 2012  
6:30 PM – 9:30 PM**

Ever wonder why some things bother you and don't seem to affect anyone else, or why you work so well with some and others sometimes frustrate you?

Would you like to understand more about yourself and the people you work with?

Want to learn some strategies to prevent, reduce, and deal with your stressors?

These are some of the issues that will be discussed at this fun and interactive Stress Management session, so come and explore some ways to reduce your own stress as well as identifying and dealing with workplace stress.

**FACILITATOR: Maureen Grace** is co-author of the book entitled, *"Stress Management with an Attitude"*, and has developed and delivered several workshops on wellness, stress, mental health, and transition and change. She is a nurse with intensive care, cardiac rehab, and occupational health experience. Her certificate in adult education helps her create understandable, fun and interactive workshops. She was a health consultant for NavCanada coordinating and training peers for the Critical Incident Stress Management and Chemical Dependency Education and Rehab programs.

She is currently a Mental Health Works trainer for the Canadian Mental Health Association and Wellness Service Provider for MB Blue Cross.

**LOCATION:** MCCA  
2nd floor, 2350 McPhillips St.  
Located in the Royal Bank building on the corner of Court Ave & McPhillips Street

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

# CULTURAL DIVERSITY 101 - ANOTHER DOSE

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**CUL – 001**

**Thursday  
March 22, 2012  
7:00 PM – 9:00 PM**

- Discover why it's important to converse with children and parents in their first language.
- Discover how to become a culturally competent early childhood educator.
- Discover more components of a culturally diverse environment.

This workshop will continue and build on the conversations begun in Cultural Diversity 101 but will be equally relevant to those attending for the first time. Through lecture, video clips, games and group discussion you will continue to build on your knowledge of a culturally diverse environment for the children in your care.

**FACILITATOR: Michele Henderson** is passionate about the importance of cultural diversity in early learning and child care. She is a Red River College Workplace ECE Instructor and former director of a child care centre.

**LOCATION:** MCCA  
2nd floor, 2350 McPhillips St.  
Located in the Royal Bank building on the corner of Court Ave & McPhillips Street

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

# UNDERSTANDING FASD

## UND – 001

**Wednesday**  
**March 14, 2012**  
**7:00 PM – 9:00 PM**

This workshop will provide information on the meaning of Fetal Alcohol Spectrum Disorder, its prevalence in Canada, and how it impacts infants, children, and adults. Participants will be guided in discussion of how early childhood centres can respond to the needs of children affected by FASD and how they might contribute to education, prevention, support and advocacy.

**FACILITATOR:** **Sheila Bogoch** is a mother, grandmother and ECE. She is employed at the Behavioural Health Foundation, a residential treatment program for people with addictions and co-occurring mental health issues. Her responsibilities at BHF include support for the on-site daycare and FASD education for staff and residents.

**LOCATION:** MCCA  
2nd floor, 2350 McPhillips St.  
Located in the Royal Bank building on the corner of Court Ave & McPhillips Street

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

# 1 2 3 PLAY WITH ME: ACTIVITIES FOR INFANTS/TODDLERS

## PLA – 001

**Tuesday**  
**March 20, 2012**  
**7:00 PM – 9:00 PM**

What do you do with infants and toddlers when it is -40C and you need to stay indoors all day long? Come and join Donna in this interactive workshop where you will learn ideas and participate in a variety of activities focused on infants and toddlers.

**FACILITATOR:** **Donna Tom-Brannan** is an ECE III who has worked in the field for 25 years. She is formerly from Ontario - having lived in Winnipeg for 4 years. After working with teenage parents and as a child care coordinator with the province, today she is happy to have returned to licensed child care -greeting the children, families and staff of Little People's Place where she is the Executive Director.

**LOCATION:** MCCA  
2nd floor, 2350 McPhillips St.  
Located in the Royal Bank building on the corner of Court Ave & McPhillips Street

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

# EASTMAN - BEAUSEJOUR

## THE BACKGROUND NOISE

### BAC – 001

**Saturday**  
**March 10, 2012**  
**9:00 AM – 12:00 PM**

We spend a great deal of time pondering on the physical aspects of quality - the things that you can touch. How about the things that you can't? What about the emotional environment or the 'vibe?' I call this the background noise and there are probably a couple of things we can do to enhance it. And by doing so, we create a memorable place for everyone.

**FACILITATOR:** **Marc Battle** is an ECE instructor at Red River College.

#### COSTS FOR BOTH WORKSHOPS

\$45.00 for one workshop	MCCA Member
\$90.00 for full day	MCCA Member
\$90.00 for one workshop	Non-member
\$180.00 for full day	Non-member

If you are going to attend the full day please use Code EAB – FULL  
Participants are on their own for a one hour lunch.

## WHAT'S THE SCENTS OF SCIENCE

### WHA – 001

**Saturday**  
**March 10, 2012**  
**1:00 PM – 3:30 PM**

Explore scientific concepts through these hands-on experiences, that will translate into activities you can do with children of all ages. Focus will be on building scientific vocabulary, increasing observation skills and interpreting them to develop meaningful scientific opportunities for children inside and out.

**FACILITATOR:** **Ruth Lindsey-Armstrong** is an ECE III and an instructor at RRC in the Workplace Program. Ruth has a keen interest in sharing her love of nature and science with anyone who is willing to listen.

#### LOCATION FOR BOTH WORKSHOPS

Superior Inn, Beausejour, 1055 Park Avenue & Hwy. #44



# WINTER 2012 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](http://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](mailto:djonespearson@mccahouse.org). Dianne's direct line is 336-5065.
- 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) \_\_\_\_\_ Home Email: \_\_\_\_\_

Centre/Organization Name: \_\_\_\_\_ MCCA # \_\_\_\_\_

Address: \_\_\_\_\_ City/Town: \_\_\_\_\_ Postal Code: \_\_\_\_\_

Phone: (204) \_\_\_\_\_ Fax: (204) \_\_\_\_\_ Email: \_\_\_\_\_

PARTICIPANT NAME	MCCA #	WORKSHOP CODE	WORKSHOP NAME	AMOUNT DUE	
<b>Handle With Care Manual</b>			_____ x \$12.00		
<b>TOTAL ENCLOSED</b>					

Cheque #: \_\_\_\_\_ Amount: \$ \_\_\_\_\_ Date Received: \_\_\_\_\_

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