



**Manitoba Child Care Association**

2350 McPhillips Street  
2nd Floor, Royal Bank Building  
Winnipeg, MB R2V 4J6  
(204) 586-8587 or Toll Free 1-888-323-4676  
Fax: (204) 589-5613 email: [info@mccahouse.org](mailto:info@mccahouse.org)

Visit us online at [www.mccahouse.org](http://www.mccahouse.org)

# 2019 WINTER/SPRING Workshop Brochure

# Professional Development





## WHERE TO PARK?

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 \$4.00 for the whole day. So remember to bring loonies or 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.**



## WORKSHOP CERTIFICATES

**Please ensure when you register a person for a workshop the name is spelled correctly as that is how it will appear on the certificate. Errors made by the person doing the registration will result in a \$7.00 charge to have a new certificate issued.**

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 if you are sending a substitute for a workshop and we do not receive a phone call with the name of the substitute before 3:00 pm prior to the workshop it will cost \$7.00 to re-issue the certificate.

If you are substituting an individual you must call Dianne Jones-Pearson at MCCA (204-336-5065) or email her by 3:00pm at [djonespearson@mccahouse.org](mailto:djonespearson@mccahouse.org).



## FEELING UNDER THE WEATHER?

If you have flu like symptoms such as a fever, tiredness and a cough, we ask that you do not attend your workshop at MCCA to reduce the chance of infecting others. If you cannot attend a workshop (for whatever reason, illness or other) that you are registered for, there are no refunds but you can send a substitute in your place. Please refer to the workshop policies on page 35 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 can help you accomplish this.

**Professional goals:** Your winter issue of *Child Care Bridges* just arrived and you are looking over the workshop line up and deciding what workshops to take. What factors help you to decide what workshops 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. MCCA does not send out reminders.

**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 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.

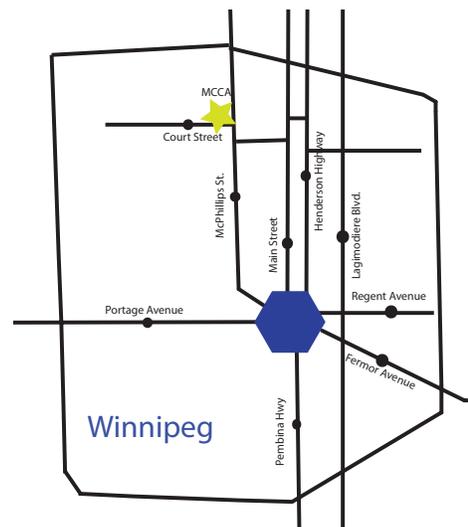
## PAYING BY CREDIT CARD

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 the online registrations. We will not accept 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. If you are registering people from the same centre you can fill out one form for all.

## Where to find us:

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



# PROFESSIONAL DEVELOPMENT BROUGHT TO YOUR DOOR!

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

Benefits of your own personalized pd opportunity:

- Everyone hears the same message
- Reduced cost – the cost to bring someone in for 35 people is cheaper than registering 35 people for a workshop
- Topic specific to your needs
- Flexibility with dates and times

MCCA has an extensive database of presenters, many of which have been presenting professional development for many years. Due to this consistent relationship with us, the presenters may be able to provide a discounted rate through MCCA. We have now booked workshops for over +30 child care centres in and outside of Winnipeg. Some of the popular topics have been MCCA's pedagogical workshops (learning stories, etc.), guiding children's behaviour, and respectful workplaces.

What do you need to do to book a workshop?

Contact Karen Kowalski at [kkowalski@mccahouse.org](mailto:kkowalski@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

What MCCA will provide:

MCCA will search our presenter database to match your topic & budget 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

Cost for the service is dependent on length of event and number of attendees.

If you have questions or are interested in having MCCA book your next professional development event, contact Karen Kowalski at [kkowalski@mccahouse.org](mailto:kkowalski@mccahouse.org) or 204-336-5062 or toll free 1-888-323-4676 ext. 224.

## ***Professional Development at the centre is a great experience and you can get it through MCCA!***

The workshops in the ethics series are a unique set of workshops. Some things to keep in mind when registering We have been booking our professional development events from MCCA's recommendations. This is a wonderful way of bringing your staff together and it is in a familiar and comfortable environment. I poll the staff members what they want to learn about. I then contact Karen Kowalski and let her know and within a week or so she has found someone to educate us on the subject the staff wanted. We order in dinner for the staff so they feel even more comfortable prior to the workshop starting. We have hired facilitators from other places but we always seem to get our best experience from the MCCA ones. I think that having Karen know the professional workshop environment is definitely an extreme asset for any centre. She is always so professional and insightful and saves me so much time by finding the workshops for our centres. It is also a very cost effective way to bring PD to your team. One of the workshops we booked had Heather Erhard come out to do the Myers-Briggs for a Saturday and that was a great experience for all the staff members to learn about each other's personality type. We even continued the education on this by meeting in small groups to become even better in understanding our team. We have benefited greatly for all the workshops we have been able to get from MCCA. It is also a strong team building time as we are all in the same workshop.

Lori Rogalsky, *Executive Director*  
East Transcona B & A Program and Arthur Day Fun Club.

# Welcome to the Winter/Spring Workshop Series

We are pleased to bring you this line up of workshops. There are 44 learning opportunities listed in this brochure. We are excited about all of the new workshops we have in this series and promise that there is something for everyone. If you can't find a workshop that you are wanting to attend and there are others at your program looking for the same thing, check out the information on page 4 and we'll bring the professional development right to your door.

Before registering for a workshop please ensure that you read the entire description in the brochure as there may be a pre-requisite, items to bring, proper dress, and most importantly the date, time, and location of the workshop. A few workshops in this series are being held at locations other than MCCA, so watch for the hand symbol that is pointing out the workshop location.

Each workshop requires a minimum of 10 registrants in order for the workshop to take place, so please register early so that your workshop selection is not in jeopardy of being cancelled.

Prior to registering for a workshop please read over the Registration Procedures and Policies found on page 36 of this brochure. We do not cancel workshops due to snow and if you are out of town we caution you to remember that the road conditions can be unpredictable in the winter. If a workshop was to be cancelled, we would send an email to the email address on the registration. If for some reason the workshop is cancelled the day of, then MCCA staff will call each registrant to advise them. You can always check our website for cancelled workshops.

If you are registering by cheque, then download the registration form and send it along with a cheque. If you are paying by credit card, then go to our website at [www.mccahouse.org](http://www.mccahouse.org) click on professional development, select workshop and click on the online registration button. Remember you must have Google Chrome or Firefox as your browser to ensure the online registration works for you.

If you have any questions concerning professional development, you can email Karen at [kkowalski@mccahouse.org](mailto:kkowalski@mccahouse.org).

Karen Kowalski, Professional Development Manager

## **ETHICS WORKSHOPS INFO**

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 2006 you may want to start over as Part I is now a 3 hour workshop and it would be a good refresher. If it has been over five years since you have taken Part I, you might want to start over.
- 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 educators.

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 workshops, make sure it is for the right reason, communication problems cannot be fixed by taking an Ethics workshop.

The Ethics workshops fill up very quickly. Once they are full, the workshop is placed on our 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 pre-requisite workshop and you need to call Dianne at 204-336-5065 with the name of the substitute.

Currently, the Best Choices: Ethics workshops that are held in Winnipeg are at MCCA. We are open to have them held around the city if 5 or more centres in a particular area (for example St. James) want to get together and host an Ethics workshop at one of the locations.

For more information please contact Karen Kowalski at [kkowalski@mccahouse.org](mailto:kkowalski@mccahouse.org)

# Side by Side Mentoring: Watch, Reflect, Decide; Finding the Details in Children's Play

In 2016/2017, MCCA presented an opportunity for 10 centres to participate in a Reflective Teaching Cohorts project. Deb Curtis was the facilitator and Brigitte Insull shadowed Deb and she is looking forward to continuing this important pedagogical work. MCCA will be offering this Side By Side Mentoring service. In 2018, Brigitte has mentored another eight centres.



