

SIGNATURE PAGE**COPY**

Type or Print the following information.

PROSPECTIVE CONTRACTOR'S INFORMATION					
Company:	Early Education and Care Connections, Inc.				
Address:	3809 McCain Park Drive Suite 100				
City:	North Little Rock	State:	AR	Zip Code:	72116
Business Designation:	<input type="checkbox"/> Individual	<input type="checkbox"/> Sole Proprietorship	<input type="checkbox"/> Public Service Corp		
	<input type="checkbox"/> Partnership	<input type="checkbox"/> Corporation	<input checked="" type="checkbox"/> Nonprofit		
Minority and Women-Owned Designation*:	<input checked="" type="checkbox"/> Not Applicable	<input type="checkbox"/> American Indian	<input type="checkbox"/> Asian American	<input type="checkbox"/> Service Disabled Veteran	
	<input type="checkbox"/> African American	<input type="checkbox"/> Hispanic American	<input type="checkbox"/> Pacific Islander American	<input type="checkbox"/> Women-Owned	
	AR Certification #: _____		* See Minority and Women-Owned Business Policy		

PROSPECTIVE CONTRACTOR CONTACT INFORMATION		
Provide contact information to be used for bid solicitation related matters.		
Contact Person:	Tiffani Fletcher	Title: Director Finance Officer
Phone:	501.374.0330	Alternate Phone: 501.514.0048
Email:	tiffani.fletcher@childcareaware(ks)wa.org	

CONFIRMATION OF REDACTED COPY
<input type="checkbox"/> YES, a redacted copy of submission documents is enclosed.
<input checked="" type="checkbox"/> NO, a redacted copy of submission documents is <u>not</u> enclosed. I understand a full copy of non-redacted submission documents will be released if requested.
<i>Note: If a redacted copy of the submission documents is not provided with Prospective Contractor's response packet, and neither box is checked, a copy of the non-redacted documents, with the exception of financial data (other than pricing), will be released in response to any request made under the Arkansas Freedom of Information Act (FOIA). See Bid Solicitation for additional information.</i>

ILLEGAL IMMIGRANT CONFIRMATION
By signing and submitting a response to this <i>Bid Solicitation</i> , a Prospective Contractor agrees and certifies that they do not employ or contract with illegal immigrants. If selected, the Prospective Contractor certifies that they will not employ or contract with illegal immigrants during the aggregate term of a contract.

ISRAEL BOYCOTT RESTRICTION CONFIRMATION
By checking the box below, a Prospective Contractor agrees and certifies that they do not boycott Israel, and if selected, will not boycott Israel during the aggregate term of the contract.
<input checked="" type="checkbox"/> Prospective Contractor does not and will not boycott Israel.

An official authorized to bind the Prospective Contractor to a resultant contract must sign below.

The signature below signifies agreement that any exception that conflicts with a Requirement of this *Bid Solicitation* will cause the Prospective Contractor's bid to be disqualified:

Authorized Signature: Tiffani Fletcher Title: Director | Finance Officer
Use Ink Only.

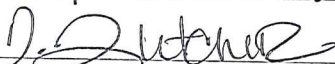
Printed/Typed Name: Tiffani Fletcher Date: 5.1.2019

SECTION 1 - VENDOR AGREEMENT AND COMPLIANCE

- Any requested exceptions to items in this section which are NON-mandatory **must** be declared below or as an attachment to this page. Vendor **must** clearly explain the requested exception, and should label the request to reference the specific solicitation item number to which the exception applies.
- Exceptions to Requirements **shall** cause the vendor's proposal to be disqualified.

NONE

By signature below, vendor agrees to and shall fully comply with all Requirements as shown in this section of the bid solicitation. **Use Ink Only**

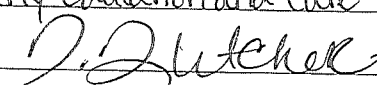
Vendor Name:	Early Education and Care Connections, Inc.	Date:	5.1.2019
Authorized Signature:		Title:	Director / Finance Officer
Print/Type Name:	Tiffani Fletcher		

SECTION 2 - VENDOR AGREEMENT AND COMPLIANCE

- Any requested exceptions to items in this section which are NON-mandatory **must** be declared below or as an attachment to this page. Vendor **must** clearly explain the requested exception, and should label the request to reference the specific solicitation item number to which the exception applies.
- Exceptions to Requirements **shall** cause the vendor's proposal to be disqualified.

NONE

By signature below, vendor agrees to and shall fully comply with all Requirements as shown in this section of the bid solicitation. **Use Ink Only**


Vendor Name:	Early Education and Care Connections, Inc.	Date:	5.1.2019
Authorized Signature:		Title:	Director / Finance Officer
Print/Type Name:	Tiffani Fletcher		

SECTION 3,4,5 - VENDOR AGREEMENT AND COMPLIANCE

- Exceptions to Requirements **shall** cause the vendor's proposal to be disqualified.

NONE

By signature below, vendor agrees to and shall fully comply with all Requirements as shown in this section of the bid solicitation. **Use Ink Only**

Vendor Name:	Early Education and Care Connections, Inc.	Date:	5.1.2019
Authorized Signature:		Title:	Director's Finance Officer
Print/Type Name:	Tiffani Fletcher		

PROPOSED SUBCONTRACTORS FORM

◦ Do not include additional information relating to subcontractors on this form or as an attachment to this form.


PROSPECTIVE CONTRACTOR PROPOSES TO USE THE FOLLOWING SUBCONTRACTOR(S) TO PROVIDE SERVICES.

Type or Print the following information

Subcontractor's Company Name	Street Address	City, State, ZIP
NONE		

PROSPECTIVE CONTRACTOR DOES NOT PROPOSE TO USE SUBCONTRACTORS TO PERFORM SERVICES.

By signature below, vendor agrees to and shall fully comply with all Requirements related to subcontractors as shown in the bid solicitation.

Vendor Name:	Early Education and Care Connections, Inc.	Date:	5.1.2019
Authorized Signature:		Title:	Director / Finance officer
Print/Type Name:	Tiffani Fletcher		

CONTRACT AND GRANT DISCLOSURE AND CERTIFICATION FORM

Failure to complete all of the following information may result in a delay in obtaining a contract, lease, purchase agreement, or grant award with any Arkansas State Agency.

SUBCONTRACTOR NAME: Early Education and Care Connections, Inc.

Yes No

TAXPAYER ID NAME: Early Education and Care Connections, Inc.

IS THIS FOR: Goods? Services? Both?

YOUR LAST NAME: Fletcher

FIRST NAME: Tiffani

M.I.: M

ADDRESS: 3809 McCain Park Drive, Suite 100

CITY: North Little Rock

STATE: Arkansas

ZIP CODE: 72116

COUNTRY: United States

AS A CONDITION OF OBTAINING, EXTENDING, AMENDING, OR RENEWING A CONTRACT, LEASE, PURCHASE AGREEMENT, OR GRANT AWARD WITH ANY ARKANSAS STATE AGENCY, THE FOLLOWING INFORMATION MUST BE DISCLOSED:

FOR INDIVIDUALS *

Indicate below if: you, your spouse or the brother, sister, parent, or child of you or your spouse is a current or former: member of the General Assembly, Constitutional Officer, State Board or Commission Member, or State Employee:

Position Held	Mark (✓)		Name of Position of Job Held (senator, representative, name of board/ commission, data entry, etc.)	For How Long?		What is the person(s) name and how are they related to you? (i.e., Jane Q. Public, spouse, John Q. Public, Jr., child, etc.)	Relation
	Current	Former		From MM/YY	To MM/YY		
General Assembly							
Constitutional Officer							
State Board or Commission Member							
State Employee							

* None of the above applies

FOR AN ENTITY (BUSINESS) *

Indicate below if any of the following persons, current or former, hold any position of control or hold any ownership interest of 10% or greater in the entity: member of the General Assembly, Constitutional Officer, State Board or Commission Member, State Employee, or the spouse, brother, sister, parent, or child of a member of the General Assembly, Constitutional Officer, State Board or Commission Member, or State Employee. Position of control means the power to direct the purchasing policies or influence the management of the entity.

Position Held	Mark (✓)		Name of Position of Job Held (senator, representative, name of board/ commission, data entry, etc.)	For How Long?		What is the person(s) name and what is his/her % of ownership interest and/or what is his/her position of control?	
	Current	Former		From MM/YY	To MM/YY	Person's Name(s)	Ownership Interest (%)
General Assembly							
Constitutional Officer							
State Board or Commission Member							
State Employee							

* None of the above applies

Contract and Grant Disclosure and Certification Form

Failure to make any disclosure required by Governor's Executive Order 98-04, or any violation of any rule, regulation, or policy adopted pursuant to that Order, shall be a material breach of the terms of this contract. Any contractor, whether an individual or entity, who fails to make the required disclosure or who violates any rule, regulation, or policy shall be subject to all legal remedies available to the agency.

As an additional condition of obtaining, extending, amending, or renewing a contract with a state agency I agree as follows:

1. Prior to entering into any agreement with any subcontractor, prior or subsequent to the contract date, I will require the subcontractor to complete a CONTRACT AND GRANT DISCLOSURE AND CERTIFICATION FORM. Subcontractor shall mean any person or entity with whom I enter an agreement whereby I assign or otherwise delegate to the person or entity, for consideration, all, or any part, of the performance required of me under the terms of my contract with the state agency.
2. I will include the following language as a part of any agreement with a subcontractor:

Failure to make any disclosure required by Governor's Executive Order 98-04, or any violation of any rule, regulation, or policy adopted pursuant to that Order, shall be a material breach of the terms of this subcontract. The party who fails to make the required disclosure or who violates any rule, regulation, or policy shall be subject to all legal remedies available to the contractor.
3. No later than ten (10) days after entering into any agreement with a subcontractor, whether prior or subsequent to the contract date, I will mail a copy of the CONTRACT AND GRANT DISCLOSURE AND CERTIFICATION FORM completed by the subcontractor and a statement containing the dollar amount of the subcontract to the state agency.

I certify under penalty of perjury, to the best of my knowledge and belief, all of the above information is true and correct and that I agree to the subcontractor disclosure conditions stated herein.

