

NEW AND RETURNING PARTICIPANT INFORMATIONAL BOOKLET

# Sonoma CARES *Plus*, Round 2

COMPREHENSIVE APPROACHES TO RAISING EDUCATIONAL STANDARDS

2015-2016



California Department of  
EDUCATION



**Sonoma County**  
Office of Education

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### WHAT IS SONOMA CARES PLUS, ROUND 2

Sonoma CARES Plus, Round 2, (Comprehensive Approaches to Raising Educational Standards), is a statewide professional development program targeting Early Educators working with young children. CARES Plus is committed to **improving the quality of early learning programs, increasing teacher effectiveness, and helping teachers develop professionally by focusing on education, preparation and retention of an effective and diverse workforce.** The program provides guidance, support and compensation incentives to child care professionals, in order to raise the quality of child care programs and, ultimately, to improve young children’s learning and development outcomes in Sonoma County.

The program is administered by the Child Care Planning Council and is designed as a three-year program (2013-2014, 2014-2015, and 2015-2016) with specific requirements to be completed for New<sup>1</sup> and Returning<sup>2</sup> participants. Please review the program information carefully. The CARES Plus Staff is available to assist you with any questions you may have.

This is a great opportunity for individuals who work with young children to receive support, increase their skills and education, improve the quality of their child care services and earn a stipend award.

### HOW TO PARTICIPATE

**Step 1:** Visit our website at [www.scoe.org/cares](http://www.scoe.org/cares) to download an application. Applications are also available at our Enrollment Workshops. Please contact the CARES Plus office at (707) 524-2639 or e-mail [smarron@scoe.org](mailto:smarron@scoe.org) for additional information.

<sup>1</sup> A **New Participant** to CARES Plus is defined as a participant who has never successfully completed CARES Plus during any of the following years: 2011-2012, 2012-2013, 2013-2014 and/or 2014-2015.

<sup>2</sup> A **Returning Participant** is defined as a participant who received a stipend and successfully completed CARES Plus during any of the following years: 2011-2012, 2012-2013, 2013-2014 and/or 2014-2015.

**Step 2: Submit the completed CARES Plus Application Packet by 4:30pm on September 25<sup>th</sup>, 2015 in order to be considered for the program.** Applicants are responsible for making sure that their application and all supporting documentation is complete and sent in by the deadline.

### ELIGIBILITY AND ENROLLMENT

In order to enroll and participate in the Sonoma CARES Plus program, participants must meet the following requirements:

<b>1</b>	Have access to a valid <b>e-mail account</b> (e-mail addresses cannot be shared with another CARES Plus participant).
<b>2</b>	Be employed at a licensed center or licensed Family Child Care Home (FCCH) or <i>eligible</i> license-exempt child care center in Sonoma County in one of the following situations: <ul style="list-style-type: none"> <li>a. at least 50% of the children are five years old or younger <i>OR</i></li> <li>b. the center or after-school program has a direct contract with the CA Department of Education (CDE), Early Education &amp; Support Division (EESD) for child care subsidy <i>OR</i></li> <li>c. the family child care home has a direct contract with the RCCS or CFC FCCH Education Network <i>OR</i></li> <li>d. Be employed in a Transitional Kindergarten classroom with at least one TK age-eligible child.</li> </ul>
<b>3</b>	Currently work <b>directly with children a minimum of 15 hours per week.</b> <b>Supervising staff</b> must also work directly with children a minimum of 15 hours per week.
<b>4</b>	Earn less than \$60,000 ( <b>gross salary</b> ) annually from child care
<b>5</b>	Submit a Complete Application Packet by <b>4:30pm on September 25<sup>th</sup>, 2015</b>

## NEW PARTICIPANT PROGRAM REQUIREMENTS

As a **NEW PARTICIPANT** to CARES Plus, you must complete the **CORE AND ANNUAL** requirements during your **FIRST** year of participation.