## Option 1 – Child Care Centre (Winnipeg & Rural)

- Your centre will receive 4-½ day visits over 1 year
- 1 Pedagogical leader & 2 frontline staff will be required to participate
- Project will include articles, using the thinking lens, use of images and video of children's play for reflection, learning stories and application and shifts in thinking/practice
- Opportunities for discussion regarding competencies in children's play, role of the pedagogical leader, "buy in" of all staff

## Option 2 – Family Child Care Provider (Winnipeg & Rural)

- You will receive 3 visits to your home to be completed in 1 year
- Project will include articles, using the thinking lens, use of images and video of children's play for reflection, learning stories and application and shifts in thinking/practice
- Opportunities for discussion regarding competencies in children's play and your role as the pedagogical leader

**The following areas of focus will be used to guide the sessions are:**

- Big Body Play
- Schema Theory
- Social Competencies
- Visual Literacy and Pedagogical Documentation

**Facilitator:** **Brigitte Insull** is the past Director of the Seven Oaks Child Day Care Centre and has been in the field of child care and early learning for 41 years. As a retiree she continues to embrace her passion for children and learning as the Side by Side mentor through the MCCA and as a practicum instructor at Red River College. Brigitte is inspired by the children she meets in both these new roles as well as the opportunity to engage in pedagogical discussions with like-minded colleagues. Completing her Forest School accreditation continues to be a goal along with spending more time camping and travelling abroad.



**For more information and about this service, pricing and booking please contact  
Karen Kowalski at [kkowalski@mccahouse.org](mailto:kkowalski@mccahouse.org) or 204-336-5062**

# The Pedagogical Leader Community Of Practice

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**PED – 001**  
Thursday, January 31, 2019  
9:00 am – 12:00 pm

**PED – 002**  
Thursday, April 4, 2019  
9:00 am – 12:00 pm

**PED - 003**  
Thursday, June 6, 2019  
9:00 am – 12:00 pm

Join us as we share and support each other's pedagogical journey. This community of practice grew out of a group of directors who wanted to keep the learning alive from the 11th Annual Directors Conference – Leading a Year of Reflection. This group has now grown to over 50 members and we invite those who have are in a leadership role in their program and attended any of the pedagogical institutes or workshops below.

If you are interested in joining the group and you attended any of the following:

- Margie Carter and Deb Curtis's Institute in 2010 at the Directors Conference
- The Caring for Infants & Toddlers Institute in 2011
- The workshop "Pedagogy: The Art of Leading"
- Building a Pedagogy Institute at the May 2013 conference then you have a starting point and we would love to have you join us
- Imagining a Pedagogy of Reflection, October 2015
- Have hosted a personalized pedagogical workshop at your centre
- Observe, Reflect & Wonder, October 2017
- The February 2018 Lunch 'N' Learn for Directors

Once you register, approximately one week before the meeting you will be sent an agenda and readings (to discuss at the meeting) by Karen Kowalski. The email will be sent to the email entered on the registration so if multiple people from one centre are attending then please share with others. Those who attend this group should be in a pedagogical leadership position.

The meeting content includes a round table discussion of a specific question posed to everyone, discussion of articles, pedagogical focused activities, and sharing of resources.

**FACILITATOR:** Karen Kowalski is MCCA's Professional Development Manager.

LOCATION: TBD



COST: \$25.00 per session MCCA Member  
\$50.00 per session Non-member

*Before the workshop begins..*

**Kindly turn off  
your cell phone.**



**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.

# Reflecting Together Through A Community Of Practice Meeting

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REF - 001

Monday, February 4, 2019

6:30 pm - 8:30 pm

REF - 002

Monday, April 8, 2019

6:30 pm - 8:30 pm

REF-003

Monday, June 10, 2019

6:30 pm - 8:30 pm

Are you missing your Community of Practice? Do you want to talk to others and see where they are at? Pedagogy.....Continue the Journey!

Ahh....you have come to the end of your work day! Does it stop there for you? Do you reflect on the day....were there moments of joy and delight? How will you capture those moments and build on them the next day? Do you ask, what energizes me, what drains me? What does professional development mean to me?

Come and have a meaningful and thought provoking conversation with your colleagues about some of these topics. Learn to “dig deeper” into your own personal values and understand how they become embedded in the culture of your organization. Together we will build the momentum and engage each other in new ways of understanding children. This will be an interactive meeting rather than a workshop style presentation. After registering you will receive an email of an article that will provoke your thinking and will be discussed at each meeting.

Those who have not attended previous sessions are encouraged to register and begin their pedagogical journey. A week prior to the meeting you will receive an email of an article that will be discussed at the gathering along with an agenda.

**FACILITATOR: Brigitte Insull** is the past Director of the Seven Oaks Child Day Care Centre and has been in the field of child care and early learning for 41 years. As a retiree she continues to embrace her passion for children and learning as the Side by Side mentor through the MCCA and as a practicum instructor at Red River College. Brigitte is inspired by the children she meets in both these new roles as well as the opportunity to engage in pedagogical discussions with like-minded colleagues. Completing her Forest School accreditation continues to be a goal along with spending more time camping and travelling abroad.

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

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

**The Best Practices Licensing Manual recommends  
24 hours of professional development  
for Directors, ECEs, and CCAs.**

# Making Work - Work For Everyone: Organizational Development Series

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**MAK - 001**

**8 Tuesdays, February 5 – March 26, 2019**

**9:00 am – 10:30 am**

Making Work-Work For Everyone is a series of 90 minute organizational development sessions, designed for leaders and their employees in a variety of organizational settings. The sessions will focus on how to effectively design work and work environments to bring out the best in leaders and their employees. If you are an executive director, supervisor or team leader, you will benefit from attending these sessions. The sessions are especially suitable for managers and leaders looking for a structured way to engage their staff while building a productive and highly engaged workplace.

## **Course Goals:**

1. Use Organizational Development principles to support leaders and their employees' understanding and management of individuals, groups and combinations of these two within the workplace
2. Through discussion and practice, provide participants the opportunity to develop a better understanding of what it takes to manage an individual, a group and teams
3. Introduce the 113 psychosocial factors that create psychologically healthy and safe workplaces
4. Provide tools and techniques for participants to use in the management and leadership of their workplaces

## **Learning Objectives:**

At the end of the course, participants will be able to apply organizational principles with individuals, groups and teams in a variety of personal and professional situations such as:

- Growing and developing employees
- Use of performance management to support employees to achieve their professional and personal goals
- Working with clients to prioritize actions, accept actions, to follow through and follow up on actions
- Assess results and evaluate progress in relationship to identified goals and objectives

## **Details**

- 12 hours online- 90-minutes weekly training delivered live over 8 weeks
- Sessions are recorded so any missed classes maybe accessed by participants
- Handouts provided along with reading material to reinforce learning
- You will receive a confirmation email from [admin@ultimatepotentials.com](mailto:admin@ultimatepotentials.com) containing information about how to join the training on the designated day and time
- You will also receive reminder emails from [admin@ultimatepotentials.com](mailto:admin@ultimatepotentials.com) 1 week, 1 day and 1 hour before the training with instructions to test your connection and review the materials prior to the training.
- Use of webcam is optional
- Having a working microphone and internet access are required
- The course opens 1-hour prior to its scheduled start time. Administrative support is available live at this time. Once the course begins, support is only available via email and text
- Certificates will be mailed out at the completion of the course

**FACILITATOR:** Delivered by a consultant of Ultimate Potentials.

<b>COST:</b>	\$190.00 pp and \$155.00 pp if 5 or more	MCCA Member
	\$380.00 pp and \$310.00 pp if 5 or more	Non-member

## DIRECTORS Lunch 'N' Learn

DIR – 001

Tuesday, February 5, 2019

11:30 am – 2:00 pm

Location: TBD



Speaker: PeopleFirst Presenter

Topic: Accommodation and Drug & Alcohol Policy

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

DIR – 002

Wednesday, April 17, 2019

11:30 am – 2:00 pm

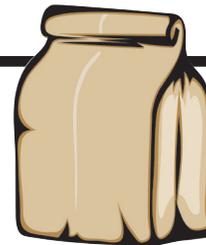
Location: The Pavilion at Assiniboine Park



Speaker: TBD

Topic: TBD

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



**Please join us  
for lunch!**

Each session will have a different speaker who will talk about a current/relevant leadership topic.

*Please indicate if you require a vegetarian or gluten free meal.*

## Papa Bears: How Do We Engage Fathers & Other Male Role Models In Their Child's Early Literacy Journey

PAP - 001

Tuesday, February 5, 2019

6:30 pm - 9:00 pm

This workshop is designed to share practical skills, tools and resources for engaging fathers and other male role models in early childhood literacy and learning activities. Content includes:

- Understanding male caregivers and their approach to family literacy and parenting
- Learning practical skills for communicating with fathers and other male role models in children's lives
- Generating ideas for how we can engage male caregivers in family literacy
- Sharing strategies when working with fathers with diverse needs
- Discussions regarding the different experiences men can bring to children's literacy and learning journey

**FACILITATOR:** This workshop will be presented by a Bookmates Facilitator. Bookmates is a non-profit organization based in Winnipeg with over 33 years' experience developing and delivering family literacy training. Bookmates' trainings are created with the goal of enhancing pre-school children's development and learning capabilities to help prepare them for success as they enter the school years.