Signature J. J. Welch Title Director & Finance Officer Date 5.1.2019
Vendor Contact Person Tiffani Fletcher Title Director & Finance Officer Phone No. 501-374-0330

Agency use only

Agency Number _____ Agency Name _____ Agency Contact Person _____ Contact Phone No. _____
Contract or Grant No. _____

Early Education and Care Connections, Inc.
Request for Proposal #710-19-1043
Central and Southwest Arkansas Region

Technical Proposal
July 1, 2019 – June 30, 2020

Section 2.5

A. Executive Summary/Description of Project

Early Education and Care Connections, Inc. was founded as a not-for-profit, 501(c)(3) approved public charity by Tiffani Fletcher and Wendy Dillon in July 2018 as a direct result of the announcement of Ms. Terrie Baker's retirement. Ms. Fletcher and Ms. Dillon are currently employed by Child Care Connections, Inc., a S-Corporation wholly owned by Ms. Baker. Child Care Connections, Inc. currently holds the funding for Child Care Aware of Central and Southwest Arkansas. Ms. Baker has relinquished the Director's responsibilities to Tiffani Fletcher and named Ms. Dillon as the Assistant Director. Early Education and Care Connections, Inc. is the successor of Child Care Connections, Inc. We will continue to build on the progress we have made in previous years in the Central and Southwest Region of Arkansas.

Early Education and Care Connections, Inc. (EECC) will provide technical assistance, training opportunities and consumer information to licensed child care providers and families in the Central and Southwest Region of Arkansas.

For child care providers EECC will offer professional development opportunities in the topics of Health, Safety and Nutrition, Family Engagement, Positive Interactions, Child Observation and Assessment, Learning Environments and Program Management. We will offer these opportunities throughout the region on a regular basis. We will continue to offer technical assistance to new and existing child care providers. Technical assistance, mentoring and coaching on Better Beginnings and quality learning environments, program management such as policy writing and budgeting, health and nutrition, physical activity, curriculum and activities and family engagement. Assistance will be available by phone, in person, or by email.

For families we offer comprehensive consumer education and referrals for child care and other services. We will offer consumer education through our Parent Resource Centers, which are located in each office. Consumer education will also be provided via social media and the Child Care Aware of Central and Southwest Arkansas website. EECC will engage with families through participation in community events, school events and child care events throughout the Central and Southwest Region. Each office also houses a Lending Library which holds resources on various topics and are available for reference to families.

Early Education and Care Connections, Inc.
Request for Proposal #710-19-1043
Central and Southwest Arkansas Region

In addition to participation in community, school and child care events, EECC will host Meet-n-Greet events for legislature and for Child Care License Specialists. Legislature events will highlight the services provided by EECC and will include special guests or activities that showcase the importance of quality early child care. License Specialist events will provide an avenue for introductions to staff and will highlight the services provided by EECC for child care providers and families.

EECC will continue to collaborate with other programs and organizations in order to further the mission of being advocates for positive changes that impact the lives of children and families in Arkansas. EECC will participate in Child Care Aware of Arkansas Network meetings. We will share program successes and opportunities and will work together to better the lives of Arkansas' children.

Section 2.5

B. Technical Approach of Scope of Work/Viable Implementation Plan

Family Services

EECC will provide comprehensive consumer education and referrals to assist families in making informed child care decisions. Each office houses a Parent Resource Center. The Parent Resource Center provides printed information on child development, medical homes, quality child care and Better Beginnings, parenting guidance, health and safety and available community resources. EECC staff is available to locate any needed resources that may be requested. The Lending Library stocks books on child development and developmental delays, brain growth and mental health, guidance on disabilities and more. EECC will provide consumer education via social media and website/blog posts. We will post information several times per week on varied topics. We will engage with families by monitoring and responding to comments. We will also provide consumer education through participation in community events, school district family engagement meetings, and parent/family events at child care facilities. *(Please see Community Outreach and Collaboration Activities for more information.)* Consumer education outreach will be reported by tracking inventory of printed materials that were provided to families. EECC will also provide social media and website analytic information regarding outreach and detailed narratives of each event in which staff attends or participates.

Using monthly reports received from DCCECE and child care provider information update forms, EECC will maintain a NACCRRAware database. The database information will be updated monthly, before the 10th, by the Resource & Referral Assistants. Child care providers can provide EECC with updated information at any time however, EECC will send all licensed providers in the Central and Southwest Region a Provider Information Update Request form twice (2) per year, once by mail and once by e-mail. EECC will use the NACCRRAware database in conjunction with information received from families to provide child care options that best meet the family's needs. Child care referrals are provided in accordance with NACCRRRA (National Association of Child Care Resource & Referral Agencies) Best Practices. All EECC staff will be trained on the use of NACCRRAware and every effort will be made to provide an immediate reply to a referral request. However, all referrals will be completed within a 24 business-hour timeframe. Families can request child care referrals by phone, fax, email, social media message, website request and face-to-face. Each family to request a referral is also provided information explaining quality child care, Better Beginnings and a Looking for Child Care Checklist. Within five (5) business days, EECC staff will send a follow-up email to confirm the family's needs were met. Any additionally requested information will be provided. Spanish speaking translators are available and we also have the capability of providing printed referrals in Spanish.

Early Education and Care Connections, Inc.
Request for Proposal #710-19-1043
Central and Southwest Arkansas Region

EECC staff is currently working to create an electronic Quick Reference Resource Guide by county and available services. This guide will allow for faster referrals to other available services and community organizations. The Resource Guide is to be updated annually by the Resource & Referral Assistants.

EECC is collaborating with North Little Rock School District Pre-K Team to provide Transition to Kindergarten resources. Currently, NLRSD is vetting Family Transition Packet information. Once the packets are complete, EECC will assist in distributing the packets to child care providers in the North Little Rock area. NLRSE will host Summer Learning Events and EECC has agreed to assist in the implementation of event activities. NLRSD and EECC will work together to prepare training sessions for parents/families and child care providers on how they can help children prepare for the transition into Kindergarten. EECC proposes to develop and utilize these resources and trainings in other school districts within the Central and Southwest Region. Tiffani Fletcher is leading this task for EECC.

EECC is currently exploring opportunities to bring more parent trainings to the region.

Technical assistance for parents and families will be provided by EECC. Specifically, behavioral assistance due to trauma. Ms. Roark has extensive experience working with children from trauma induced situations. We will also hire an Infant/Toddler Specialist who will provide specialized assistance for families.

Early Education and Care Connections, Inc.
Request for Proposal #710-19-1043
Central and Southwest Arkansas Region

Provider Services

Early Education and Care Connections, Inc. will offer, at minimum, the following training opportunities:

Training	Core Competencies	Target Audience	Training Length	PDR Level
Ages & Stages/Ages & Stages Social-Emotional Developmental Screening	Child Observation & Assessment	Birth to Five Providers	5 Hours	Intermediate
Nutrition and Physical Activity Self-Assessment for Child Care	Health, Safety & Nutrition	All Child Care Providers	5 Hours	Intermediate
Emergency Preparedness	Health, Safety & Nutrition	All Child Care Providers	3 Hours	Foundation
Family Engagement	Family Engagement	All Child Care Providers	2 Hours	Foundation
Pre-Licensing Orientation	Program Management	Director, Owner	2 Hours	Foundation
Baby Basics	Positive Interactions, Health, Safety, Nutrition, & Learning Environment	Infant/Toddler	2 Hours	Foundation
Safe Baby	Health, Safety & Nutrition	Infant/Toddler	2 Hours	Foundation
Annual Conference	All Key Content Areas	All Child Care Providers	6 Hours	Foundation/Intermediate
Family Child Care Business Management	Program Management	Family Child Care	4 Hours	Foundation
CPR/First Aid/AED	Health, Safety & Nutrition	All Child Care Providers	5 Hours	Foundation
Child Transportation Safety	Health, Safety & Nutrition	All Child Care Providers	2 Hours	Foundation
Curriculum Training & Make-N-Take	Program Management	All Child Care Providers	3 Hours	Foundation
Curriculum Training & Lesson Planning	Program Management	All Child Care Providers	3 Hours	Foundation

EECC has inquired an opportunity to bring the National Center on Early Childhood Quality Assurance, Training of Trainers for Strengthening Business Practices to the State. This training series contains three modules of business practice content: Fiscal Management, which includes Budgets, Projections, and Planning; Financial Reports and Internal Controls. Marketing for Child Care Programs and Staff Recruitment and Retention for Center-based Child Care Programs. There are versions available for Child Care Centers and Family Homes.

EECC is also looking into other training opportunities for child care providers such as ServSafe, Food Safety Training and Exchange Early Childhood Out of the Box Training Kits which are available on a variety of topics.

Early Education and Care Connections, Inc.
Request for Proposal #710-19-1043
Central and Southwest Arkansas Region

EECC plans to send staff members to Train-the-Trainer events for Environmental Rating Scales and CLASS. Obtaining Train-the-Trainer certification will allow our staff the opportunity to provide these trainings to our region as needed and will provide our staff with the desired knowledge to provide excellent technical assistance for our child care facilities.

EECC has partnered with Matthew Cantone, Little Rock Air Force Base, to provide CPR/First Aid and AED training. Mr. Cantone will provide at a minimum, one training per month. Most trainings will be held at the North Little Rock office however; the training may be held at the child care facility if requested. EECC has also partnered with National Safety Council to provide CPR/First Aid and AED training to the Southwest Arkansas region. Trainings may be held at the child care facility, at the Hope office, or in an off-site location.

EECC staff will offer technical assistance to new and existing child care providers. Technical assistance for new providers could include licensing application and minimum licensing requirement assistance, Better Beginnings requirements and application assistance, Professional Development Registry assistance as well as assistance with budgeting, writing policies and writing a business plan. Technical assistance for existing staff could include, among other topics, assistance with Better Beginnings, health and nutrition, physical activity, curriculum and activities, family engagement, and Environmental and Administrative Rating Scales.

EECC staff is collaborating with American Red Cross, Arkansas Organizations Active in Disaster and the Arkansas Department of Emergency Management to create a plan of action to ensure children have safe places to stay in the event of a natural disaster emergency. To this effect, we will also offer technical assistance in preparing Child Care Emergency Plans and in preparing for the continuation of services after a disaster.

EECC plans to begin Networking Group Meetings for Child Care Directors and Family Homes. We will provide a meeting space and refreshments for the attendees. The goal in developing these specialized group meetings is that individuals from similar professional fields can learn and grow from each other's experiences. This will also give the participating providers a chance to voice concerns about the industry and allow for brainstorming and problem solving with a diverse group of people who are working toward the same goal. Healthy, happy, thriving children and quality programs!

Please see attachments for Partnership Agreements (3).

