

**School Age Child Care Protocol**

CYTTAP is offering the following School Age Curricula to those trainers/coaches and front-line staff serving off installation military families. Curricula includes:

* Tools of the Trade II
* Reading Makes Sense
* Power of the Wind
* Junk Drawer Robotics
* Click2Science
* Essential Elements

# STEPS FOR TRAIN THE TRAINER EVENT

**STEP 1**: Identify training date and location for train the trainer event:

* The CYTTAP Extension Educator, State Extension Contact (SEC), and local extension will identify a date and time for the train the trainer event.
* The CYTTAP Extension Educator and the SEC will determine if a training space is available within extension locations or at other locations.

**STEP 2:** Identify trainers to be invited to the train the trainer event:

* The SEC and CYTTAP Extension Educator will work together to determine who should be recommended as trainers and compile contact information to issue the invitation.
* In general, trainers will come from the Extension system and CCRR system. Each trainer will agree to the parameters identified below.
* Trainers must agree to the following parameters:
* Agree to be trained by CYTTAP in the curriculum and then complete up to two (2) training events for providers within the next 18 months with a minimum of 10 participants per training event.
* Agree to train in the specified targeted counties.
* Agree to train in targeted areas that are heavily impacted by military families and agree to inform the CYTTAP Extension Educator about the training locations BEFORE final confirmation and planning for the training event. (This will ensure that the training meets program goals and will be tracked.)
* Agree to use the CYTTAP registration website <http://extension.psu.edu/cyttap>to register participants so that all participant registrations can be tracked during the project.
* Agree to have their organization request a flat fee of $250.00 for up to two (2) School Age trainings per trainer in the targeted areas of the state, if they so choose. These dollars can be used to cover program supplies, marketing fees, curriculum, and refreshments as needed. Invoice templates are required and available at <http://child.unl.edu/instructor-resources>. A roster of program participants from the registration website will need to accompany each invoice.
* In addition to the flat fee from CYTTAP, trainers may charge a nominal fee locally that will stay at the local level. Local fee collection is the trainer’s responsibility.
* Agree not to use training materials to generate revenue, even after the project has ended.
* Be ‘approved’ to train in their respective state.
* Be able to have their organization invoice UNL if they choose to request the $250.00.

**STEP 3**: Registration for train the trainer event:

* The CYTTAP Extension Educator will complete the *Workshop Information Form* as outlined in **STEP 4 *OR*** go to <http://extension.psu.edu/youth/cyttap>, click on the green tab, CYTTAP Workshop Registration, enter Instructor Access Pin, and proceed with the instructions for Proposed Workshop.
* Identified train the trainer event participants will register for train the trainer event on the CYTTAP website <http://extension.psu.edu/youth/cyttap.>

# STEPS FOR CHILD CARE PROVIDER TRAINING

**STEP 4**: Trained state trainers have two options for entering a new School Age child care provider workshop into the registration system:

* Trainers will contact their CYTTAP Extension Educator with the information needed to complete the *Workshop Information Form*. The CYTTAP Extension Educator will then submit that information to UNL.
* Trainers can submit the workshop information by going to <http://extension.psu.edu/youth/cyttap> ,click on the green tab, CYTTAP Workshop Registration, enter Instructor Access Pin, and proceed with the instructions for Propose Workshop. Additional information for this method can be obtained by contacting your CYTTAP Extension Educator.
* Workshop registration must be completed at least six weeks in advance of the date of the workshop.
* Information needed for workshop registration and on the Workshop Information Form (WIF) or for Propose Workshop link:
* Workshop Name
* Workshop Description (list is available at <http://child.unl.edu/instructor-resources>)
* Workshop Contact information
* Instructor Name and information
* Date/Time
* Location –address, city, state, facility, room number
* Maximum number of participants
* Deadline for registration – midnight Eastern Time day prior to workshop
* Fee – No fee is charged to participants on the CYTTAP registration website.
* Any special instructions
* Once the workshop is listed on the registration site, event contacts/trainers will receive a confirmation email and then can go to the registration website and click on ‘Instructor Access’. Both contacts and instructors will need to sign in and receive their PIN. Next, click to agree to the parameters on the agreement on the website (listed in **STEP 2** on this protocol). Event contacts/trainers will be able to view and print workshop rosters from this site.
* Providers will access the registration website, <http://extension.psu.edu/youth/cyttap> to sign up for the training prior to midnight before the event.

# NO WALK‐IN REGISTRATIONS ACCEPTED. PRE‐REGISTRATION IS REQUIRED.

# Process for Cancellations

# Participants may email [CYTTAP@unl.edu](mailto:CYTTAP@unl.edu) to cancel or change registration. Please contact:

# CYTTAP Workshop Registration

# 211 Ag Hall, P.O. Box 0703

# University of Nebraska‐Lincoln Lincoln, NE 68583‐0703

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# Process for communicating registrant list to workshop contact

# Workshop contacts and instructors will be able to view and print list of registrants for individual workshops. Go to the registration website and click on ‘Instructor Access’. They will need to sign in and receive their PIN. Next, click to agree to the parameters on the agreement on the website (listed in STEP 2 on this protocol). Event contacts/trainers will be able to view and print workshop rosters from this site.

**STEP 5:** Marketing:

* A generic template can be provided for marketing the workshops at <http://child.unl.edu/instructor-resources> and/or under your state page.
* Each trainer is responsible for utilizing their system’s marketing/ information processes to recruit participants and is encouraged to use existing methods and provide a link to the CYTTAP registration system.
* CYTTAP registration system will collect participant data until midnight prior to the event.

**STEP 6**: Completion of training:

* Trainers will issue a training certificate to the participant at the conclusion of the training.
* A fillable template is available at <http://child.unl.edu/instructor-resources>. The trainer will need to add the required information for their respective state in the certificate’s ‘other state’s requirements’ field.
* Trainers may submit an invoice on their organization’s letterhead for the flat fee to UNL (see above).

**STEP 7**: Resources available:

* All materials referred to in this protocol are available to view and print at the following website: <http://child.unl.edu/cyttap>. Click on Instructor Resources and then on your state.

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Extension programs and employment are available to all without discrimination.

# Evidence of noncompliance may be reported through your local Extension office. This material is based upon work supported by the National Institute of Food and Agriculture, U.S. Department of Agriculture, and the U.S. Department of Defense under Award No. 2009-48667-05833. Developed in partnership with University of Nebraska–Lincoln Extension and Pennsylvania State University Extension.

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