### CORE REQUIREMENTS DESCRIPTION

1. Complete the **Introduction to the CLASS Tool** online training Pre-K, Toddler or Infant version depending on the ages of the children in your program. This web-based training is a 2-hour self-paced training that provides interactive activities within a fully-narrated presentation focused on the effectiveness of teacher-child interactions. Participant must register their Teachstone account by **January 31<sup>st</sup>, 2016** to gain access to this training. The deadline to complete this online training is **February 28<sup>th</sup>, 2016**.
2. Complete the **Looking at CLASSROOMS (LAC)** online training Pre-K, Toddler or Infant version depending on the ages of the children in your program. This web-based study is approximately 15-20 hours of self-paced training that provides in-depth interactive activities about each CLASS Domain and access to the Teachstone Video Library. The deadline to complete this online training is **May 20<sup>th</sup>, 2016**.
3. Complete the **Looking at CLASSrooms Video Viewing Log**: You are required to keep a log of your time spent viewing the Looking at CLASSrooms on-line training **and** the Teachstone Video Library. You must submit your Looking at CLASSrooms Video Viewing log to your CARES Plus Advisor/Academic Counselor during your SECOND advising appointment. The deadline to complete this requirement is **May 20<sup>th</sup>, 2016**.
4. Complete the **Kids and Smoke Don't Mix** online training. This web-based training is 45-minutes of self-paced training designed to provide you with information, tools, and resources that will help you keep children safe from second hand smoke by targeting the dangers of tobacco use and exposure to young children. The deadline to complete this requirement is **May 20<sup>th</sup>, 2016**.

### ANNUAL REQUIREMENTS DESCRIPTION

1. Complete the CARES Plus Advising/Academic Counseling requirements:  
**FIRST MEETING**: Meet with the assigned **CARES PLUS ADVISOR/ACADEMIC COUNSELOR** to develop a Professional Growth Plan (PGP) that identifies your goals and CLASS dimensions by **December 18<sup>th</sup>, 2015**.  
**SECOND MEETING**: Meet with the assigned **CARES PLUS ADVISOR/ACADEMIC COUNSELOR** for final verification of program requirements by **May 20<sup>th</sup>, 2016**.
2. Complete an online **CARES PLUS PARTICIPANT SURVEY** administered directly by First 5 California via e-mail. The deadline to complete this requirement is **May 31<sup>st</sup>, 2016**.
3. Work directly with children a minimum of 15 hours per week at an eligible program for a minimum of **9 months** within the program year (**7/1/2015-6/10/2016**). Employment will be verified in the spring.

### COMPONENT REQUIREMENTS (OPTIONAL FOR NEW PARTICIPANTS)

As a **NEW PARTICIPANT** to CARES Plus, you **MAY** also choose to complete **COMPONENT B**, in addition to the **CORE** and **ANNUAL** requirements, during your first year of participation.



#### **Component B (Coursework)**

- Complete a minimum of 6 units of stipend eligible classes
- Hold or apply for a California Child Development Permit



Please see page 5 for a detailed description of Component B.

## RETURNING PARTICIPANT PROGRAM REQUIREMENTS

As a **RETURNING PARTICIPANT** to CARES Plus, you must complete the **ANNUAL AND COMPONENT** requirements each year of participation and may be required to complete a Teachstone **CLASS UPDATE**.

### ANNUAL REQUIREMENTS DESCRIPTION

1. Complete the CARES Plus Advising/Academic Counseling requirements:

**FIRST MEETING:** Meet with the assigned **CARES PLUS ADVISOR/ACADEMIC COUNSELOR** to develop a Professional Growth Plan (PGP) that identifies your goals and CLASS dimensions by **December 18<sup>th</sup>, 2015**.

**SECOND MEETING:** Meet with the assigned **CARES PLUS ADVISOR/ACADEMIC COUNSELOR** for final verification of program requirements by **May 20<sup>th</sup>, 2016**.

2. Complete an online **CARES PLUS PARTICIPANT SURVEY** administered directly by First 5 California via e-mail. The deadline to complete this requirement is **May 31<sup>st</sup>, 2016**.
3. Work directly with children a minimum of 15 hours per week at an eligible program for a minimum of **9 months** within the program year (**7/1/2015-6/10/2016**). Employment will be verified in the spring.

