

**Professional Development  
Module Series *Intervene Before Reacting...***

**TRAINING REQUEST**

Date: \_\_\_\_\_

Name of Child Care Centre: \_\_\_\_\_  
(Please complete one training request form per site)

Address: \_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_

Director: \_\_\_\_\_

Phone Number: \_\_\_\_\_

Email Address: \_\_\_\_\_

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The professional development module series emphasises a collaborative team approach. It is recommended that all members of the teaching team, including the Director, participate.

Module 1 must be completed before moving to the second module and so on.  
Modules 1, 2 and 4 are three hour sessions.  
Module 3 is a six hour session.

- Module 1 - Setting Up Great Spaces for Everyone
- Module 2 - Dynamic Programs: Effective Structure and Transitions
- Module 3 - Responding with Heart: Building Trusting Relationships
- Module 4 - Reflective Programming: Creating Opportunities for Everyone to Learn

Are you receiving supports from: Children's Inclusion Support Services (CISS)  
Positive Outcomes Program (POP)

If yes, please identify who is/are your:

Consultant(s): \_\_\_\_\_

Please identify which groups will be participating and the number of participants:

Infant, # of participants _____	Preschool, # of participants _____
Toddler, # of participants _____	School age, # of participants _____
Nursery School, # of participants _____	Total number of participants _____

Training to take place:            Online            In Person

Preferred time for training:            PD day            Weeknight            Saturday

Preferred month for training: \_\_\_\_\_

Do you have a space available for training that is suitable for adults? YES            NO  
(e.g., large room, adult sized chairs and tables, etc.)

COMMENTS:

CISS will need at least one month's notice in order to consider this request.

A signed agreement stating all parties' roles and responsibilities is required to confirm training.

CISS will provide training to a minimum group of 15-20 participants. Please be advised that we may pair up child care centres depending on the number of participants and geographical areas.

Priority will be given to child care centres who are presently receiving CISS or POP supports.

Please forward to:

Training and Resource Coordinator  
**Children's InW igh Support Services**  
600 - 700 Industrial Avenue  
Ottawa, Ontario K1G 0Y9

[ciss-sije@afchildrensservices.ca](mailto:ciss-sije@afchildrensservices.ca)

Tel.: 613-736-1913 ext. 284  
Fax: 613-736-8378