Community Outreach and Collaboration Activities

EECC will hire a full-time, region-wide, Family Engagement Specialist. This person will be high-energy, outgoing, preferably bi-lingual, and have experience planning events for children and families. The Family Engagement Specialist will be responsible for representing EECC/Child Care Aware of Central and Southwest Arkansas at community events across the region. We will use these events to explain the importance of quality child care and introduce families to the services provided by Child Care Aware of Central and Southwest Arkansas. The Family Engagement Specialist will also attend Parent Night events at child care facilities and schools. We will provide resources and information on topics relevant to the meeting agenda. We will demonstrate Family Engagement Kits and explain the importance of play and parent involvement in a child's development. The Family Engagement Specialist will schedule reading events with child care facilities. EECC will donate up to 200 books to children for use in the family home. The Family Engagement Specialist will be responsible for supplying social media content for each family event, including, but not limited to, invitations and event pictures. The Family Engagement Specialist will manage the Parent Newsletter. The Parent Newsletter will provide information and resources on child development, health and safety, parenting, quality child care and Resource & Referral services. The Parent Newsletter will be emailed to subscribers monthly.

The Family Engagement Specialist will report directly to the Director. Event calendars will be prepared and plans will be finalized, for the upcoming month, by the 20th of each month prior. The Family Engagement Specialist and the Director will meet weekly to plan for upcoming events and results of prior events. Attendance reports and a detailed narrative of each event's activities will be submitted to the Director by the 8th of each month.

EECC will participate in State and local initiatives by attending community events and by providing consumer education. We will provide a monthly newsletter via email. We will include State and local initiative information to those who are subscribed. We will also post information on the EECC social media and website. New information and updates will be posted on the bulletin boards located in the Resource Room. EECC will host legislative "Meet & Greet" events in each office location. Furthermore, EECC staff are members of Arkansas Advocates for Children and Families and will attend and participate in their events and meetings.

Early Education and Care Connections, Inc.
Request for Proposal #710-19-1043
Central and Southwest Arkansas Region

EECC will collaborate with other programs and organizations in order to further their mission of being advocates for positive changes that impact the lives of children and families in Arkansas. The following is a sample of some programs/organizations that Child Care Aware of Central and Southwest Arkansas has collaborated with:

Little Rock School District	North Little Rock School District
Hope School District	Arkansas Better Chance
Early Head Start Association	American Red Cross
Volunteer Organizations After Disaster	ADEM
Pulaski Tech	A-State Childhood Services
University of Arkansas Early Care Project	Arkansas State Police
Better Beginnings	National Park College
Arkansas Advocates for Children and Families	UAMS
Invest Early Coalition	Child Care Aware North Central AR
Child Care Aware of Northwest Arkansas	Arkansas Children's Hospital
Healthy Child Care Arkansas	Save the Children
Arkansas Early Childhood Association	Southern Early Childhood Assoc.
Arkansas Early Childhood Collaborative Impact Group	
Chamber of Commerce: North Little Rock, Hope & El Dorado	

Information Gathering/Database Management

Ms. Fletcher has previous experience tracking Child Care Aware data and has developed a spreadsheet that is used to track previously requested information on a month-by-month basis. This spreadsheet allows for easier computing and quicker response time. All requests for information will be honored in a timely fashion.

EECC staff will maintain monthly records documenting all calls, contacts, referrals, technical assistance, coaching and mentoring needs. Staff will submit monthly records to the Director by the 8th of the following month. The Director will compile all staff reports and submit the information to DCCECE by the 15th in the format requested.

Using monthly reports received from DCCECE and child care provider information update forms, EECC will maintain a NACCRRAware database. The database information will be updated monthly, before the 10th, by the Resource & Referral Assistants. Child care providers can provide EECC with updated information at any time however, EECC will send all licensed providers in the Central and Southwest Region a Provider Information Update Request form twice (2) per year, once by mail and once by e-mail. Staff will directly contact those facilities who have not submitted any updates on an annual basis.

Project Management and Control Methods

Early Education and Care Connections, Inc. is a current member of Child Care Aware of America. Please see the attached membership card.

The Director and Assistant Director, as the management of the organization, have prepared a multi-year strategic plan with measurable program objectives. Management has also prepared written procedures for each objective and written job descriptions and responsibilities. EECC will utilize Assurance Reviews and implement Quality Improvement Plan on a quarterly basis, at minimum. EECC staff and management will meet weekly to discuss progress on objectives. EECC management will meet monthly by the 10th to review progress and make any needed adjustments. The entire staff will also meet monthly to provide updates and discuss new opportunities.

EECC staff will maintain monthly records documenting all calls, contacts, referrals, technical assistance, training, coaching and mentoring needs. Staff will submit monthly records to the Director by the 8th of the following month. The Director will compile all staff reports and submit the information to DCCECE by the 15th in the format requested. Ms. Fletcher has previous experience tracking Child Care Aware data and has developed a spreadsheet that is used to track previously requested information on a month-by-month basis. This spreadsheet allows for easier computing and quicker response time. All requests for information will be honored in a timely fashion.

Early Education and Care Connections, Inc. will ensure required staffing by utilizing a job posting site, such as ZipRecruiter. EECC will provide a fun but fulfilling work environment that will enhance the future of our world. We will offer competitive pay and benefits, such as medical insurance and retirement savings plan. We will require a Professional Development Plan but will provide the employee time to meet their professional development goals. EECC will provide all employees with written job descriptions and responsibilities and will also provide comprehensive training which includes a competence assessment.

Early Education and Care Connections, Inc. will interact and coordinate with other parties by attending all quarterly DCCECE and Child Care Aware meetings. We will share program updates and new opportunities with our Sister Child Care Aware Organizations. EECC will continue to host monthly Arkansas Early Childhood Collaborative Impact Group (AECCIG) meetings at our North Little Rock office. These monthly meetings include Early Childhood Contractors, state-wide.

Section 2.5

C. Project Organization, Staffing, and Experience

Project Organization

Please see attached organization chart.

Early Education and Care Connections, Inc. was founded as a not-for-profit, 501(c)(3) approved public charity by Tiffani Fletcher and Wendy Dillon in July 2018 as a direct result of the announcement of Ms. Terrie Baker's retirement. Ms. Fletcher and Ms. Dillon are currently employed by Child Care Connections, Inc., a S-Corporation wholly owned by Ms. Baker. Child Care Connections, Inc. currently holds the funding for Child Care Aware of Central and Southwest Arkansas. Ms. Baker has relinquished the Director's responsibilities to Tiffani Fletcher and named Ms. Dillon as the Assistant Director. Early Education and Care Connections, Inc. is the successor of Child Care Connections, Inc. We will continue to build on the progress we have made in previous years.

Early Education and Care Connections, Inc.'s main office will be located at 3809 McCain Park Drive, Suite 100 & 101, North Little Rock. Office hours will be Monday – Thursday 9:00 AM – 4:30 PM, Friday 9:00 AM – 12:00 PM, and Saturday 8:00 AM – 4:30 PM. The satellite office will be located at 500 S. Spruce Street, Hope. Office hours will be Monday – Friday 9:00 AM – 4:30 PM and Saturday by request. We have secured additional training space in each county in the Southwest Region by utilizing our Chamber of Commerce Memberships, and local libraries, churches and colleges.

Early Education and Care Connections, Inc.
Request for Proposal #710-19-1043
Central and Southwest Arkansas Region

Staffing

Please see attached resumes and training transcripts.

Employee Name	Professional Development Registry #
Tiffani Fletcher	5815
Wendy Dillon	1153
Dianna Stratton	291
Deborah Roark	596

Tiffani Fletcher is the Director and Finance Officer of Early Education and Care Connections, Inc. and the current Director of Child Care Aware of Central and Southwest Arkansas. She has a Bachelor's in Business Management and is twelve (12) hours away from a Master's of Science in Accounting. Ms. Fletcher has over fifteen (15) years of management experience and ten (10) years of experience in accounting and human resources. Ms. Fletcher has worked for the Child Care Aware of Central and Southwest Arkansas program for the previous five (5) years.

Wendy Dillon is the current Assistant Director of Child Care Aware of Central and Southwest Arkansas and is the Operations Officer of Early Education and Care Connections, Inc. Ms. Dillon has been employed by the Child Care Aware of Central and Southwest Arkansas program for the previous six (6) years. Prior, Ms. Dillon owned and operated a successful service based company.

Dianna Stratton is currently a Resource and Referral Assistant for the Southwest Region. She relocated to Hope in 2017 to open our satellite office. Ms. Stratton has been employed by the Child Care Aware of Central and Southwest Arkansas program for the previous three (3) years. Ms. Stratton's role with Early Education and Care Connections, Inc. will be Southwest Region Service Coordinator. We will be hiring a full-time Resource & Referral Assistant for the Southwest Region. This will allow for Ms. Stratton to conduct more on-site Technical Visits and offer more training opportunities. Ms. Stratton will work with the newly hired Southwest Region Resource & Referral Assistant to meet the needs of the child care providers in that area.

Deborah Roark is employed as a Behavior/Trauma Specialist and Trainer. Ms. Roark has been employed by Child Care Aware of Central and Southwest Arkansas for twelve (12) years. She is also employed by the Arkansas State Police in the Crimes Against Children Division and is a registered trainer for the University of Arkansas. Ms. Roark will provide technical assistance to families and child care providers region-wide.

Early Education and Care Connections, Inc.
Request for Proposal #710-19-1043
Central and Southwest Arkansas Region

Early Education and Care Connections, Inc. proposes to hire a full-time Resource and Referral Assistant and Infant/Toddler Specialist & Trainer for the Central Arkansas area. The Resource and Referral Assistant position will be responsible for providing services to all families and providers who visit the North Little Rock office. The Infant/Toddler Specialist & Trainer will be work with Ms. Dillon and Ms. Roark to coordinate training opportunities for parents and providers. EECC will also hire a Social Media Specialist. This position will be responsible for all social media outreach, including maintaining the Child Care Aware of Central and Southwest Arkansas website. Finally, we will hire a Family Engagement Specialist who will fulfill our community outreach obligations (See Community Outreach and Collaboration Activities for more information.)

Experience

Please see attached letters of recommendation (3).

Families & Children Together, Inc.
F.A.C.T., Inc.
Sylvia C. Brown
419 Henry C. Yerger St.
Hope, AR 71801
(870) 777-8540
sylvia.brown@fact-inc.com

Little Sprouts Learning Center
Tamara Fowler
6701 Geyer Springs Road
Little Rock, AR 72209
(501) 562-9132
littlesprouts802@gmail.com

Granny's Babies Child Care Center
Delois Muldrew
1120 East 3rd Street
Hope, AR 71801
(870) 722-5247
grannysbabieschildcarecenter@yahoo.com

Section 2.5

D. Management Plan/Financial Disclosure

The Director and Assistant Director, as the management of the organization, have prepared a multi-year strategic plan with measurable program objectives. Management has also prepared written procedures for each objective and written job descriptions and responsibilities. EECC will utilize Assurance Reviews and implement Quality Improvement Plan on a quarterly basis, at minimum. EECC staff and management will meet weekly to discuss progress on objectives. EECC management will meet monthly by the 10th to review progress and make any needed adjustments. The entire staff will also meet monthly to provide updates and discuss new opportunities.