### COMPONENT REQUIREMENTS (REQUIRED FOR RETURNING PARTICIPANTS)

As a **RETURNING PARTICIPANT** to CARES Plus, you **MUST** enroll to complete **COMPONENT B**, complete the **ANNUAL** requirements and may be required to complete a Teachstone **CLASS UPDATE**. Component B requires you to complete a minimum of 6 stipend eligible classes **AND** requires you to hold, apply for, or renew a California Child Development Permit. *Please see page 5 for a detailed description of Component B.*

### TEACHSTONE CLASS UPDATE

Participant must agree to complete the **Infant, Toddler or Pre-K Introduction to the CLASS Tool, Looking at CLASSrooms (LAC)** online trainings and **LAC Video Viewing Log**, if the ages of the children you work with have changed since the last time you successfully completed the CARES Plus program.



*"It is the supreme art of the teacher to awaken joy in creative expression and knowledge." – Albert Einstein*

## COMPONENT REQUIREMENTS

**New Participants** enrolling in **Component B**, and returning participants must complete **the requirements** described below, in addition to **CORE** and **ANNUAL** requirements.

### COMPONENT B (COURSEWORK)

**Component B (Coursework)** requires participants to be working towards a degree, and to complete a **minimum of 6 academic units** (or approved equivalent) with a “C” or better of degree-focused coursework that fulfill the requirements towards an Associate, Bachelor’s, or Master’s Degree during our program year **(7/1/2015-6/10/2016)**. Degrees must be in Early Childhood Education (ECE), Child Development or a related field\* and can have a focus on Special Needs.

Participants can also complete coursework that is applicable to obtaining a child development permit and/or credential or coursework to help a participant gain the necessary skills needed to obtain a degree or permit. If the related field is a Teaching Credential, the credential must be in Early Education or a Multiple Subject Elementary School Credential. Extension or continuing education courses are not eligible, with the exception of ESL non-unit bearing courses through approved adult education programs.

\* *Related field: Human Development, Psychology, Sociology or other approved related major with 24 ECE units.*

Visit [www.santarosa.edu](http://www.santarosa.edu) or [www.sonoma.edu](http://www.sonoma.edu) for information about our local colleges.

Visit [www.childdevelopment.org](http://www.childdevelopment.org) to find courses at CAP Aligned Colleges for other options, including online.

### STIPENDS AND BONUSES

The Sonoma CARES Plus program offers stipends for the completion of program requirements, and extra bonuses for the completion of any additional criteria listed under the bonus section. In order to be eligible for a stipend and bonuses, participants must complete all program requirements by the specified deadlines outlined in this booklet, and submit all verification by **June 10, 2016**.

The **maximum** total amount of stipend (including bonuses) a single participant may receive is **\$4,000**. Stipend amounts **may** be pro-rated if not enough funding is available for all participants. Stipends are distributed once a year upon program completion (July).

#### CORE STIPEND AMOUNT

**NEW PARTICIPANT CORE ----- \$500**

**NEW Participants** will receive a stipend for CORE, if all CORE and Annual requirements are completed. (In addition to the CORE and Annual requirements, participants may also complete Component B).

#### TEACHSTONE CLASS UPDATE

**TEACHSTONE CLASS UPDATE ----- \$200**

**RETURNING Participants** will receive a stipend if they are required to complete the **Infant, Toddler or Preschool CLASS trainings** as long as all Annual requirements are completed.

### COMPONENT STIPEND AMOUNTS

**COMPONENT B (COURSEWORK) ----- UP TO \$4,000**

Participants will receive this stipend if they complete their CORE and Annual requirements **AND** successfully complete the Component B requirements. For Component B, stipends are based on the number & type of stipend-eligible units (minimum 6 units or approved equivalent) completed with a grade “C” or better at an institution of higher education accredited by CDE-accepted regional accrediting bodies. **Only those classes that have been approved by the assigned CARES Plus Advisor/Academic Counselor are eligible for a stipend.**

- \$100 per ECE unit
- \$200 per ESL, GE or Basic Skills unit
- \$300 per unit for BA/MA level classes completed when enrolled in a BA/MA program

#### BONUSES

Participants who complete their specified program requirements AND meet the eligibility requirements are also eligible for **BONUSES**. Bonuses are based on the successful completion of the following criteria as specified below:



## BONUSES FOR COMPONENT B ONLY

### DEGREE ATTAINMENT.....\$500

Bonus for degree attainment is awarded to participants who complete their AA, BA or MA Degree during the current program year (7/1/2015-6/10/2016):

- AA/AS with 24 ECE units
- BA/BS in ECE or related field\*
- MA/MS in ECE or related field\*

\* Bonus for BA/MA Related field: Human Development, Psychology, Sociology or other approved related major with 24 ECE units.