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

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

# Focusing On Play

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FOC - 001

February 6 - 20, 2019

Online workshops that you can complete from home or work!

This online workshop is another joint offering between the Manitoba Child Care Association and Red River College's Science of Early Child Development project. These highly popular workshops offer a variety of content (videos, readings, links, games, discussions). The content is from the **Science of Early Child Development (SECD)**. Professionals and students around the world use SECD's engaging, multimedia resources to learn more about the impact of the early years on lifelong health and wellbeing.

All Early Childhood Educators know the power and absolute necessity of play. This session will provoke participants to reflect on their current practices, to learn from others and to consider new ways to provide play opportunities and support children's right to play. Topics include:

- Risky play
- Active play
- Outdoor play
- The role of play in self-regulation
- The value of play for learning and development
- Setting the stage for play

Participants will watch videos of children playing around the world, hear from experts discussing the topics, do short readings and play interactive review games. Participants will "meet" in online discussions, guided by a facilitator, to hear each other's ideas, reflect on and apply what they learn. Participants can choose the times that are most convenient for them – between February 6 - 20, 2019.

***N.B. This is equivalent to a full day workshop for six hours of professional development. Participants should have a reliable internet connection and be comfortable reading and writing in English. Workshops are offered for professional development and do not qualify for college credit.***

***Please provide the email of the person who will be participating in the workshop, not the centre email.***

*"Of all animal species, humans are the biggest players of all. We are built to play and built through play."*

*Stuart Brown, American psychiatrist*

**FACILITATOR:** Each SECD online workshop is facilitated by an RRC ECE instructor or an ECE practitioner, each of whom brings a wealth of knowledge and experience in the childcare sector. The facilitator oversees each workshop by welcoming, orienting and guiding participants.

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

# Financial Statements 101

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FIN - 001

Wednesday, February 6, 2019

9:00 am – 11:00 am

In this workshop the facilitators will include:

- A brief introduction into reading child care financial statements including the notes and identifying the most important issues
- Identifying the role that the budget has in the financial statements
- Recognizing if your centre is financially healthy
- Discussing surpluses versus deficits, are they good or bad, and when should we be concerned
- What is the Board of Director's role in oversight of the financial statements

***This workshop is perfect for the Executive Director, Chairperson, Treasurer and other board members. Board members who are interested in attending can use the centre's MCCA membership number to register.***

**FACILITATORS: Jessie F. Miller, CPA, CA – Principal**, Jessie graduated from the University of Manitoba, Bachelor of Commerce with honours in accounting in April 2005 and obtained her designation of Chartered Accountant in February 2008. During her time in public practice Jessie has worked with a wide variety of clientele providing all encompassing services including accounting, assurance, tax, and business advisory services. Jessie spends most of her work life as an auditor of Non-profit and charitable organizations, municipalities, social service agencies, and government organizations. Jessie is licenced by the Chartered Professional Accountants of Manitoba to perform audits within the Province of Manitoba.

**Cheryl J. Reid, CPA, CGA – Principal**, Cheryl graduated from the University of Manitoba, Bachelor of Commerce with honours in accounting in April 1995. She obtained her designation of Certified General Accountant in September 2001. Cheryl works closely with her clients in providing sound and professional advice. She has spent her career in public practice working with a wide variety of clientele providing all encompassing services including accounting, assurance, tax, and business advisory services. In 2002, she started her accounting practice with a small group of non-profit and charitable organizations, social services, and government organizations; which we have developed into the three-partner firm which encompasses a diversified clientele in many industries that we have today. Cheryl is licenced by the Chartered Professional Accountants of Manitoba to perform audits within the Province of Manitoba.

LOCATION: MCCA  
2nd floor, 2350 McPhillips St.  
Located in the Royal Bank building on the  
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COST: \$45.00 MCCA Member  
\$90.00 Non-member

**WATCH FOR THIS!**



**IT MEANS THE WORKSHOP LOCATION IS NOT AT THE MCCA.**

# Top 10 Guidance Techniques

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TOP - 001

Wednesday, February 6, 2019

6:30 pm – 8:30 pm

Are you sometimes challenged by children's behaviours? Would you like to learn how to guide behaviour without being exhausted at the end of the day?

Join Marilyn Valgardson to explore her time tested, instinctive guidance techniques. Learn the difference between guidance, discipline and punishment. Discover how room arrangement, equipment placement and temperature and noise impact children's behaviour. Talk about your goals for the children's behaviour and what you hope to accomplish with them. Review and re-think your expectations – what's realistic. Come away with Marilyn's favourite "Top Ten" techniques that will have the children and you enjoying fun filled, respectful and exciting days together.

**FACILITATOR:** Marilyn Valgardson is the Executive Director at Assiniboine Children's Centre. She is passionate about lifelong learning and loves when others are inspired to change their practice after a professional learning opportunity. With over 30 years of experience in early learning and child care, Marilyn will draw on her knowledge and experience to help you understand some of the "why" and "what's important about that" in your daily practice.

LOCATION:	MCCA	COST:	\$40.00	MCCA Member
	2nd floor, 2350 McPhillips St.		\$80.00	Non-member
	Located in the Royal Bank building on the corner of Court Ave. & McPhillips St.			

## **WORKSHOP CERTIFICATES**

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## Best Choices: Ethics Part I & II

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ETH - 012

Saturday, February 9, 2019

9:00 am – 4:00 pm

In Manitoba and Canada, those who work in early learning and child care 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!

### Here's your chance to get two parts done in one day!

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.

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.

***Participants are on their own for lunch. MCCA has a fridge, microwave, and a toaster oven for your convenience. There are several restaurants in the area.***

***FACILITATORS:*** **Mariella Carr** is the School Age Program supervisor at Discovery Children's Centre Inc. where she has worked since October 2000. She started in the child care field in 1990 and has loved all of her different roles over the years. Mariella has been an ethics guide since 2008 and is on the ethics and the school age committees with MCCA.

**Keri Waterman** has over 30 years experience with the ECE community, working with children of all ages, from front line to financial and administration. She has been involved with the Ethics Committee since 2002 and looks forward to guiding people through their own ethical journey.

LOCATION:	MCCA	COST:	\$90.00	MCCA Member
	2nd floor, 2350 McPhillips St.		\$180.00	Non-member
	Located in the Royal Bank building on the corner of Court Ave. & McPhillips St.			



Workshops begin promptly at  
the start time, please ensure you are  
at MCCA prior to the start time.

## Handle With Care Building Block 8: Well-Being Of Practitioners

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HAN - 008

Monday, February 11, 2019

6:30 pm – 9:30 pm

Practitioners' daily work with children is physically and emotionally demanding. It involves roles as caregiver, playmate, friend, teacher, mediator, consultant and colleague. Practitioners support child development, link the centre with children's home lives, and work as a team with other professionals. Practitioners' own psychological well-being contributes to their ability to fulfill their different roles effectively. Centres, as work environments, have a significant impact on practitioners' well-being, which, in turn either supports or hinders their practices. In this building block practitioner well-being will be discussed as well as working at relationships and what goes into well-being work.

**FACILITATOR: Michele Grant** has been involved in Manitoba's early childhood community for over 30 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 is a founding member and past Chairperson of the MCCA Ethics Committee. Michele believes that "you should live so that when your children think of fairness and integrity, they think of you". H. Jackson Brown Jr.

**Please note: Please bring your Handle With Care Manual with you. You can also purchase one with your registration for \$10.00 and we will provide it at the workshop.**

LOCATION:	MCCA	COST:	\$45.00	MCCA Member
	2nd floor, 2350 McPhillips St.		\$90.00	Non-member
	Located in the Royal Bank building on the corner of Court Ave. & McPhillips St.			

## Working In A Reggio Inspired Way: How Can This Approach Inspire Your Curriculum?

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WOR - 001

Tuesday, February 12, 2019

6:30 pm – 9:00 pm

This interactive session will cover a brief overview of the Reggio Emilia Approach and then focus on selected core ideas and values which drive the actions and decisions of the adults and children in the Reggio centres. Workshop participants will then explore how these key areas might be represented within environments they currently share with children and consider how to introduce these ideas into daily curriculum and practice. Participants are encouraged to bring photos of their environments and perhaps an example of documentation, learning stories or similar tools.