EECC staff will maintain monthly records documenting all calls, contacts, referrals, technical assistance, training, coaching and mentoring needs. Staff will submit monthly records to the Director by the 8th of the following month. The Director will compile all staff reports and submit the information to DCCECE by the 15th in the format requested. Ms. Fletcher has previous experience tracking Child Care Aware data and has developed a spreadsheet that is used to track previously requested information on a month-by-month basis. This spreadsheet allows for easier computing and quicker response time. All requests for information will be honored in a timely fashion.

Early Education and Care Connections, Inc. will interact and coordinate with other parties by attending all quarterly DCCECE and Child Care Aware meetings. We will share program updates and new opportunities with our Sister Child Care Aware Organizations. EECC will continue to host monthly Arkansas Early Childhood Collaborative Impact Group (AECCIG) meetings at our North Little Rock office. These monthly meetings include Early Childhood Contractors, state-wide.

Early Education and Care Connections, Inc. was formed in July 2018 but does not currently have any financial data to report. Child Care Aware of Central and Southwest Arkansas is currently managed by Child Care Connections, Inc. but as previously mentioned that organization is closing due to the owner's health. The current staff of Child Care Connections, Inc. formed EECC, a non-profit organization, to be able to continue to offer Resource and Referral services to the Central and Southwest Arkansas region.

The Director of Early Education and Care Connections, Inc. has secured a revolving line of credit to cover monthly expenses. Furthermore, the Director is committed to locating other sources of funding that will further our mission.

Attachment #1: Partnership Agreements (3)



Memorandum of Understanding

Between

Early Education and Care Connections, Inc. / Child Care Aware of Central and Southwest Arkansas

And

Hope School District

This Memorandum of Understanding (MOU) sets forth the terms and agreements between Early Education and Care Connections, Inc. /Child Care Aware of Central and Southwest Arkansas and the Hope School District.

Background

Early Education and Care Connections, Inc. / Child Care Aware of Central and Southwest Arkansas is a Resource and Referral Agency specializing in early childhood education for parents and childcare providers.

Purpose

The goals of this MOU are to provide resources in early childhood education and childcare referrals for providers and parents, to provide a location to conduct trainings for providers and parents, and to provide materials needed for the use of early childhood education and parenting skills.

The above goals will be accomplished by undertaking the following activities:

Hope School District will provide an office space located at 500 South Spruce Street, Hope, AR 71801. Utilities, building maintenance and outside maintenance will be the responsibility of Hope School District.

Early Education and Care Connections, Inc. / Child Care Aware of Central and Southwest Arkansas will provide all equipment, materials, staff, and any other tools required to accomplish these goals.

Internet, phone and alarm system will be installed at the expense of Early Education and Care Connections Inc. / Child Care Aware of Central and Southwest Arkansas.

Early Education and Care Connections, Inc. / Child Care Aware of Central and Southwest Arkansas will conduct trainings for parents and providers. The Resource Room will be available to parents and providers during business hours.

Early Education and Care Connections Inc. /Child Care Aware of Central and Southwest Arkansas will maintain a clean and neat environment.



Funding

This MOU is not a commitment of funds

Duration

This MOU is at-will and may be modified by mutual consent of authorized officials from Early Education and Care Connections, Inc. / Child Care Aware of Central and Southwest Arkansas and Hope School District. This MOU shall become effective upon signature by the authorized officials from the Early Education and Care Connections, Inc. / Child Care Aware of Central and Southwest Arkansas and Hope School District and will remain in effect until modified or terminated by any one of the partners by mutual consent. In the absence of mutual agreement by the authorized officials from Early Education and Care Connections, Inc. / Child Care Aware of Central and Southwest Arkansas and Hope School District this MOU shall end. The office space will remain in the same satisfactory condition as was received. Otherwise, there is no such end date of partnership.

Contact Information

Early Education and Care Connections, Inc. /Child Care Aware of Central and Southwest Arkansas

Tiffani Fletcher

Director and Finance Officer

3809 McCain Park Drive, Suite 100

North Little Rock, AR 72116

Phone: 501.374.0330

Fax: 501.374.2414

Email: tiffani.fletcher@childcareawarecswa.org

Tiffani Fletcher Date: 07/28/2016

Hope School District

Ira D. Love

Assistant Superintendent for Federal Programs,

Equity and Secondary Education

117 East 2nd Street

Hope, AR 71701

Phone: 870.722.2700

Fax: 870.777.4087

E-mail: ira.love@hpsdistrict.org

Ira D. Love Date: 07/28/2016



April 30, 2019

Matthew Cantone

American Heart Association – Certified Trainer
Early Education and Care Connections, Inc.
Child Care Aware of Central & Southwest Arkansas
3809 McCain Park Drive
Suite 100
North Little Rock, AR 72116

Partnership Agreement/M.O.U.

Matthew Cantone

- Will provide CCA with available training dates
- Will provide CPR/FIRST AID/AED Pediatric Training
- Will provide required training equipment and materials
- Will provide training attendance records
- Will complete E-Card Certification process
- Will address any unclaimed E-Cards

Child Care Aware of Central & Southwest Arkansas

- Will schedule and provide training space for up to 16 participants
- Will register training on the Professional Development Registry
- Will maintain Educator registration
- Certified Trainer will serve as Assistant Trainer, which allows for larger class size
- Will record attendance in the Professional Development Registry
- Staff will provide guidance on process of claiming E-Card Certification

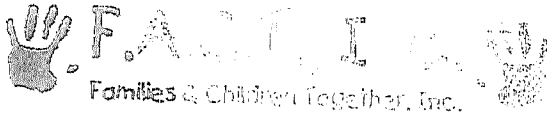
This Partnership/M.O.U. shall be in effect until either party voluntarily dissolves the Partnership either verbally or in writing.

Sincerely,

Matthew Cantone
American Heart Association, Certified Trainer

Wendy Dillon
Assistant Director

Early Education and Care Connections, Inc.
Child Care Aware of Central & Southwest Arkansas



419 Henry C. Yerger St.
Hope, AR 71801
(870) 777-8540

May 01, 2019

Partnership Agreement

F.A.C.T INC HOPE HEAD START

- Will host, including scheduling and organizing, monthly Parent Club Meetings.
- Will provide schedule of monthly Topics for the year.

Child Care Aware of Central & Southwest Arkansas

- Staff attended Parent Club Meetings
- Staff attended Arkansas Children Week Booth Tabling
- Staff will introduce Child Resource & Referral Agency to Parents
- Staff will discuss our monthly topics for the month
- Staff will speak to and provide resource on monthly topics
- Staff welcome staff and provide with information on checking out items for teachers to use in classroom

Ashley Martinez
Center Director
F.A.C.T INC Hope Head Start

Attachment #2: Child Care Aware Membership Card



Tiffani Fletcher, Early Education and Care Connections, Inc.
Regular Membership

Membership #: 41000204

Member Type: Child Care Resource and Referral (Organization)

Expires: May 24, 2020

3809 McCain Park Drive

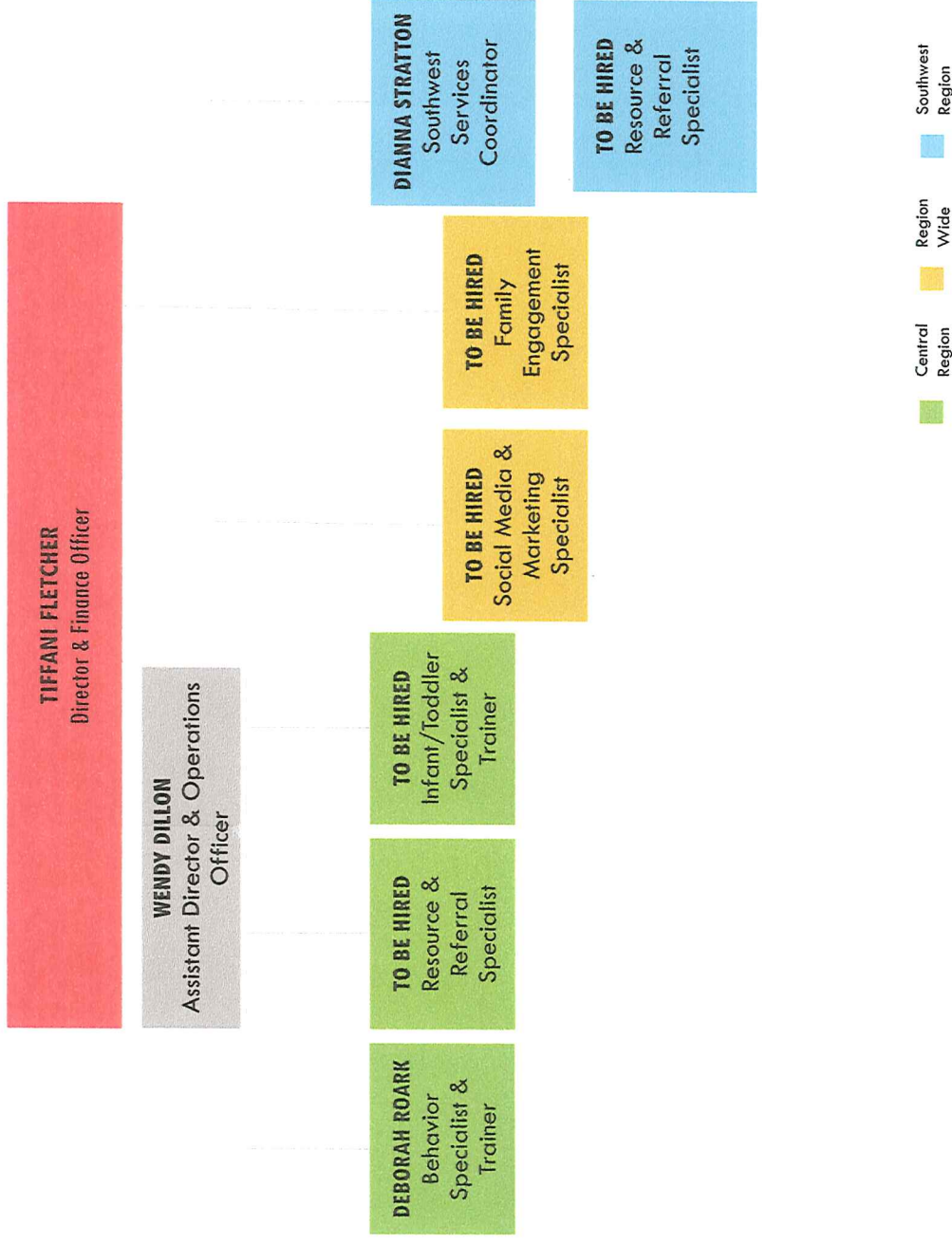
North Little Rock, Arkansas

72116

Attachment #3: Organization Chart

EARLY EDUCATION & CARE CONNECTIONS, INC.