### PEER COHORT PARTICIPATION.....UP TO \$400

Bonus for Peer Cohort Participation is awarded to participants who attend at least two 2-hour cohort meetings AND one additional approved 2-hour activity (cohort meeting, study group or tutoring) during the Fall and/or Spring semesters. Participants will be awarded \$200 for each semester they participate (Fall and/or Spring).

## SUPPORT SERVICES

The following support services are available to Sonoma CARES Plus participants FREE of charge:

### BOOK LOAN PROGRAM

In collaboration with the Child Development Training Consortium (CDTC) a limited number of Child Development Textbooks are available for loan at the SRJC's Doyle Library on a first-come, first-served basis. CARES Plus participants attending SRJC will receive a **Book Loan Card**, and must present this card at the Doyle Library's Reserve Desk, along with their student ID. To view book availability online, visit [www.santarosa.edu](http://www.santarosa.edu). If you have any questions, please contact the Child Development Department Administrative Assistant at (707) 527-4315.

### TEXTBOOK VOUCHER

CARES Plus participants attending the SRJC or SSU will receive a \$100 voucher to use towards the purchase of textbooks for degree-and/or permit-applicable courses. Participants are encouraged to buy used textbooks when available, and to purchase ECE textbooks.



## TECHNICAL ASSISTANCE FOR ONLINE TRAININGS

CARES Plus participants experiencing technical difficulties may receive help with the registration and/or completion of the CORE requirements by appointment. To schedule your appointment, please call or email our Online Trainings Technical Assistants: Jynx Lopez at 707-953-3979 or email [jynxlopez@comcast.net](mailto:jynxlopez@comcast.net) for assistance in English, or Martha Gomez at 707-479-8641 or email [marisa\\_612000@hotmail.com](mailto:marisa_612000@hotmail.com) for assistance in Spanish.

## CARES PLUS ADVISING/ACADEMIC COUNSELING

The assigned CARES Plus Advisor will work with the participant to develop a professional growth plan that identifies the participant's goals and objectives for the program year, including the identification of approved activities, two CLASS dimensions, California Child Development Permit needs (Component B), and follow-up support, as needed, to successfully complete program requirements. Advising sessions will be individualized meetings with participants, twice per program year (Fall/Spring). You will receive your advisor's contact information once you are admitted into the program.

## CHILD DEVELOPMENT PERMIT (COMPONENT B)

The CARES Plus Advisor/Administrator will offer two Bilingual Permit Workshops a year, in English and in Spanish, to support those participants applying for a Child Development Permit (required for Component B). The CARES Plus Advisor/Administrator will also be available, by appointment, for one-on-one support upon request.

Those participants applying for, renewing or upgrading a Child Development Permit are strongly encouraged to attend one of the Permit Workshops listed on page 10.

## PEER COHORTS (COMPONENT B)

Peer Cohorts are organized groups of CARES Plus participants working towards a common educational goal. Each group is led by a designated Cohort Leader who provides facilitated peer support. The purpose of the Cohort is to offer a place for CARES Plus participants to meet with other students and gain support as they work towards their educational goals.

There are five Cohort groups:

1. **AA Cohort for English Speakers** with less than 15 units of General Education (GE).
2. **AA Cohort for Spanish Speakers** with less than 15 units of GE and/or who are Dual Language learners

3. **AA Cohort** for both English and Spanish speakers with more than 15 units of GE.
4. **AA/Transfer Cohort** for participants who are transferring into a BA program in ECE or a related field within 1 year; completed ESL intermediate level classes if applicable.
5. **BA/MA Cohort** for participants enrolled in a BA or MA program in ECE or related field

Please indicate on the application and/or contact us if you would like to participate in one of the Cohorts!