**FACILITATOR: Sue Narozniak** is a Reggio-Inspired educator who is fascinated by children's ideas and understandings. She has attended numerous Reggio-based education and learning conferences including two study tours through the Loris Malaguzzi Centre in Reggio Emilia, Italy. She is also a founder and Co-Chair of the Manitoba Reggio Inspired Coalition of Educators and a Program Coordinator for the Early Childhood Education Program at Red River College.

LOCATION:	MCCA	COST:	\$45.00	MCCA Member
	2nd floor, 2350 McPhillips St.		\$90.00	Non-member
	Located in the Royal Bank building on the corner of Court Ave. & McPhillips St.			

# Consent And Intent: Teaching Children Their Own Limits & Other Peoples Boundaries

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CON - 001

Wednesday, February 13, 2019

6:30 pm – 9:30 pm

Right now, we are living in the 'Me Too' movement. This is an emotional but empowering time for sexual assault survivors. And with every movement comes information to help make us better people.

As a parent or caregiver, the 'Me Too' movement can be frightening because we now understand how common sexual assault can be and how often it can happen. As a parent or caregiver, we want to know: How can we protect our children so this does not happen to them? How can we help them to speak up if it does? How do we teach our children to respect others and understand that there are personal boundaries that should not be crossed? But the hardest part about being a parent or caregiver is that we can't always protect children, we can only teach them the skills they need to protect themselves.

Let's help children learn about healthy relationships and use the times they infringe on other's personal boundaries as teachable moments to understand their feelings and the feelings of others. Let's foster their self-esteem and confidence, let's foster their empathy, and let's show them how to use their power in a positive way. So how can we do all of this? Let's do it through play! Because through play they get to practice the skills needed to understand their own limits and other people's boundaries.

In this workshop, participants will have the opportunity to examine:

- building positive relationships,
- information about consent,
- that feeling of being uncomfortable and how to say 'no' or 'stop,'
- how to support positive touch and decrease aggression through rough and tumble play,
- information about intent,
- how to use our power in a positive way,
- the ways we can support children's empathy for others, and
- how we can put this into practice.

**FACILITATOR: Melinda Walden** has been in the Early Childhood Education field for more than 17 years. She has been a frontline ECE in a variety of child care settings, including preschool, school age, and nursery centres, as well as having experience in infant and family child care. Currently, Melinda is an Early Childhood Education Instructor in the Workplace Program at Red River College. Every chance she gets, she shares her passion about the kinds of play that children want and need with others. And she applies this knowledge to her two young sons!

*"Consciousness is only possible through change; change is only possible through movement."*  
— Aldous Huxley, *The Art of Seeing*

LOCATION:	MCCA 2nd floor, 2350 McPhillips St. Located in the Royal Bank building on the corner of Court Ave. & McPhillips St.	COST:	\$45.00 \$90.00	MCCA Member Non-member
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# Difficult Conversations: Strategies For Challenging Discussions

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DIF - 001

Friday, February 15, 2019

8:30 am – 3:30 pm

Whether sharing bad news with a staff, providing corrective action or talking with a colleague about an uncomfortable issue, difficult conversations are typically stressful and often take a large mental and emotional toll. Many people avoid difficult conversations for these reasons, or find themselves ill prepared when they must have them. Yet, the ability to handle difficult conversations respectfully and professionally is one of the most important skills for success in the workplace. This workshop will review the key elements of preparing for, conducting, and concluding difficult conversations. Participants will leave with a set of tools to help ensure that difficult conversations are productive, professional and respectful for all involved.

Topics Include:

- Types of Difficult Conversations
- Our Natural Responses to Difficult Conversations
- Determining if a Conversation is Necessary
- How to Stop Avoiding the Interaction
- How to Prepare for the Difficult Conversation
- Key Skills and Strategies for Engaging
- What to Do If They Won't Engage
- Concluding the Conversation
- Keys for Delivering Bad News
- How to be Open to Receiving the Difficult Conversation

**FACILITATOR: Wendy Loewen** is a former teacher and director of a health and social services program. She has a Bachelor's Degrees in both Psychology and Education, and is currently working on her Master of Arts in Conflict Analysis and Management. In addition, she is certified as a level 1 and 2 Myers Briggs Trait Inventory administrator. Wendy believes that learning is a dynamic and life-long endeavor and with commitment, guidance and individualized support, this process should be enjoyable and motivating. She is an engaging presenter who delivers material in a format that maximizes the learning potential for all participants.

**Please note: Participants are on their own for lunch. MCCA has a fridge, microwave, and a toaster oven for your convenience. There are several restaurants in the area.**

LOCATION:	MCCA	COST:	\$120.00	MCCA Member
	2nd floor, 2350 McPhillips St.		\$240.00	Non-member
	Located in the Royal Bank building on the corner of Court Ave. & McPhillips St.			

# Hot Topics - Anything Goes

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HOT - 001

Thursday, February 21, 2019

6:30 pm – 9:30 pm

It's been over two years since we got together and let loose with some hot topics.

Join your colleagues for an evening of fun with the issues that get us fired up! This is an interactive chance to tackle some current things that perplex us, get under our skin or just floor us...and yet come with the uncertainty of how to move forward with them in a professional manner. We have some current hot topics we will throw out to you, but bring yours and we'll have a lottery (anonymous) to see which get tackled tonight. Come with a hot topic or scenario to add to the lottery pool and with that passion for which you are known!

**FACILITATORS:** **Jenn Cullen** is the director of Wawanesa Wee Care Inc. in Wawanesa, MB. She has dabbled in many early learning programs, such as child care, nursery school and family resource. She enjoys going on the ethical journey with the variety of people she meets in the workshops, as well as the little people she works with every day, and continuously learns something new about herself! She believes in life-long learning, that there is good in everyone, and that it will always all work out in the end! Jenn is the Chairperson of the MCCA Ethics Committee.

**Michele Grant** has been involved in Manitoba's early childhood community for over 30 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 is a founding member and past Chairperson of the MCCA Ethics Committee. Michele believes that "you should live so that when your children think of fairness and integrity, they think of you". H. Jackson Brown Jr.

**Sina Romsa** has served as an ECE, in a range of front line positions in community services, on the CCCF, MCCA and a variety of community based boards, as well as a college educator. She is one of the MCCA ethics series originators and has a passion for diversity, ethics, and the "road less travelled".

LOCATION:	MCCA	COST:	\$45.00	MCCA Member
	2nd floor, 2350 McPhillips St.		\$90.00	Non-member
	Located in the Royal Bank building on the corner of Court Ave. & McPhillips St.			

# Moving Staff Meetings From Mundane To Meaningful

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MOV - 001

Friday, February 22, 2019

9:00 am – 12:00 pm

Does your staff bubble over with excitement on staff meeting days? Do the staff have their coats on and their lunch bags on their laps 10 mins before the staff meeting is supposed to end? Are you talking about the “same” things at each staff meeting? Are the majority of your agenda items, “shop talk”? If you answered yes to any of these questions, then you may be a great participant for this workshop. A few members from the pedagogical leader community of practice group want to help you make your staff meetings more meaningful and filled with opportunities to dialogue and reflect, yes reflect. So let’s toss away the notion that we have to spend the entire staff meeting talking about the behaviour management issues in the gym or who is going to make snack next month and roll up our sleeves and get ready to think more deeply about things that are more important. This workshop will have some live scenarios of staff meetings, some time to dialogue and reflect on the different scenarios and sharing of great ideas to bring your staff meetings from mundane to meaningful.

This workshop was first offered in the fall of 2016 and we have had a few requests to bring it back. It will not be exactly as the past workshop so if you attended that one but want a refresher, please join us again.

**FACILITATORS: Robyn Burnet** is the Centre Director at Day Nursery Centre- Crossways Unit, she has been there for 18 years and have been the director for almost 7. Robyn believes that life should be joyful...even while in a staff meeting, and believes that we are always learning and growing.

**Fernanda Hodgson** is the Executive Director of Day Nursery Centres and serves on the MCCA Board of Directors.

**Karen Kowalski** is MCCA's Professional Development Manager.

**Brigitte Insull** is the past Director of the Seven Oaks Child Day Care Centre and has been in the field of child care and early learning for 41 years. As a retiree she continues to embrace her passion for children and learning as the Side by Side mentor through the MCCA and as a practicum instructor at Red River College. Brigitte is inspired by the children she meets in both these new roles as well as the opportunity to engage in pedagogical discussions with like-minded colleagues. Completing her Forest School accreditation continues to be a goal along with spending more time camping and travelling abroad.