ORGANIZATION CHART



Attachment #4: Staff Resumes & Training
Transcripts

TIFFANI FLETCHER

12 Mountain View Road, Conway, AR 72034 · 501-514-0048
tiffani_m5@hotmail.com

To use my previous experience and education to promote professional growth through dedication, education, loyalty, and hard work not only for myself, but for my team, my community, and my organization.

EXPERIENCE

2018 – PRESENT

FINANCE DIRECTOR & EXECUTIVE DIRECTOR, EARLY EDUCATION & CARE CONNECTIONS, INC.

Formed Arkansas Domestic Non-Profit Corporation & Obtained 501(c)(3) Federal Tax Exemption Status. Grant Writer.

2014 – PRESENT

DIRECTOR & CEO, CHILD CARE CONNECTIONS, INC.

Directed operations of Child Care Aware of Central & Southwest Arkansas Program.

Completed annual budgeting and fiscal tracking.

Accounts Payable, Accounts Receivable & Human Resources, including Payroll.

2007 – 2017

ACCOUNTING SERVICES SUPERVISOR, CRAFT, VEACH & COMPANY, PLC

Managed full service accounting services, including bookkeeping, payables and receivables, payroll and taxes for approximately 50 clients in various industries.

2005 – 2007

GENERAL MANAGER, ALLIED FOOD INDUSTRIES, INC.

Managed daily operations with a minimum staff of 40. Responsible for hiring and training, scheduling, payroll and sales and labor projections. Managed budgets to maintain 70% profit margin and increased customer count by 30% in one year.

2000 – 2005

ASSISTANT/OFFICE MANAGER, SWEET P ENTERPRISES, JJ FOODS & SACCA MGMT

Managed shift operations for up to 12 employees. Maintained inventory and completed cash reconciliations. Processed payroll, reconciled bank accounts and managed accounts payable for 10 store locations.

EDUCATION

CURRENTLY ENROLLED

MASTER OF SCIENCE IN ACCOUNTING, UNIVERSITY OF PHOENIX

Projected Graduation December 2019

2018

CHILD DEVELOPMENT ASSOCIATE, PROSOLUTIONS TRAINING

120 hours, 8 CDA Content Areas

DECEMBER 2005

BACHELOR OF BUSINESS ADMINISTRATION, UNIVERSITY OF CENTRAL ARKANSAS

Management Major

PROFESSIONAL DEVELOPMENT

- Family Child Care Business Management - Train the Trainer
- 2018 Administrator’s Conference
- 2018 Child Care Aware Symposium
- The World of Family Engagement Conference
- Arkansas Early Childhood Conference 2018, 2017, 2016, & 2015
- Webinars from: Arkansas Association for Infant Mental Health, Early Childhood National Centers, National Head Start Association, edWeb, Zero to Three, Child Care Aware of America, Early Childhood Investigations and others.
- Nutrition and Physical Activity Self-Assessment for Child Care (NAP SACC) - Train the Trainer
- Powerful Interactions Summit
- Powerful Interactions Institute
- Using the Family MAP to Enhance Family Engagement
- Setting Limits Without Guilt
- Preventing Power Struggles Workshop
- Environmental Rating Scales – The Basics
- Arkansas Children’s Week Training
- The 10 Steps to Positive Discipline Workshop

MEMBERSHIPS

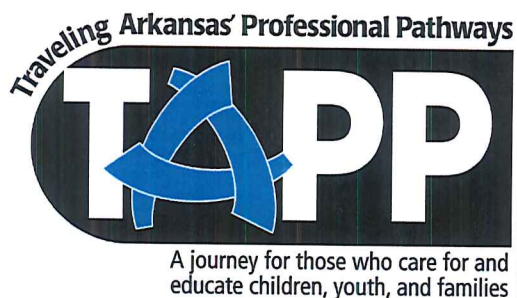
- Arkansas Advocates for Children & Families
- Zero to Three
- National Association for the Education of Young Children (NAEYC)
- Child Care Aware of America
- Southern Early Childhood Association (SECA)
- Arkansas Early Childhood Association (AECA)

SKILLS

- Self-Motivated & Gives 110%
- Highly Organized
- Strategic Planner & Researcher
- Natural Leader but Team Player
- Consistent & Confident
- Problem Solver

REFERENCES

Available upon request



TAPP Training Transcript		
262926	Member since	10/19/2012
Fletcher, Tiffani	Type	Practitioner
12 Mountain View Road	Level	Entry
Conway, AR 72034	Facility #	n15830
Renewal Anniversary Date: October 19		

EDUCATION

PROFESSIONAL DEVELOPMENT

CONFERENCES

Conference	Date	Hours	Trainer Hours
AECA 53rd Annual Conference(40621OTH)	10/11/2014	10.50	
AECA Conference 2015(52135OTH)	10/10/2015	4.00	
interest Session		1	
Community Service Project		1	
Interest Session		1	
Interest Session		1	

OTHER TRAINING

Session Title	Trainer	Date Completed	Hours	Trainer Hours
Pre-licensing Consultation Training (23382OTH)	Deborah Roark	8/11/2012	2.00	
Total for Year (Registry Approved) 2012			2.00	

Key Content Summary for 2012	Hours	Percentage
Program Planning and Management	2.00	100.00%
Key Content Not Assigned Yet	0.00	0.00%

NAP SACC Train-the-Trainer (41518OTH)	Debbie Mize	8/21/2014	3.00
Total for Year (Registry Approved) 2014			3.00

Key Content Summary for 2014	Hours	Percentage
Health, Safety, and Nutrition	3.00	100.00%
Key Content Not Assigned Yet	0.00	0.00%

Professional Development (47798CCACS)	Terrie Baker	4/4/2015	4.00
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Fit Kits (47918CCACS)	Terrie Baker	4/18/2015	3.00
Make and Take (48010CCACS)	Terrie Baker	4/18/2015	4.00
10 Steps to Positive Discipline (47933DC)	Sandra Brosius	5/9/2015	10.00
Module 2			2.0
Module 1			2.0
Module 3			2.0
Module 4			2.0
Module 5			2.0
Preventing Power Struggles (48323DC)	Sandra Brosius	6/11/2015	3.00
Setting Limits without Guilt (48325DC)	Sandra Brosius	6/12/2015	3.00
Total for Year (Registry Approved) 2015			27.00

Key Content Summary for 2015	Hours	Percentage
Child Growth and Development	5.33	19.75%
Learning Environment and Curriculum	4.33	16.05%
Positive Interactions and Guidance	4.00	14.81%
Family and Community	4.00	14.81%
Professional Development and Leadership	4.00	14.81%
Program Planning and Management	5.33	19.75%
Key Content Not Assigned Yet	0.00	0.00%

The Arkansas Guide for Promoting Family Engagement (55259OTH)	Jamie Ward	5/12/2016	3.00
Total for Year (Registry Approved) 2016			3.00

Key Content Summary for 2016	Hours	Percentage
Family and Community	3.00	100.00%
Key Content Not Assigned Yet	0.00	0.00%

Introduction to the Pyramid Model-Support social-emotional development; address challenging behavior (63143OTH)	Terese(teri) Patrick	7/27/2017	1.00
Interactive Technical Assistance Visit Orientation (64099ASU)	Diana Courson	9/11/2017	5.25
Total for Year (Registry Approved) 2017			6.25

Key Content Summary for 2017	Hours	Percentage
Positive Interactions and Guidance	1.00	16.00%
Professional Development and Leadership	5.25	84.00%
Key Content Not Assigned Yet	0.00	0.00%

Total ADE Training Hours	0.00
Total Recorded Hours Training (Registry Approved)	55.75
Total Recorded Hours Training (Non-Registry)	0.00

TRAINING SUMMARY

	ADE Training Hours	0.00
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2012	Registry Approved (Other than Conferences)	2.00
	Registry Approved (All)	2.00

2014	Conference Hours	10.50
	Registry Approved (Other than Conferences)	3.00
	Registry Approved (All)	13.50

2015	Conference Hours	4.00
	Registry Approved (Other than Conferences)	27.00
	Registry Approved (All)	31.00

2016	Registry Approved (Other than Conferences)	3.00
	Registry Approved (All)	3.00

2017	Registry Approved (Other than Conferences)	6.25
	Registry Approved (All)	6.25

Key Content Summary - All		Percentage
	Child Growth and Development	12.93%
	Learning Environment and Curriculum	10.51%
	Positive Interactions and Guidance	12.12%
	Family and Community	16.97%
	Health, Safety, and Nutrition	7.27%
	Professional Development and Leadership	22.42%
	Program Planning and Management	17.78%
	Key Content Not Assigned Yet	0.00%

Key Content Summary - All		Percentage
	Child Growth and Development	12.93%
	Learning Environment and Curriculum	10.51%
	Positive Interactions and Guidance	12.12%
	Family and Community	16.97%
	Health, Safety, and Nutrition	7.27%
	Professional Development and Leadership	22.42%
	Program Planning and Management	17.78%
	Key Content Not Assigned Yet	0.00%

Key Content Summary - All		Percentage
	Child Growth and Development	12.93%
	Learning Environment and Curriculum	10.51%
	Positive Interactions and Guidance	12.12%
	Family and Community	16.97%
	Health, Safety, and Nutrition	7.27%
	Professional Development and Leadership	22.42%
	Program Planning and Management	17.78%
	Key Content Not Assigned Yet	0.00%

Key Content Summary - All		Percentage
	Child Growth and Development	12.93%
	Learning Environment and Curriculum	10.51%
	Positive Interactions and Guidance	12.12%
	Family and Community	16.97%
	Health, Safety, and Nutrition	7.27%
	Professional Development and Leadership	22.42%
	Program Planning and Management	17.78%
	Key Content Not Assigned Yet	0.00%

Key Content Summary - All		Percentage
	Child Growth and Development	12.93%
	Learning Environment and Curriculum	10.51%
	Positive Interactions and Guidance	12.12%
	Family and Community	16.97%
	Health, Safety, and Nutrition	7.27%
	Professional Development and Leadership	22.42%
	Program Planning and Management	17.78%
	Key Content Not Assigned Yet	0.00%

Key Content Summary - All		Percentage
	Child Growth and Development	12.93%
	Learning Environment and Curriculum	10.51%
	Positive Interactions and Guidance	12.12%
	Family and Community	16.97%
	Health, Safety, and Nutrition	7.27%
	Professional Development and Leadership	22.42%
	Program Planning and Management	17.78%
	Key Content Not Assigned Yet	0.00%

Key Content Summary - All		Percentage
	Child Growth and Development	12.93%
	Learning Environment and Curriculum	10.51%
	Positive Interactions and Guidance	12.12%
	Family and Community	16.97%
	Health, Safety, and Nutrition	7.27%
	Professional Development and Leadership	22.42%
	Program Planning and Management	17.78%
	Key Content Not Assigned Yet	0.00%

All required training evaluations have been completed.