## PROGRAM COMPLETION PROCESS

In order to receive a stipend and bonuses (if awarded), Sonoma CARES Plus participants (who were **accepted** into the program) must complete the program requirements by their specified deadlines and submit the required verification listed in the **Welcome Letter**. Welcome letters are sent out to each participant once accepted in to the CARES Plus Program.

Participants are responsible for making sure that all required supporting verification/documentation is complete and received by **4:30pm on June 10<sup>th</sup>, 2016**. Incorrect or incomplete paperwork will not be processed. Sonoma CARES Plus is not responsible for missing or incomplete information.

## FREQUENTLY ASKED QUESTIONS

### 1. Why do I need an e-mail account to participate in CARES Plus program?

*All New participants are required to have an e-mail account in order to register for required online trainings. Participants are also required to have an e-mail account in order to complete the First 5 CA Online Annual Survey, which can only be done electronically. Please note, each participant must have their own e-mail account and it cannot be shared.*

### 2. How can I complete the required online trainings for New Participants as part of CORE Requirements?

*Information about the process, including website address and Key Codes, will be provided to each participant by the CARES Plus Program once admitted.*

### 3. I do not have a computer, how can I complete the required online trainings as part of CORE requirements for New participants?

*CARES Plus contracts with two independent consultants to provide computer support to CARES Plus participants in English and Spanish with the completion of online trainings and the Looking at CLASSrooms Video Viewing Log. Additional information will be provided to each participant after acceptance in the program.*

### 4. If I participated in CARES Plus during 2011-2012, 2012-2013, 2013-2014 and/or 2014-2015 and I completed the required online trainings (Introduction to CLASS, Looking at Classrooms and Kids and Smoke Don't Mix) am I required to take the trainings again?

*Participants who received a stipend in 2011-2012, 2012-2013, 2013-2014 and/or 2014-2015 are NOT required to complete the online trainings again unless the ages of the children you work with have changed (infant, toddler, preschooler). Participants who completed the trainings, but were ineligible for a stipend will be required to complete the trainings again, unless it has been less than 24 months since completion and the participant holds a copy of their certificates.*

### 5. What is CLASS?

*The Classroom Assessment Scoring System (CLASS) is an observational tool developed by the University of Virginia to assess the effectiveness of classroom interactions. It focuses on the quality of interaction between teacher and child and provides a common lens and language to focus on what matters — classroom interactions that boost child learning. For additional information, please visit Teachstone at <http://www.teachstone.org>.*

### 6. What is a Looking at CLASSrooms Video Viewing Log?

*New Participants are required to document their Looking at CLASSrooms online training and Video Library viewing dates and times. You will receive this log in your Welcome Packet once you are admitted in the CARES Plus program.*

### 7. What is a Professional Growth Plan (PGP)?

*Your CARES Plus Advisor/Academic Counselor and you will work together to develop a professional growth plan that identifies your goals, objectives, and CLASS dimensions including the identification of approved activities (trainings/coursework) and follow-up as needed to successfully complete program requirements.*

### 8. I have been taking classes at the SRJC and I already have a counselor and an Educational Plan. Do I still need to meet with the CARES Plus Advisor/ Academic Counselor requested by the program?

*Yes, all participants must meet with their assigned CARES Plus Advisor/Academic Counselor to develop a Professional Growth Plan. Your CARES Plus Advisor/Academic Counselor contact information will be provided to you after you are accepted into the CARES Plus program.*

### 9. Will the classes I complete in the 2014-2015 school year count towards the new program year (2015-2016)?

*No, all Stipend-eligible classes must be completed between 7/1/2015 through 6/10/2016 (during Summer 2015, Fall 2015, and/or Spring 2016 semesters).*

### 10. Do I need to apply for a CA Child Development Permit if I already have one?

*All Component B participants must hold a CURRENT CA Child Development Permit and/or APPLY for a new one by June 10, 2016.*

### 11. I take care of my friend's children. Can I participate in the CARES Plus program?

*No. In order to participate, you must work at a licensed center, Family Child Care Home or at an eligible license-exempt child care center.*

**12. I work in an afterschool program. Am I eligible for the CARES program?**

If you work at least 15 hours/week at a CDE subsidized after school program, you are eligible for the CARES Plus program.

**13. When are stipend checks issued?**

Stipend checks are issued at the end of each academic year (in July).