LOCATION:	MCCA	COST:	\$45.00	MCCA Member
	2nd floor, 2350 McPhillips St.		\$90.00	Non-member
	Located in the Royal Bank building on the corner of Court Ave. & McPhillips St.			

## Refining Your Leadership Skills 2.0

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REL - 001

Wednesday, February 27, 2019

8:30 am – 3:30 pm

This stand alone full day workshop will hone in on the essential skills required to be an effective leader. Participants will take away hands-on strategies to bring back and apply while leading their work teams. Some of the essential leadership skills we will focus on include effective communication, handling conflict, and leading through change. Attending Part 1 of this session is not required.

**FACILITATOR: Melenie Olfert** has worked as an independent consultant sharing her knowledge and expertise through leadership projects and workplace training. With a background in adult education and training, Melenie is now a published writer, as well as an accomplished speaker on intercultural & diversity in the workplace, human resources and leadership development. Further to her training experience, Melenie is an instructor with the University of Winnipeg, PACE Program, where she teaches Cultural Studies and Business Communication. She is also the co-facilitator of the Language Interpreter Training Program which supports language diversity in work and community settings. Outside of work, Melenie volunteers in assisting newcomers in preparing for their Canadian citizenship exams.

**Please note: Participants are on their own for lunch. MCCA has a fridge, microwave, and a toaster oven for your convenience. There are several restaurants in the area.**

LOCATION:	MCCA	COST:	\$70.00	MCCA Member
	2nd floor, 2350 McPhillips St.		\$140.00	Non-member
	Located in the Royal Bank building on the corner of Court Ave. & McPhillips St.			

*“Unless you try to do something  
beyond what you mastered,  
you will never grow.”*

*- Ronald E. Osborn*

## Best Choices: Ethics Part IV

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ETH - 004

Thursday, February 28, 2019

6:30 pm – 9:30 pm

In Manitoba and Canada, those who work in early learning and child care 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:** **Susan Goldstein** has worked in the early learning field since 1987. She has worked in various capacities such as: ECE III, Assistant Director, Director and Board Member. Susan has always been passionate with her work with children and looks forward to guiding colleagues' ethical journey.

**Michelle Vesey** is an ECE III. She has been working in the child care field since 1998 during which time she has held a variety of front line ECE positions as well as administrative roles. She has worked in infant, preschool, nursery school and school age program settings. Currently Michelle is an instructor in ECE program at Université de Saint-Boniface. She is a member of the MCCA Ethics committee and looks forward to guiding others along their ethical journey.

**Sina Romsa** has served as an ECE, in a range of front line positions in community services, on the CCCF, MCCA and a variety of community based boards, as well as a college educator. She is one of the MCCA ethics series originators and has a passion for diversity, ethics, and the "road less travelled".

LOCATION:	MCCA	COST:	\$45.00	MCCA Member
	2nd floor, 2350 McPhillips St.		\$90.00	Non-member
	Located in the Royal Bank building on the corner of Court Ave. & McPhillips St.			

## Non-Violent Crisis Intervention

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**NON - 001**  
**Saturday, March 2, 2019**  
**8:00 am – 4:00 pm**

Crisis intervention is a small segment of time in which staff members, foster parents, teachers, educational assistants, and social workers must intervene with another person to address behaviour that may escalate into disruptive or even violent incidents. The goal is to intervene in a way that provides for the care, welfare, safety and security of all who are involved in a crisis situation. In order to accomplish this goal, we must ask ourselves questions such as these: How do I recognize the early warning signs that a person's behaviour may escalate? How can I intervene effectively before the person's behavior becomes dangerous? If a person does become violent, how can I control the violence while still providing care, welfare, safety and security for all involved?

**FACILITATOR: Dave Purpur** has been the Director of Knowles Centre's Group Care program for past 10 years. He has taught at Red River College in the Child and Youth Care program. He has also worked at Knowles Centre as a supervisor in different units for 10 years and was a counselor for 6 years, thus totaling 26 years at Knowles Centre. Dave has taught NVCI since 2002 to many audiences including but not limited to; The River East Transcona School Div., Winnipeg CFS, South East CFS, Outside Private Groups, Knowles Centre and many others. He also teaches Mental Health First Aid and Strength Based Theory. Dave has a Bachelors Degree from The U of W back in 1992.

**Please note: There will be ½ hour lunch break. Participants are on their own for lunch. MCCA has a fridge, microwave, and a toaster oven for your convenience. There are several restaurants in the area.**

LOCATION:	MCCA	COST:	\$80.00	MCCA Member
	2nd floor, 2350 McPhillips St.		\$160.00	Non-member
	Located in the Royal Bank building on the corner of Court Ave. & McPhillips St.			

## When You Sing, Your Body Wants To Move

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**WHE - 001**  
**Tuesday, March 5, 2019**  
**6:30 pm – 9:00 pm**

It's official, people are singing and smiling! Melanie and Michele have been inspiring people to sing and move with children of all ages. They have been asked about those older children who don't want to sing? Join them for some active movement songs. This is a highly participatory and active workshop, so come prepared to sing and move your bodies!

**FACILITATORS: Melanie Glaser** is an ECE II with over 25 years of experience. She is one of MCCA's workshop hostesses. Melanie is passionate about early childhood education and believes that the secret for staying young is joy and there is nothing more joyful than being with children.

**Michele Grant** "You sing a song and I'll sing a song" has been how Michele has lived her entire life. Sometimes to the embarrassment of her own children! She believes that through song we can give children a sense of joy and excitement as we celebrate the sounds of language.

LOCATION:	MCCA	COST:	\$45.00	MCCA Member
	2nd floor, 2350 McPhillips St.		\$90.00	Non-member
	corner of Court Ave. & McPhillips St.			

# From Chaos To Calm – How to Plan an AGM

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FRO - 001

Wednesday, March 6, 2019

9:00 am – 11:00 am

Holding an Annual General Meeting (AGM) is part of good governance and the good news is a smooth-running AGM is all in the planning!

In this two-hour workshop we will suggest ways to broadcast your achievements and recognize the individuals and groups that supported you in achieving your goals for the year. We will also identify common elements of an AGM and what should be done before and during the meeting. There will also be examples of popular annual reports and tips on how to create good content for your own annual report.

At the end of this session, you'll leave with a checklist to help you plan ahead to your AGM and show off your organization in the best light.

By the end of this session you should be able to:

- Explain the function and common elements of an AGM
- Identify how legislation and bylaws influence the meeting
- Recall methods to create an annual report that promotes your organization

**FACILITATOR: Tracy Douglass** has been involved in the non-profit sector as a volunteer, employee and consultant. She has sat on boards, participated on committees and volunteered her time to help deliver programs and services within the sector.

She has a Bachelor of Commerce from the University of Manitoba and is certified in adult education and distance learning development. She also has over 20 years in the educational field, coordinating, developing and delivering training to both small and large audiences.

Recently, Tracy was a Community Relations Specialist at Manitoba Public Insurance, in the role of Provincial Coordinator for the volunteer-based Citizens on Patrol Program (COPP). She previously worked at Volunteer Manitoba from 2003 through to 2009, but she missed it so much she came back and is now running the training department!

LOCATION:	MCCA	COST:	\$45.00	MCCA Member
	2nd floor, 2350 McPhillips St.		\$90.00	Non-member
	Located in the Royal Bank building on the corner of Court Ave. & McPhillips St.			

# Language Development & Disorders In Preschoolers – How Toddlers Communicate

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LAN - 001

Wednesday, March 6, 2019

6:30 pm – 9:30 pm

This workshop will outline the communication development of 1-5 year old children. We will also discuss common language disorders and when you should be concerned about a child's talking abilities. Strategies for encouraging language skills in child care centres will also be discussed.

**FACILITATORS:** Erin Crawford has been a registered speech language pathologist at SMD Outreach for 17 years. She has been working with preschool children with disabilities in Winnipeg child care centres and homes and consulting to their parents and caregivers for a looong time! In her spare time she likes to sing, read, learn Italian and make silly videos of her cat, Basil.

Corrine Daymond has been a speech language pathologist for 21 years. She has worked in a variety of settings with both adults and children of all ages in Minnesota, Louisiana, and Illinois before moving back home to Manitoba. She has worked for the Society for Manitobans since 1999, initially in the Eastman region and currently in Winnipeg providing consultative therapy services to preschoolers and their families in their homes and childcare centres. In addition to that provides training to caregivers and childcare workers through a variety of workshops. Her latest passion is hippotherapy (therapy with the assistance of horses) and provides therapy for children using this technique through her private practise.