Practitioner Level		
Level	Date Started	Date Exited
Entry	10/19/2012	

All information is deemed to be accurate and reliable, but final questions should be directed to TAPP Registry, ASU Childhood Services, P.O Box 808, State University, Ar 72467

Professional Development Registry

Training Transcript

Tiffani Fletcher	Member Since	6/22/2017
5815	Type	Admin
12 Mountain View Road	Level	Entry
Conway, AR 72034	Anniversary Date	6/22/2019

Education

Degrees

Date Received	Degree	Major	Institution	Location
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Professional Development

Conferences Attended

Date	Conference	Hours
Total Hours		

Other Trainings Attended

Year	Date	Session / Training ** Section	Trainer	Clock Hours
2019	3/28/2019	ACEs and Parenting: Why is parenting so important in regard to ACEs	Nicholas Long	0.00/1.00
2019	3/13/2019	Powerful Interactions Summit	Jill Gunderman	6.00/6.00
2019	2/5/2019	Environmental Rating Scales - The Basics	Clarisa Ratliff	3.00/3.00
2019	1/17/2019	Fetal Alcohol Spectrum Disorders	Angela Kyzer	1.00/1.00
		Arkansas Early Childhood Association 57th Annual Conference		
		** Wednesday PreCon AM	Lindsey Wilkerson	0.00/3.00
		** Wednesday PreCon PM	Lindsey Wilkerson	0.00/3.00
		** Wednesday PreCon Full Day	Lindsey Wilkerson	0.00/6.00
		** Thursday 8:00 - 9:30 Session	Lindsey Wilkerson	0.00/1.50
2018	10/10/2018	** Thursday 10:00 - 11:30 Session	Lindsey Wilkerson	1.50/1.50
2018	10/10/2018	** Thursday 1:00 - 2:30 Session	Lindsey Wilkerson	1.50/1.50
2018	10/10/2018	** Thursday 3:00 - 4:30 Session	Lindsey Wilkerson	1.50/1.50

Professional Development Registry

Training Transcript

		** Friday 8:00 - 9:30 Session	Lindsey Wilkerson	0.00/1.50
		** Friday 10:00 - 11:30 Session	Lindsey Wilkerson	0.00/1.50
		** Friday 1:00 - 2:30 Session	Lindsey Wilkerson	0.00/1.50
		** Friday 3:00 - 4:30 Session	Lindsey Wilkerson	0.00/1.50
		** Saturday 8:00 - 9:30 Session	Lindsey Wilkerson	0.00/1.50
		** Saturday 10:00 - 11:30 Session	Lindsey Wilkerson	0.00/1.50
		** Saturday 1:00 - 2:30 Session	Lindsey Wilkerson	0.00/1.50
		** Saturday 3:00 - 4:30 Session	Lindsey Wilkerson	0.00/1.50
		** Director's Breakfast 7:00 - 8:00	Lindsey Wilkerson	0.00/1.00
		** First Timer's Session Thursday	Lindsey Wilkerson	0.00/0.50
		** First Timer's Session Friday	Lindsey Wilkerson	0.00/1.00
		** Director's Luncheon Thursday 11:30 - 1:00	Lindsey Wilkerson	0.00/1.50
		** Fireside Chat Thursday 4:30 - 6:00	Lindsey Wilkerson	0.00/1.50
		Total Session Hours		4.50/35.50
2018	9/21/2018	The World of Family and Community Engagement!	Ruth Thornton	6.00/6.00
2018	5/8/2018	Early Childhood Administrators Conference - Everyday Leadership	SUSAN REMFREY	6.00/6.00
2018	4/24/2018	2018 Powerful Interactions Institute	Diana Courson	6.00/6.00
2018	3/13/2018	Arkansas Children's Week 2018	Lisa Gaddy	3.00/3.00
2018	3/1/2018	Using the Family Map to Enhance Family Engagement	Keitra Brooks	0.00/6.00
		10 Steps To Positive Discipline		
2017	12/7/2017	** Module 1	Sandra Brosius	2.00/2.00
2017	12/7/2017	** Module 2	Sandra Brosius	2.00/2.00
2017	12/7/2017	** Module 3	Sandra Brosius	2.00/2.00
2017	12/7/2017	** Module 4	Sandra Brosius	2.00/2.00
2017	12/7/2017	** Module 5	Sandra Brosius	2.00/2.00
		Total Session Hours		10.00/10.00

Professional Development Registry

Training Transcript

Total Training Hours 45.50

Trainings Attended Summary For 1/1/2000 Thru 5/2/2019

Date	Training Types	Hours
2019	Total Training Hours (Registry Approved)	10.00
Total Hours		10.00
2019	Subtotal	10.00
Total Hours		10.00
2018	Total Training Hours (Registry Approved)	21.00
Total Hours		21.00
2018	Subtotal	21.00
Total Hours		21.00
2017	Total Training Hours (Registry Approved)	10.00
Total Hours		10.00
2017	Subtotal	10.00
Total Hours		10.00

Trainings Conducted

Year	Title	Hours
Total Hours		

Trainings Conducted Summary For 1/1/2000 Thru 5/2/2019

Year	Training Types	Hours
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Professional Development Registry

Training Transcript

Member Level

Training Level	Date Started	Date Exited
Entry		

Trainer level

Trainer Level	Date Started
---------------	--------------

TAPP Courses Attended

Date	TAPP Course Name	Hours
<i>Total Hours</i>		

WENDY DILLON

9136 Green Mountain Drive
Alexander, AR 72002
wendy.eecc@gmail.com

Professional Profile

Knowledgeable Early Childhood Adult Educator, Resource & Referral Specialist successful at helping parents and early child care educators get needed assistance through diverse resources. Prepared to offer six years of experience, as well as well-developed skills in teaching adults and coaching to provide Arkansas with quality child care programs.

- CDA
- Medical Office Administration
- Heartsaver Instructors AHA Certification/Guidelines-CPR & ECC
- Pre-K-Ella
- Implementing Strategies for Trauma-Informed Classrooms
- Conscious Discipline
- Early Childhood Education Direct
- Medication Administration-Managing Infectious Diseases
- Powerful interactions
- Early Childhood Administration
- Program Administration

Professional Accomplishments

Being able to teach children CPR / First Aid / AED, one of my favorite things to do.

- Trainer of Trainers - Save The Children – Emergency preparedness/Care For The Caregiver/Completed Continuing Education in Trauma/Psychological First aid for Children
- Ages and Stages -Train the Trainer
- Nap-Sacc -Train the Trainer
- Family Engagement -Train the Trainer
- NAEYC Code of Ethics -Train the Trainer
- Family Child Care Business Management – Train the Trainer
- Basic Care for Infants and Toddlers – Train the Trainer
- Safe Baby – Train the Trainer
- Gee Wiz Curriculum for Family Homes – Train the Trainer
- Coordinated and attended events throughout the state of Arkansas to promote family engagement, awareness of what a quality child care facility should be and how essential the relationship between parents and teachers are for the success of the child, and the program.
- Coaching Individuals in the process of Licensure and Better Beginnings.
- Assisting parents searching for quality child care for their children.
- Assisting parents with resources concerning their children's development needs.
- Advocating for children

Work History

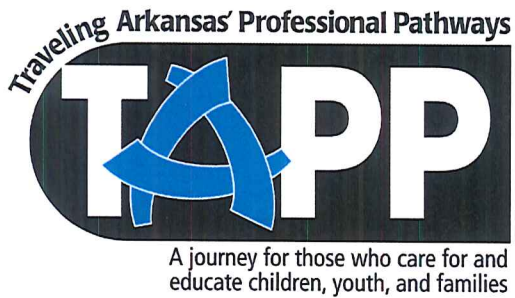
Assistant Director / Adult Educator	Child Care Connections Inc., N. Little Rock, AR	2012-present
Owner / Operator	WD Services, Alexander, AR	1995-2015

Education

Child Development Associates	Pro-Solutions, Atlanta, GA	2017
Medical Office Administration	South Central Career College, N. Little Rock, AR	1995

References

References are available upon request.



TAPP Training Transcript

288299

Dillon, Wendy
 9136 Green Mountain Dr.