**14. Do I pay taxes on my Stipend?**

Yes, the stipend you receive is compensation for completing the program requirements, not financial aid. If your stipend was \$600 or more, a 1099-MISC will be sent to your home address in January in accordance with 1099 reporting regulations. It will be reported in Box 7 "Non-Employee Compensation". Please take this into consideration when planning and preparing your annual tax returns. It is your responsibility to notify CARES Plus of any change of address to ensure that you receive proper tax information.

**15. To be eligible to participate in the CARES Plus program, participants cannot make over \$60,000 a year. Is this the gross or net amount?**

It is the gross amount; participants cannot make more than \$60,000 gross salary per year. We only consider the participant's individual gross income, not their household gross income. However, if you are a Family Child Care Provider, we will verify your income using the Schedule C, Profit and Losses pages of your tax return and look at the net profit.

**16. If I am a Family Child Care Assistant, am I able to participate in the CARES Plus program?**

Yes, if you are a Family Child Care Assistant in a licensed Family Child Care home, you are able to participate as long as you meet the other eligibility requirements.

**17. How can I participate in a Cohort Group?**

If you are in Component B, you may indicate on your application and/or contact us if you would like to participate in one of the Cohorts.

**18. What is an Employment Verification form?**

It is a form provided by the CARES Plus program to verify the completion of employment and income requirements.

The Employment Verification Form is used to verify that the participant has worked in an eligible child care program (as listed on page 2) for at least 15 hours per week for a minimum of 9 months within the program year earning less than \$60,000 per year from child care.

Family Child Care Home Owners are also required to submit a copy of the Family Child Care license and a copy of the "Profit and Loss" pages of their tax return for the current fiscal year.

It is a form provided by the CARES Plus program to verify the completion of employment and income requirements.

The Employment Verification Form is used to verify that the participant has worked in an eligible child care program

(as listed on page 2) for at least 15 hours per week for a minimum of 9 months within the program year earning less than \$60,000 per year from child care.

Family Child Care Home Owners are also required to submit a copy of the Family Child Care license and a copy of the "Profit and Loss" pages of their tax return for the current fiscal year.

**19. Which centers qualify as "eligible license-exempt"?**

A child day care program that:

(A) is a public recreation program operated by a government or school district or

(B) offers temporary child care services to parents and which satisfies both of the following:

1. The services are only provided to parents and guardians who are on the same premises as the site of the child day care program.

2. The child day care program is not operated on the site of a ski facility, shopping mall, department store, or any other similar site identified by the department by regulation.