LOCATION:	MCCA	COST:	\$45.00	MCCA Member
	2nd floor, 2350 McPhillips St.		\$90.00	Non-member
	corner of Court Ave. & McPhillips St.			

## Analyzing And Improving Program Spaces

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ANA - 001

March 7 – 27, 2019

Online workshops that you can complete from home or work!

This online workshop is another joint offering between the Manitoba Child Care Association and Red River College's Science of Early Child Development project. These highly popular workshops offer a variety of content (videos, readings, links, games, discussions). The content is from the **Science of Early Child Development (SECD)**. Professionals and students around the world use SECD's engaging, multimedia resources to learn more about the impact of the early years on lifelong health and wellbeing.

This online workshop describes a variety of approaches to curriculum and issues related to indoor and outdoor program spaces. Guided by a facilitator, participants document and analyze (through photos and other means) aspects of their own program settings that are successful and also choose an area to modify and improve. Participants share this information in the online workshop platform to get input and learn from each other, and thereby get inspired to make enhancements. In the final phase of the workshop individuals implement and evaluate their proposed changes.

***N.B. This is equivalent to a full day workshop for six hours of professional development. Participants should have a reliable internet connection and be comfortable reading and writing in English. Workshops are offered for professional development and do not qualify for college credit.***

***Please provide the email of the person who will be participating in the workshop, not the centre email.***

**FACILITATOR:** Each SECD online workshop is facilitated by an RRC ECE instructor or an ECE practitioner, each of whom brings a wealth of knowledge and experience in the childcare sector. The facilitator oversees each workshop by welcoming, orienting and guiding participants

COST:	\$110.00	MCCA Member
	\$220.00	Non-member

## Best Choices: Ethics Part I

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**ETH - 001**

**Thursday, March 7, 2019**

**6:30 pm – 9:30 pm**

In Manitoba and Canada, those who work in early learning and child care 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:** **Diane Désormeaux Wright** has been in the Early Childhood Education field for more than 20 years in many different capacities. She has been a front line ECE, an inclusion worker, team leader/support staff, a home daycare provider, and chair/secretary/fundraising chair of many daycares board of directors. She has held many positions in the field of CFS and support staff for independent living clients. Diane is passionate about her work with children and her dedication as a foster parent. She became an MCCA Ethics Committee member in 2016.

**Michele Grant** has been involved in Manitoba's early childhood community for over 30 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 is a founding member and past Chairperson of the MCCA Ethics Committee. Michele believes that "you should live so that when your children think of fairness and integrity, they think of you". H. Jackson Brown Jr.

LOCATION:	MCCA	COST:	\$45.00	MCCA Member
	2nd floor, 2350 McPhillips St.		\$90.00	Non-member
	Located in the Royal Bank building on the corner of Court Ave. & McPhillips St.			

## Take It Outside! Integrating Literacy And Nature

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**TAK - 001**

**Tuesday, March 12, 2019**

**6:30 pm – 9:00 pm**

Young children are innately connected to the natural world but require opportunities to develop this connection. Using children's books that focus on the outdoors, participants will discover ways of extending the story, using the outdoor environment as a learning tool. This workshop focuses on inquiry based learning while enhancing children's language and literacy skills. Evidence based information will be provided as support for the early learning initiatives shared during the workshop. It is geared to those working with children in the early years and the ultimate goal is to provide hands on ideas, resources, and activities that can be integrated into current programs and services offered to young children and their families.

**FACILITATOR:** This workshop will be presented by a Bookmates Facilitator. Bookmates is a non-profit organization based in Winnipeg with over 34 years' experience developing and delivering family literacy training. Bookmates' workshops are created with the goal of enhancing pre-school children's development and learning capabilities to help prepare them for success as they enter the school years..

LOCATION:	MCCA	COST:	\$45.00	MCCA Member
	2nd floor, 2350 McPhillips St.		\$90.00	Non-member
	corner of Court Ave. & McPhillips St.			

# Learning About Autism Spectrum Disorder

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LEA - 001

Wednesday, March 13, 2019

6:30 pm – 9:30 pm

**Back by popular demand!**

In this fun and interactive workshop JoAnne will first briefly discuss the diagnosis of ASD and when and whom provides this diagnosis. Soon after, we will talk about the main areas of strengths and deficits seen with children on the spectrum, how to become a better observer and recognize signs and symptoms of dis-regulation/anxiety/communication/behaviour. Then....hmmmm.....of course, what to do. We will discuss some tried and true techniques and interventions that have been very effective over the years. I believe in lots of participation, questions and comments throughout, so please come prepared to engage with myself and others in the room. I am hoping to bring a number of videos to watch to reinforce what we have talked about, and if time allows, break up into small groups to problem solve. I look forward to seeing you in my session!

**FACILITATOR: JoAnne Sobczak** is currently working as a Behaviour Specialist with the Dept of Families. With this position, she has worked with early school aged children, adolescents and adults in parent's homes, schools, day programs and with residential facilities. Prior to this past 2 years with Behaviour Psychology, JoAnne worked as an autism behaviour specialist for 25 years with the Preschool Autism Outreach Program. She has also had experience working in other facilities such as: MATC (helping adolescents with psychiatric disorders); Montgomery Centre, which she was the executive director of a Day program for multiply handicapped adults and at Winserv Inc., as a behavioural and developmental counsellor for adults with mental disabilities in residential facilities.

JoAnne has her expert training leader and practitioner certification with the DIR floortime model from the ICDL Institute. She currently teaches DIR online training courses for the Institute and does some mentoring/tutoring for the institute as well. She has her undergraduate degree in Psychology from U of W and have a Rehabilitation Practitioner Diploma from Lethbridge Community College.

JoAnne is passionate and enthusiastic when it comes to anyone diagnosed with an Autism Spectrum Disorder. Her experiences over the years has allowed her to work in community based programs, schools, daycares and of course with the families - supporting individuals in their natural setting.

LOCATION:	MCCA	COST:	\$45.00	MCCA Member
	2nd floor, 2350 McPhillips St.		\$90.00	Non-member
	Located in the Royal Bank building on the corner of Court Ave. & McPhillips St.			

## Best Choices: Ethics Part II

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ETH - 002

Thursday, March 14, 2019

6:30 pm – 9:30 pm

In Manitoba and Canada, those who work in early learning and child care 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!

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: Diane Désormeaux Wright** has been in the Early Childhood Education field for more than 20 years in many different capacities. She has been a front line ECE, an inclusion worker, team leader/support staff, a home daycare provider, and chair/secretary/fundraising chair of many daycares board of directors. She has held many positions in the field of CFS and support staff for independent living clients. Diane is passionate about her work with children and her dedication as a foster parent. She became a committee member on the MCCA Ethics Committee in 2016.

**Michele Grant** has been involved in Manitoba's early childhood community for over 30 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 is a founding member and past Chairperson of the MCCA Ethics Committee. Michele believes that "you should live so that when your children think of fairness and integrity, they think of you". H. Jackson Brown Jr.

LOCATION:	MCCA	COST:	\$45.00	MCCA Member
	2nd floor, 2350 McPhillips St.		\$90.00	Non-member
	Located in the Royal Bank building on the corner of Court Ave. & McPhillips St.			

*"An investment in knowledge  
always pays the best interest."*

*- Benjamin Franklin*

## Beyond Part IV: Continuing the Ethical Journey

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BEY - 001

Saturday, March 16, 2019

9:00 am – 12:00 pm

You've finished the "Best Choice" ethics workshop series. You've been practicing the decision-making model. You've worked on getting "unstuck". Basics all covered – and you've got 'em! Now what? Do you feel like an expert? Hardly; that's not possible, 'cuz it's your on-going personal journey...never ending. As we are students in life, so are we always learning and traveling the road of ethics. So... you're thinking...what's next? Come and delve into what Beyond Part IV with some of the MCCA ethics originators. As with all ethics workshops, this will be an interactive exploration. Be prepared to fire up the ol' heart and mind and chat up a storm.

**FACILITATORS:** **Jenn Cullen** is the director of Wawanesa Wee Care Inc. in Wawanesa MB. She has dabbled in many early learning programs, such as child care, nursery school and family resource. She enjoys going on the ethical journey with the variety of people she meets in the workshops, as well as the little people she works with every day, and continuously learns something new about herself! She believes in life-long learning, that there is good in everyone, and that it will always all work out in the end! Jenn is the Chairperson of the MCCA Ethics Committee.

**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 is a founding member and past chairperson of the MCCA Ethics Committee.