Alexander, AR 72002

Renewal Anniversary Date: September 12

Member since 9/12/2013

Type Trainer

Level Specialized

Facility #

EDUCATION

CERTIFICATES, ENDORSEMENTS AND CREDENTIALS

Year	Type	Name	Expiration Date
2017		First Aid	
2017		CPR Training	

PROFESSIONAL DEVELOPMENT

CONFERENCES

Conference	Date	Hours	Trainer Hours
AECA 53rd Annual Conference(40621OTH)	10/11/2014	10.50	
AECA Conference 2015(52135OTH)	10/10/2015	4.50	
interest Session		1	
Interest Session		1	
Interest Session		1	
Interest Session		1.5	
Nutrition and Physical Activity Conference for Child Care(54043CCANC)	4/23/2016	5.50	
Supporting Young Children with Behavioral Challenges: A Systems Approach(56465OTH)	6/17/2016	6.25	
AECA 55th Annual Conference(57197OTH)	10/15/2016	8.00	
Interest Session		1	
Interest Session		1	
Interest Session		1	
General Session		2.5	
Interest Session		1	
General Session		1.5	

OTHER TRAINING

Session Title	Trainer	Date Completed	Hours	Trainer Hours
CPR/FIRST AID (39861CCACS)	Terrie Baker	5/15/2014	4.50	
Summer Food Service Program Annual Training (39658OTH)	Vickie Stewart	6/4/2014	6.00	

Family Child Care Business Management Train-the-Trainer (41519OTH)	Debbie Mize	8/21/2014	3.00
NAP SACC Train-the-Trainer (41518OTH)	Debbie Mize	8/21/2014	3.00
Ages and Stages & Ages and Stages Social Emotional (45903OTH)	Deborah Roller	12/6/2014	6.00
Total for Year (Registry Approved) 2014			22.50

Key Content Summary for 2014	Hours	Percentage
Child Growth and Development	1.50	6.67%
Positive Interactions and Guidance	1.50	6.67%
Child Observation and Assessment	1.50	6.67%
Health, Safety, and Nutrition	7.50	33.33%
Professional Development and Leadership	3.00	13.33%
Program Planning and Management	7.50	33.33%
Key Content Not Assigned Yet	0.00	0.00%

Professional Development (47798CCACS)	Terrie Baker	4/4/2015	4.00
Taking Care of Food Allergies In Child Care (46881ACH)	Sowmya Patil	4/11/2015	2.00
Bully Prevention: Transforming Agression into Healthy Self-Esteem (47294DC)	Sandra Brosius	4/18/2015	4.00
Fit Kits (47918CCACS)	Terrie Baker	4/18/2015	3.00
10 Steps to Positive Discipline (47933DC)	Sandra Brosius	5/9/2015	10.00
Module 1			2.0
Module 2			2.0
Module 4			2.0
Module 3			2.0
Module 5			2.0
Preventing Power Struggles (48323DC)	Sandra Brosius	6/11/2015	3.00
New Family Child Care Business Management - Train the Trainer (49469CCANC)	Deborah Webb	6/11/2015	5.00
Family Business Mangement Train-the-Trainer (49212CCANC)	Deborah Webb	6/11/2015	5.00
Setting Limits without Guilt (48325DC)	Sandra Brosius	6/12/2015	3.00
Strengthening Families Online Assessment Training for Directors (47416OTH)	Linda Patterson	6/23/2015	3.00
NAP SACC - TRAIN THE TRAINER (49966CCANC)	Debbie Mize	8/19/2015	3.00
ASQ - Train the Trainer (50098CCANC)	Debbie Mize	9/10/2015	4.00
Child Care Emergency Preparedness Training ()	Save the Children	10/20/2015	4.00
Total for Year (Registry Approved) 2015			49.00
Total for Year (Non-Registry) 2015			4.00

Key Content Summary for 2015	Hours	Percentage
Child Growth and Development	9.00	16.98%

Learning Environment and Curriculum			3.00	5.66%
Positive Interactions and Guidance			5.00	9.43%
Family and Community			8.00	15.09%
Health, Safety, and Nutrition			5.00	9.43%
Professional Development and Leadership			4.00	7.55%
Program Planning and Management			15.00	28.30%
Key Content Not Assigned Yet			4.00	7.55%

Conscious Discipline Training for Preschool Part 1 (53020ASU)	Melissa Taylor	2/9/2016	12.00	
Conscious Discipline Training for Preschool Part 2 (53021ASU)	Melissa Taylor	3/1/2016	12.00	
Environment Rating Scale - the Basics (53079ASU)	Jami Mcmillen	3/14/2016	3.00	
Conscious Discipline training for Preschool Part 3 (53022ASU)	Melissa Taylor	3/15/2016	12.00	
PAS Basics Direct (Online) (48893ASU)	Paul Lazenby	5/2/2016	4.00	
BAS Basics Direct Online (Family Child Care Only) (48896ASU)	Paul Lazenby	5/2/2016	3.50	
The Arkansas Guide for Promoting Family Engagement (55259OTH)	Jamie Ward	5/12/2016	3.00	
BehaviorHelp Response Team Orientation (56809ASU)	Diana Courson	6/29/2016	5.00	
Recognizing and Responding to the Impact of Early Childhood Trauma: An Introduction to Child Parent (58515OTH)	Terese(teri) Patrick	9/22/2016	1.00	
10 Steps to Positive Discipline (55197DC)	Sandra Brosius	10/22/2016	10.00	
Module5			2.0	
Module4			2.0	
Module2			2.0	
Module1			2.0	
Module3			2.0	
Developmentally Appropriate Physical Activity: Books and Movement (58161ASU)	Becky Henderson	10/25/2016	2.00	
NAP SACC Train-the-Trainer (59410CCANC)	Debbie Mize	11/29/2016	2.00	
Family Child Care Business Management Train-theTrainer (59409CCANC)	Deborah Webb	11/29/2016	2.00	
ASQ & ASQSE Train the Trainer (59761CCANC)	Debbie Mize	12/13/2016	6.00	
Total for Year (Registry Approved) 2016			77.50	

Key Content Summary for 2016			Hours	Percentage
Child Growth and Development			2.60	3.35%
Learning Environment and Curriculum			1.60	2.06%
Positive Interactions and Guidance			39.10	50.45%
Family and Community			6.50	8.39%
Child Observation and Assessment			2.60	3.35%

Health, Safety, and Nutrition			2.60	3.35%
Professional Development and Leadership			7.50	9.68%
Program Planning and Management			15.00	19.35%
Key Content Not Assigned Yet			0.00	0.00%

Train-the-Trainer: The NAEYC Code of Ethical Conduct Supplement for Early Childhood Adult Educators (58808ASU)	Michelle Pounds	3/14/2017	2.00	
Equity Cafe (61658OTH)	Jacqueline Dedman	4/18/2017	3.00	
Baby Basics Train the Trainer (62498ASU)	Meghan Anderson	6/7/2017	2.00	
CPR/First Aid (61297)	Trainer Unknown	7/27/2017	8.00	
Introduction to the Pyramid Model-Support social-emotional development; address challenging behavior (63143OTH)	Terese(teri) Patrick	7/27/2017	1.00	
The Arkansas Guide for Family Engagement TTT (63522OTH)	Jamie Ward	8/10/2017	2.00	
NAP SACC Train-th-Trainer (63585CCANC)	Debbie Mize	8/17/2017	2.00	
ASQ Train-the-Trainer for R&R staff (63584CCANC)	Debbie Mize	8/17/2017	4.00	
10 Steps to Positive Discipline (62104DC)	Sandra Brosius	10/5/2017	10.00	
Module2			2.0	
Module3			2.0	
Module4			2.0	
Module5			2.0	
Module1			2.0	
Total for Year (Registry Approved) 2017			34.00	

Key Content Summary for 2017	Hours	Percentage
Child Growth and Development	6.00	17.65%
Learning Environment and Curriculum	2.67	7.84%
Positive Interactions and Guidance	6.50	19.12%
Family and Community	7.17	21.08%
Child Observation and Assessment	1.33	3.92%
Health, Safety, and Nutrition	2.00	5.88%
Professional Development and Leadership	4.50	13.24%
Program Planning and Management	3.83	11.27%
Key Content Not Assigned Yet	0.00	0.00%

Total ADE Training Hours	0.00
Total Recorded Hours Training (Registry Approved)	217.75
Total Recorded Hours Training (Non-Registry)	4.00

TRAINING SUMMARY

ADE Training Hours	0.00
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2014

Conference Hours 10.50
 Registry Approved (Other than Conferences) 22.50
Registry Approved (All) 33.00

2015	
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Non-Registry Approved (Other Than Conferences) 4.00
 Non-Registry Approved (All) **4.00**
 Conference Hours 4.50
 Registry Approved (Other than Conferences) 49.00
Registry Approved (All) 53.50

2016	
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Conference Hours 19.75
 Registry Approved (Other than Conferences) 77.50
Registry Approved (All) 97.25

2017	
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Registry Approved (Other than Conferences) 34.00
Registry Approved (All) 34.00

Key Content Summary - All	Percentage
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Child Growth and Development	10.21%
Learning Environment and Curriculum	3.89%
Positive Interactions and Guidance	27.86%
Family and Community	11.59%
Child Observation and Assessment	2.91%
Health, Safety, and Nutrition	9.14%
Professional Development and Leadership	10.16%
Program Planning and Management	22.10%
Key Content Not Assigned Yet	2.14%

<i>All required training evaluations have been completed.</i>

Practitioner Level		
Level	Date Started	Date Exited
Entry	9/12/2013	4/18/2016
Foundation 3	4/18/2016	

Trainer Level		
Level	Date Started	Date Exited
Specialized	1/10/2017	

Printed on 5/2/2019

All information is deemed to be accurate and reliable, but final questions should be directed to TAPP Registry, ASU Childhood Services, P.O. Box 808, State University, Ar 72467

Professional Development Registry

Training Transcript

Wendy Dillon	Member Since	4/10/2017
1153	Type	Admin
3809 McCain Park Drive Suite 101	Level	Entry
North Little Rock, AR 72116	Anniversary Date	4/10/2020

Education

Degrees

Date Received	Degree	Major	Institution	Location
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Professional Development

Conferences Attended

Date	Conference	Hours
<i>Total Hours</i>		

Other Trainings Attended

Year	Date	Session / Training ** Section	Trainer	Clock Hours
2019	3/28/2019	ACEs and Parenting: Why is parenting so important in regard to ACEs	Nicholas Long	0.00/1.00
2019	3/13/2019	Powerful Interactions Summit	Jill Gunderman	6.00/6.00
2019	1/28/2019	Nap Sacc Train-the-Trainer	Debbie Mize	3.00/3.00
2019	1/17/2019	Fetal Alcohol Spectrum Disorders	Angela Kyzer	1.00/1.00
2018	11/14/2018	Pas: Fiscal Management	Dana Mynatt	3.00/3.00
2018	10/25/2018	Using Books To Promote Healthy Eating	Shannon Newman	2.00/2.00
		Arkansas Early Childhood Association 57th Annual Conference		
		** Wednesday PreCon AM	Lindsey Wilkerson	0.00/3.00
		** Wednesday PreCon PM	Lindsey Wilkerson	0.00/3.00
		** Wednesday PreCon Full Day	Lindsey Wilkerson	0.00/6.00
		** Thursday 8:00 - 9:30 Session	Lindsey Wilkerson	0.00/1.50
		** Thursday 10:00 - 11:30 Session	Lindsey Wilkerson	0.00/1.50
		** Thursday 1:00 - 2:30 Session	Lindsey Wilkerson	0.00/1.50