Please contact us to verify if your site is eligible





## IMPORTANT DATES

Important Activity Checklist	Date	Time	Details
<input type="checkbox"/> Enrollment Period	May 1, 2015 - September 25, 2015		Returning participants will receive an application in the mail. New participants can visit our website at <a href="http://www.scoe.org/cares">www.scoe.org/cares</a> to download an application.
<input type="checkbox"/> Enrollment Workshop *	July 22, 2015	4-6pm	<b>SCOE, Redwood Room A</b> 5340 Skylane Blvd., Santa Rosa, CA 95403
<input type="checkbox"/> Enrollment Workshop *	August 5, 2015	4-6pm	<b>4Cs, Community Child Care Council of Sonoma</b> 131-A Stony Circle, Suite 300, Santa Rosa, CA 95401
<input type="checkbox"/> Enrollment Workshop *	September 16, 2015	4-6pm	<b>SRJC, CALL Center, 2nd Floor, Room 3867</b> 1501 Mendocino Ave, Santa Rosa, CA 95401
<input type="checkbox"/> Enrollment Workshop *	September 17, 2015	4-6pm	<b>SRJC, CALL Center, 2nd Floor, Room 3867</b> 1501 Mendocino Ave, Santa Rosa, CA 95401
<input type="checkbox"/> <b>ENROLLMENT DEADLINE</b>	September 25, 2015	By 4:30pm	<b>No applications will be accepted after the deadline.</b>
<input type="checkbox"/> Meet with your CARES Plus Advisor for your FIRST advising appointment	August 17, 2015 - December 18, 2015	By Appointment Only	Participants will receive their assigned CARES Plus Advisors contact information upon acceptance to the program. Participant must call to <i>schedule their appointment between August 17th through December 18, 2015. Appointments fill up quickly!</i>
<input type="checkbox"/> Child Development Permit Workshop **	November 4, 2015	4pm-6pm	<b>SRJC, CALL Center, 2nd Floor, Room 3867</b> 1501 Mendocino Ave, Santa Rosa, CA 95401
<input type="checkbox"/> <b>NEW Participants ONLY! (or returning participants working with a new age group)</b> Last day to register your Teachstone account.	January 31, 2016	ONLINE	Visit: <a href="http://home.teachstone.com/d/users/sign_in">http://home.teachstone.com/d/users/sign_in</a> to create a username and password <b>before January 31<sup>st</sup>, 2016</b> and to gain access to the Introduction to CLASS tool online training
<input type="checkbox"/> <b>NEW Participants ONLY! (or returning participants working with a new age group)</b> Introduction to the CLASS tool online training on the Teachstone website	February 28, 2016	ONLINE	Last day to complete the <b>Introduction to the CLASS tool online training</b> on the Teachstone website. No requests for extensions will be granted.
<input type="checkbox"/> Child Development Permit Workshop **	May 4, 2016	4pm-6pm	<b>SRJC, CALL Center, 2nd Floor, Room 3867</b> 1501 Mendocino Ave, Santa Rosa, CA 95401
<input type="checkbox"/> Meet with your CARES Plus Advisor for your SECOND advising appointment	January 19, 2016 - May 20, 2016	By Appointment Only	Participants should contact their assigned CARES Plus advisor to <i>schedule their SECOND advising appointment between January 18th through May 20, 2016</i> . During this appointment <b>NEW participants (or returning participants working with a new age group)</b> must submit their completed <b>Looking at CLASSrooms Video Viewing Log</b> .
<input type="checkbox"/> <b>NEW Participants ONLY! (or returning participants working with a new age group)</b> Looking at CLASSrooms online training on the Teachstone website and Looking at CLASSrooms Video Viewing Log	May 20, 2016	ONLINE	Last day to complete the <b>Looking at CLASSrooms</b> online training on the Teachstone website and the LAC Video Viewing Log. No requests for extensions will be granted.
<input type="checkbox"/> <b>NEW Participants ONLY! (or returning participants working with a new age group)</b> Kids and Smoke Don't Mix online training on the First 5 CA website	May 20, 2016	ONLINE	<b>The last day to complete Kids and Smoke Don't Mix online training</b> . No requests for extensions will be granted.
<input type="checkbox"/> <b>CARES Plus Participant Online Survey</b>	May 31, 2016	ONLINE	At the end of the program year, participants will receive an e-mail directly from First 5 CA to complete the CARES Plus Participant Survey via e-mail.
<input type="checkbox"/> <b>Component B Participants ONLY!</b> Complete a minimum of 6 stipend eligible units	June 10, 2016	4:30pm	Component B participants must complete a minimum of 6 stipend eligible units, with a grade C or better within the program year (7/1/2015-6/10/2016).
<input type="checkbox"/> <b>Component B Participants ONLY!</b> Apply for, renew or upgrade a permit	June 10, 2016	4:30pm	Component B participants must apply for, renew, or upgrade a CA Child Development Permit
<input type="checkbox"/> <b>Submit Required paperwork</b>	June 10, 2016	4:30pm	<b>All paperwork must be received at our office by 4:30pm, June 10, 2016. Postmarked paperwork will not be accepted.</b>

\* Participation in this workshop is optional

\*\* Participation in this workshop is optional. Component B participants are encouraged to attend this workshop to obtain assistance in applying for, renewing or upgrading their CA Child Development Permit as part of their component requirements.





**Sonoma CARES Plus**  
**Child Care Planning Council • Sonoma County Office of Education**  
**5340 Skylane Blvd • Santa Rosa, CA 95403**  
**(707) 524-2639 • Fax: (707) 524-2666**  
**<http://www.scoe.org/cares>**

The Sonoma CARES Plus program provides equal opportunity to all qualified individuals, and does not discriminate on the basis of sex, race, color, religion, national origin, ethnic group, marital or parental status, physical or mental disability, age or any unlawful consideration.