**Sina Romsa** has served as an ECE, in a range of front line positions in community services, on the CCCF, MCCA and a variety of community based boards, as well as a college educator. She is one of the MCCA ethics series originators and has a passion for diversity, ethics, and the "road less travelled".

LOCATION:	MCCA	COST:	\$45.00	MCCA Member
	2nd floor, 2350 McPhillips St.		\$90.00	Non-member
	corner of Court Ave. & McPhillips St.			

## Child Care Basics: Imagination Zone

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CCB - 001

Wednesday, March 20, 2019

6:30 pm – 8:30 pm

Young children are innately connected to the natural world but require opportunities to develop this connection. Join Marilyn Valgardson in a series of workshops that identify and review the commonly found play zones and learning centres. Learn what kinds of play you might observe in these areas and what kind of planned experiences you can offer as well as why each zone is important to the child's developmental domains. We will also discuss how you can expand on and support children's play. Be prepared to share your experiences and to take away lots of great ideas to try. This winter we are offering the Imagination Zone.

During this session, you'll learn about the importance of role playing and imaginative play and why it's important to children's social and emotional development. We'll look at what kinds of imaginative play you might observe children engaging in and talk about why they want play that way. We will discuss what kinds of materials are important to have available and how you can expand and extended on the tried and true "Kitchen area". We'll also discuss other areas or play materials that bring out lots of imagination and pretend play – sometimes in a box or on the table. Bring your best idea for an imaginative play area that you and the children love!

**FACILITATOR:** Marilyn Valgardson is the Executive Director at Assiniboine Children's Centre. She is passionate about lifelong learning and loves when others are inspired to change their practice after a professional learning opportunity. With over 30 years of experience in early learning and child care, Marilyn will draw on her knowledge and experience to help you understand some of the "why" and "what's important about that" in your daily practice.

LOCATION:	MCCA	COST:	\$45.00	MCCA Member
	2nd floor, 2350 McPhillips St.		\$90.00	Non-member
	corner of Court Ave. & McPhillips St.			

## Contributing To Psychological Health And Safety In Your Centre

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CTP - 001

Thursday, March 21, 2019

8:30 am – 3:30 pm

Would you like to protect mental health and promote mental wellness in your centre? Are you familiar with the Canadian Psychological Health and Safety Standard? Learn about the Psychological Factors that are important for every organization, discuss how they pertain to your particular workplace, and make plans on how to achieve psychological health and safety in your centre. Get a taste of what is covered in the Mental Health First Aid courses, some of the needs your employees might have, and what reasonable accommodations for mental health issues might look like. Develop strategies to reduce the stigma surrounding mental health and increase peer-to-peer support. Learn the Three Steps to Building **MeYouQ**® and Better Relationships, so you can increase your own inner peace and reduce interpersonal conflict. Go through a process to create a personal vision, mission, and goals; and develop a plan for future success, which contributes to your own mental wellness.

**FACILITATOR:** Treena Chabot, CPHR is author of *MeYouQ: Life-Changing Protocols for People Leaders* and a CMHA Certified Psychological Health & Safety Advisor. Treena believes the key to workplace engagement and satisfaction is ensuring supervisors build positive relationships with ALL employees. Prior to starting her own consulting company, TREE for Supervisors, Treena was a Business Administration Instructor for 18 years.

**Please note: Participants are on their own for lunch. MCCA has a fridge, microwave, and a toaster oven for your convenience. There are several restaurants in the area.**

LOCATION:	MCCA	COST:	\$75.00	MCCA Member
	2nd floor, 2350 McPhillips St.		\$150.00	Non-member
	corner of Court Ave. & McPhillips St.			

## Best Choices: Ethics Part III

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ETH - 003

Thursday, March 21, 2019

6:30 pm – 9:30 pm

In Manitoba and Canada, those who work in early learning and child care 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!

In this 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:** Sharon Balasko has been in the field for over 30 years. She began her career in infant care in the Child Development Centre at the University of Manitoba. She has worked as an instructor, curriculum developer and consultant working with the University of Manitoba, University of Winnipeg, and Red River College. She has been an Ethics Guide and a part of the Ethics Committee since 2002.

**Diane Désormeaux Wright** has been in the Early Childhood Education field for more than 20 years in many different capacities. She has been a front line ECE, an inclusion worker, team leader/support staff, a home daycare provider, and chair/secretary/fundraising chair of many daycares board of directors. She has held many positions in the field of CFS and support staff for independent living clients. Diane is passionate about her work with children and her dedication as a foster parent. She became an MCCA Ethics Committee member in 2016.

LOCATION:	MCCA	COST:	\$45.00	MCCA Member
	2nd floor, 2350 McPhillips St.		\$90.00	Non-member
	Located in the Royal Bank building on the corner of Court Ave. & McPhillips St.			

# Celebrating Diversity: Easter

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CEL - 001

Thursday, April 4, 2019

6:30 pm – 8:30 pm

Families in Manitoba come from very diverse backgrounds, and this diversity is reflected in the children attending our child care facilities. Often, ECEs would like to acknowledge the traditions and celebrations that accompany this diversity, but are unaware of what these may be, or what might be an appropriate response. While it is up to families to actually teach their children their traditions, this workshop series is intended to help you understand the significance of a variety of traditions and celebrations, so you can support children and families in a meaningful way. Each workshop will focus on one or two holidays, and will feature a facilitator and a speaker who will provide some background on the holiday's importance. Come out and join us as we Celebrate Diversity in Manitoba child care facilities. Join us as we explore **Easter**.

**FACILITATORS:** **Vera Shawarsky** is the daughter of 1st & 2nd generation immigrants where Ukrainian culture & religion was a very important part of her daily life. Vera volunteers in the Ukrainian community with newcomers. Vera has been in the child care field for 35 years & Director of Sadok Veselka Daycare (Ukrainian bilingual centre) for 28 years.

**Sina Romsa** has served as an ECE, in a range of front line positions in community services, on the CCCF, MCCA and a variety of community based boards, as well as a college educator. She is one of the MCCA ethics series originators and has a passion for diversity, ethics, and the "road less travelled".

LOCATION:	MCCA	COST:	\$45.00	MCCA Member
	2nd floor, 2350 McPhillips St.		\$90.00	Non-member
	corner of Court Ave. & McPhillips St.			

# Stepping Into Spring

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STE - 001

Saturday, April 6, 2019

9:00 am – 12:00 pm

In her book, *Goodness of Rain*, Ann Pelo tells us that children are better able to identify the names of the Pokemon characters than the native species of nature. *Lets change that!* Bundle up and join us at Birds Hill Park. Let's walk the trails, light a fire and sip some hot chocolate. Lindsey Mitton, the Senior Park Interpreter will help us learn how to identify the most common mammals and birds found in Manitoba in the spring by their physical characteristics, tracks and scat. We will explore the pukak layer and how animals stay warm and safe during the winter from predators. She will also guide us through some of the native trees using a dichotomist key. Then we will consider how we can share that with children. How can we talk less in order to see and hear more? How do our values and Image of Child guide us in the questions we ask, how we ask and when we ask? What questioning strategies can we use? How much do we bring to the attention of children and how much do we allow them to discover on their own? Join us as we walk the land and come to know the details.

**FACILITATORS:** **Brigitte Insull** is the past Director of the Seven Oaks Child Day Care Centre and has been in the field of child care and early learning for 41 years. As a retiree she continues to embrace her passion for children and learning as the Side by Side mentor through the MCCA and as a practicum instructor at Red River College. Brigitte is inspired by the children she meets in both these new roles as well as the opportunity to engage in pedagogical discussions with like-minded colleagues. Completing her Forest School accreditation continues to be a goal along with spending more time camping and travelling abroad.

**Mavis Lewis-Webber** is passionate about getting children, and adult's outdoors in the natural world and in supporting a quality and collaborative Forest and Nature School movement across Canada. She is an organizer and board director for the Manitoba Nature Summit, as well as an instructor and 'Assessor of Prior Learning' in the Faculty of Early Childhood Education at Red River College in Winnipeg, Manitoba. She is one of the first certified 'Forest and Nature School Practitioner' through Forest School Canada.

**Please note: you will require a Provincial park pass to enter the park.**

**LOCATION:** The Interpretive Workshop is located at the very end of Nimowin Road, off of North Drive in Birds Hill Park.

LOCATION: Birds Hill Park 

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

*“Nature gives to every time and season  
some beauties of its own.”*

*– Charles Dickens*

# Geocaching With School Age Children: Let The Treasure Hunt Begin!

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GEO - 001

Saturday, April 13, 2019

10:30 am – 1:00 pm

## Why Geocache with School Age Children?

- We are all intrigued by the hunt for “lost treasure”.
- Children have a natural attraction to the adventure in hiding and seeking something-for example: Easter eggs hunts, scavenger hunts, I Spy Games, and playing hide and seek, Pokemon Go, or the latest craze Winnipeg Rocks!
- Geocaching allows us to utilize the latest technology in navigation and use computers and the internet; a great combination in a world where children grow up playing video games and operating computers.
- Many caches are educational and are closely linked to regional history or geological features.
- Many geocaches involve solving puzzles or clues to discover the coordinates for the placement of the geocache.
- Many geocaches have been hidden by children (with parental help) for other children to find.
- Geocaching is fun, it gets you to enjoy the outdoors, and exploring and hunting for hidden “treasures” as you learn a new skill!
- Geocaching encourages children to explore their surroundings, use observational skills and have an adventure right in their own neighborhood.
- The potential benefits of geocaching can be immense-physical, social, educational (history, geography, social studies, math and science).

In this workshop participants will get a better understanding of what geocaching is all about, and will be able to learn through a hands on approach where they find actual geocaches and also learn how to hide and mark their own geocaches. The benefits of geocaching are nearly endless; as it allows us to use current technology to help us get children back outside, enjoying nature while they participate in a modern day treasure hunt. The workshop will include samples of geocaching items and containers for participants to explore. We will discuss where geocaches may be located and what you might find in a geocache. I will also provide ideas for how to introduce geocaching to children, and some preliminary activities to do with the children before using a GPS unit with them. We will also discuss some geocaching etiquette. There will be time for questions and answers. Participants will also be asked to bring a small plastic container with a lid and some small items to put in a geocache, and we will assemble a sample geocache that they can take with them. Participants will try to locate a hidden geocaches on site, and will learn how to hide their own geocaches and mark them for others to find.

**FACILITATOR:** **Suzanne Otte** is an ECE III with over 30 years of experience in the childcare field. She has had experience as a frontline worker, a supervisor, an assistant director, and acting director. Over the years she has worked with a variety of age groups and with a variety of children who have challenged and amazed her. She loves nature and the outdoors and enjoys sharing this with the children in her care. Suzanne and her husband Mike love spending time outdoors with friends on the ATV trails, camping, or at the cottage. Some of her hobbies include photography, gardening, snorkeling, and geocaching!

LOCATION: Assiniboine Park – Picnic tables  
by the Nature Playground



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

## Family Child Care Brunch 'N' Learn

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FCC - 001

Saturday, April 13, 2019

10:30 am – 12:30 pm

The networking portion will begin at 10:30am – 11:30am where you can order the optional buffet breakfast or other items on the menu. ***(Please note that your food or drink order is not included in the fee listed below.)***

### Topic: Family Dynamics Behaviour Support Program

*(Family and Child Care Resources)*

We work with child care providers, families and community agencies to support children who are presenting behavioural, developmental and social-emotional needs or challenges in child care settings. This includes licensed child care facilities, family child care homes and nursery schools.

Our purpose is to build positive relationships, support development and promote quality care for children.

**SPEAKER:** **Sylvia Ritchie** is a Behaviour Support Coordinator at Family Dynamics. She has been in the field of Early Childhood education for more than thirty-five years during which time she has held a variety of front line ECE positions as well as administrative roles. She is passionate about her work with children and her dedication to child care providers and families.

LOCATION: Canad Inns – Polo Park  
1405 St. Matthews Ave.  
Room: To Be Determined



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

## Gardening With Young Children

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GAR - 001

Saturday, April 27, 2019

9:30 am - 12:30 pm

Gardening with children offers many benefits including fine and gross motor skills, engaging the five senses, connecting with local flora and fauna and much more. If you're a seasoned gardener looking for some new ways to engage children with plants or a newly inspired want-to-be gardener full of questions - this session is for you! Learn about some easy-to-care for plant varieties, new plant-based activities to inspire your young charges and 3 different ways to propagate plants. Each participant will leave with a freshly planted salad bowl and cuban oregano cutting to care for at home or observe with the children at your child care facility.

**FACILITATOR:** **Suzanne M. Simpson**, M. Ed. is a passionate educator who values the educational and restorative potential of the natural environment. Although raised in rural Manitoba, Suzanne and her family now live in Winnipeg. Together they strive to live lightly on the earth and remain connected with nature through gardening and being active in the wild edges of the outdoors. Suzanne has experience teaching classes from Kindergarten to grade eight, and wrote her masters thesis on the topic of elementary school garden use in Manitoba schools. Suzanne is qualified as a LEED Green Associate, Master Composter and Master Gardener in training.

**Please note: This workshop location is not on a bus route, you will need a vehicle to get there.**

LOCATION: Sage Garden Greenhouses  
3410 St. Mary's Road.



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

# REGIONAL WORKSHOPS

## Norman Region - Professional Development Day

NOR - 001  
Saturday, February 9, 2019  
9:00 am – 4:00 pm

### A Day With Gigi Schweikert

Join Gigi as she presents on the following 3 topics.



#### **More than Making Play-Dough: The Positive Influence of Early Childhood Professionals**

Ever feel like others just don't understand what you do as an Early Childhood Professional? Early Childhood Professionals make a tremendous difference in the lives of the children and families we care for and educate. Learn how the simple things you do make a big difference. Join us a humorous affirmation of our positive influence. We do so much more than make Play-Dough.

#### **The Ultimate in Classroom Fun**

Many educators think classroom fun comes from exciting activities and state-of-the-art toys. Although those things can be helpful, real classroom fun comes from the excitement of the teacher, her attitude, and her willingness to try new things. Learn ways to crank up the fun factor in the classroom. If you are having fun, the children will, too. Learn to identify your skills and talents and how to use those in the classroom. Discover new ideas for making the mundane, marvelous. You'll never look at your classroom in the same way.

#### **10 Steps to a Winning Team: Positive Staff Relationships**

Working well with children doesn't always mean working well with adults. How do we learn to put ourselves in the place of others, understand their values, ideas and perspectives, and behave respectfully at all times? Here are ten simple steps to help you and those you work with develop positive staff relationships. Whether you're a supervisor, co-teacher or member of the staff, you'll benefit from these ideas. Positive change begins with you.

**FACILITATOR: Gigi Schweikert** With 18 published books, in three languages, and 25 years of experience, Gigi Schweikert is a highly demanded, internationally known, thought leader in child care and franchising. Her best-selling book series, *Winning Ways for Early Childhood Professionals*, has changed the field through innovative ideas about leadership, child development, and professionalism. As the working mother of four children, Gigi's practical ideas and realistic perspective on child care will have you laughing and learning. Gigi's an international keynote speaker, recently in Malaysia and New Zealand, and headed to Uganda. Follow Gigi on Twitter @gigischweikert and checkout her website: [www.gigischweikert.com](http://www.gigischweikert.com) for speaking engagements.

LOCATION: Kikiwak Inn (Bignell Room)  
The Pas, MB

COST: \$120.00 MCCA Member  
(includes lunch)  
\$240.00 Non-member  
(includes lunch)

# **WINTER/SPRING 2018 PROFESSIONAL DEVELOPMENT WORKSHOPS REGISTRATION PROCEDURES & POLICIES**

- You must be a personal member of MCCA to qualify for member 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 postponed/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. We do not invoice for workshops.
- Telephone, faxed registrations and post dated cheques will not be accepted.
- Registration deadline is one day prior to each session unless otherwise indicated.
- Methods of Payment:  
Cheque, Visa, MasterCard are accepted. Interac is available for in person registration. If paying by cheque, mail your registration and payment to:

**Manitoba Child Care Association  
2nd Floor, 2350 McPhillips Street  
Royal Bank Building  
Winnipeg, Manitoba 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 select workshops, and then click on the link for online registration.

- Receipts will be emailed.
- 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 replacing a member) email Dianne Jones-Pearson before 3:00 pm prior to the workshop at [djonespearson@mccahouse.org](mailto:djonespearson@mccahouse.org). Dianne's direct line is 204-336-5065.
- We require the name of the replacement so that a participant certificate can be prepared for the new person attending.
- Any substitutions made after 3:00 pm prior to the workshop will require a \$7.00 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 \$7.00.
- 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 or send out reminders.
- If enrollment for any workshop 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 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 calendar year.
- If a workshop is cancelled due to weather, we will call to advise you the workshop is cancelled.
- We reserve the right to change the workshop location. Registrants will be notified by phone or email.