Professional Development Registry

Training Transcript

2018	10/10/2018	** Thursday 3:00 - 4:30 Session	Lindsey Wilkerson	1.50/1.50
		** Friday 8:00 - 9:30 Session	Lindsey Wilkerson	0.00/1.50
2018	10/10/2018	** Friday 10:00 - 11:30 Session	Lindsey Wilkerson	1.50/1.50
		** Friday 1:00 - 2:30 Session	Lindsey Wilkerson	0.00/1.50
		** Friday 3:00 - 4:30 Session	Lindsey Wilkerson	0.00/1.50
		** Saturday 8:00 - 9:30 Session	Lindsey Wilkerson	0.00/1.50
		** Saturday 10:00 - 11:30 Session	Lindsey Wilkerson	0.00/1.50
		** Saturday 1:00 - 2:30 Session	Lindsey Wilkerson	0.00/1.50
		** Saturday 3:00 - 4:30 Session	Lindsey Wilkerson	0.00/1.50
		** Director's Breakfast 7:00 - 8:00	Lindsey Wilkerson	0.00/1.00
		** First Timer's Session Thursday	Lindsey Wilkerson	0.00/0.50
		** First Timer's Session Friday	Lindsey Wilkerson	0.00/1.00
		** Director's Luncheon Thursday 11:30 - 1:00	Lindsey Wilkerson	0.00/1.50
		** Fireside Chat Thursday 4:30 - 6:00	Lindsey Wilkerson	0.00/1.50
		Total Session Hours		3.00/35.50
2018	9/21/2018	The World of Family and Community Engagement!	Ruth Thornton	6.00/6.00
2018	8/16/2018	Ages and Stages Train-the-Trainer	Debbie Mize	5.00/5.00
2018	8/16/2018	Safe Baby	Debbie Mize	2.00/2.00
2018	8/11/2018	Medication Administration and Managing Infectious Diseases for Early Care and Education Providers	Sandra Withers	4.00/4.00
2018	8/2/2018	Early Care And Education Direct	Rebecca Dunahoo	20.00/20.00
2018	7/6/2018	Positive Discipline	Sheree Fagan	1.00/1.00
2018	5/8/2018	Early Childhood Administrators Conference - Everyday Leadership	SUSAN REMFREY	6.00/6.00
2018	4/26/2018	Powerful Interactions Coaching Summit 2018	Diana Courson	6.00/6.00
2018	4/24/2018	2018 Powerful Interactions Institute	Diana Courson	6.00/6.00
2018	3/6/2018	Naeyc Code Of Ethics For Adult Educators- Trainers	Michelle Pounds	2.00/2.00
2018	3/1/2018	Using the Family Map to Enhance Family Engagement	Keitra Brooks	6.00/6.00

Professional Development Registry

Training Transcript

2018	2/22/2018	Implementing strategies for trauma-informed classrooms	Terese (Teri) Patrick	1.00/1.00
Total Training Hours				83.00

Trainings Attended Summary For 1/1/2000 Thru 5/2/2019

Date	Training Types	Hours
2019	Total Training Hours (Registry Approved)	16.00
Total Hours		16.00
2019	Subtotal	16.00
Total Hours		16.00
2018	Total Training Hours (Registry Approved)	64.00
Total Hours		64.00
2018	Subtotal	64.00
Total Hours		64.00

Trainings Conducted

Year	Title	Hours
2019	Ages & Stages	5.00
2019	Ages & Stages	5.00
2019	Ages & Stages	5.00
2019	Ar Fit Kids	3.00
2019	Emergency Preparedness	3.00
2019	Emergency Preparedness	3.00
2019	First Aid Pediatrics Cpr Aed	4.50
2019	First Aid Pediatrics Cpr Aed	4.50
2019	Heartsaver Pediatric First Aid Cpr Aed	5.00
2019	Make-N-Take	3.00
2019	Nap-Sacc	5.00
2019	Nap-Sacc	5.00
2019	Nap-Sacc	5.00
2019	Pre-Licensing	2.00
2019	Pre-Licensing	2.00

Professional Development Registry

Training Transcript

2019	Safe Baby	2.00
2019	Safe Baby	2.00
2018	Ages & Stages	5.00
2018	Ages & Stages	5.00
2018	Ages & Stages	5.00
2018	Ages & Stages	5.00
2018	Ages & Stages	5.00
2018	Ar Fit Kids	3.00
2018	Emergency Preparedness	3.00
2018	Emergency Preparedness	3.00
2018	Emergency Preparedness	3.00
2018	Family Child Care Business	3.00
2018	Family Child Care Business	3.00
2018	Family Child Care Business	3.00
2018	Family Engagement	3.00
2018	First Aid Pediatrics Cpr Aed	4.50
2018	First Aid Pediatrics Cpr Aed	4.50
2018	Heartsaver Pediatric First Aid Cpr Aed	5.00
2018	Heartsaver Pediatric First Aid Cpr Aed	5.00
2018	Heartsaver Pediatric First Aid Cpr Aed	5.00
2018	Heartsaver Pediatric First Aid Cpr Aed	5.00
2018	Heartsaver Pediatric First Aid Cpr Aed	5.00
2018	Heartsaver Pediatric First Aid Cpr Aed	5.00
2018	Heartsaver Pediatric First Aid Cpr Aed	5.00
2018	Make-N-Take	3.00
2018	Make-N-Take	3.00
2018	Nap-Sacc	5.00
2018	Nap-Sacc	5.00
2018	Nap-Sacc	5.00
2018	Pre-Licensing	2.00
2018	Safe Baby	2.00
2017	Nap-Sacc	5.00
Total Hours		187.00

Professional Development Registry

Training Transcript

Trainings Conducted Summary For 1/1/2000 Thru 5/2/2019

Year	Training Types	Hours
2019	Total Training Hours (Registry Approved)	381.50
2019	Subtotal	381.50
2018	Total Training Hours (Registry Approved)	1215.00
2018	Subtotal	1215.00
2017	Total Training Hours (Registry Approved)	10.00
2017	Subtotal	10.00

Member Level

Training Level	Date Started	Date Exited
Entry		

Trainer level

Trainer Level	Date Started
Specialized	6/28/2017

TAPP Courses Attended

Date	TAPP Course Name	Hours
<i>Total Hours</i>		

Dianna R. Stratton

164 Highway 73 West

Hope, Arkansas 71801

Phone (501) 297-9490

Email: s.dianna.91@gmail.com



Goal:

To provide quality education, training, and resources for Early Childhood Educators and Parents, so children have quality child care and education for a successful headstart.

Education & Certificate of Training:

- Cabot High School Diploma 2002
- Child Development Associates Pro-Solutions, Atlanta, GA 2017
- American Heart Association Certified Instructor-CPR/Pediatrics/First Aid /AED
- Early Childhood Education Direct
- Medication Administration
- Exploring Differences within Families
- Management Training in Customer Service

Certifications - Train the Trainer:

- Basic Care for Infants & Toddlers
- Safe Baby (includes-Safe Sleep, Period of Purple Crying & Shaken Baby)
- Emergency Preparedness
- Nap-Sacc - Nutrition, and Physical Activity & Self-Assessment for Child Care
- Ages & Stages
- Family Engagement
- FCCBM - Family Child Care Business Management
- NAEYC Code of Ethics
- Gee Wiz Curriculum for Family Homes
- Family Child Care Business Management

Dianna R. Stratton

Page 2 of 2

Skills:

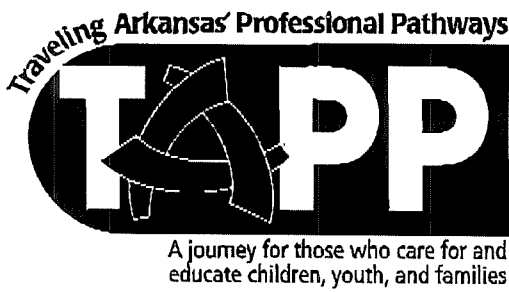
- Adult Training
- Office Management
- Adept in Technology
- Program Coordinator
- Resource & Referral Specialist
- Interpersonal Skills
- Consultations / Customer Relations
- Research
- Inventory Report Generation
- Data Processing
- Verbal & Written Communication
- Organization
- Strategic Planning
- Detail-Oriented
- Resourcefulness
- Time Management

Work Experience:

- Resource and Referral Manager & Adult Educator of 3 years on going for Child Care Connections Inc. / Child Care Aware of Central & Southwest Arkansas at the satellite office in Hope, AR.
- Customer Service Manager for Wal-Mart 4 years.
- Office Manager for Little Rock Properties 1year.

Overview:

I am dedicated and committed to Child Care Aware of Central & Southwest Arkansas, and I am proud to be a part of their mission.



TAPP Training Transcript	
318936	Member since 11/21/2015
Stratton, Dianna	Type Practitioner
164 HWY 73 West	Level
Hope, AR 71801	Facility # nl5744
Renewal Anniversary Date: November 21	

EDUCATION

PROFESSIONAL DEVELOPMENT

CONFERENCES

Conference	Date	Hours	Trainer Hours
Supporting Young Children with Behavioral Challenges: A Systems Approach(56465OTH)	6/17/2016	6.25	
AECA 55th Annual Conference(57197OTH)	10/15/2016	8.00	
Interest Session		1	
Interest Session		1	
Interest Session		1	
General Session		2.5	
Interest Session		1	
General Session		1.5	
56th AECA Conference(64008OTH)	10/12/2017	5.00	
Interest Session		1	
General Session		2	
Interest Session		1	
Interest Session		1	

OTHER TRAINING

Session Title	Trainer	Date Completed	Hours	Trainer Hours
First Aid/CPR/AED (52047CCACS)	Terrie Baker	10/6/2015	4.50	
Professional Development (53354CCACS)	Terrie Baker	11/24/2015	3.00	
Total for Year (Registry Approved) 2015			7.50	

Key Content Summary for 2015	Hours	Percentage
Learning Environment and Curriculum	1.50	20.00%
Health, Safety, and Nutrition	4.50	60.00%
Professional Development and Leadership	1.50	20.00%
Key Content Not Assigned Yet	0.00	0.00%

Family Child Care Business Management Train- Deborah Webb 1/13/2016 4.00



the-Trainer (53825CCANC)			
Emergency Preparedness (53371CCACS)	Terrie Baker	1/15/2016	6.00
TIPS for Great Kids (48944OTH)	Michelle Trulstrup	1/21/2016	6.00
Fit Kids (54617CCACS)	Terrie Baker	2/16/2016	3.00
Fine Motor Activities for Infants ()	Carla Rogg	3/7/2016	1.00
Physical Development in Infants ()	Carla Rogg	3/7/2016	1.00
Great Ways to Promote Cognitive Development Infant ()	Carla Rogg	3/8/2016	1.00
Gross Motor Activities for Infants ()	Carla Rogg	3/8/2016	1.00
Learning Language: Birth to 36 Months ()	Carla Rogg	3/9/2016	1.00
Social and Emotional Development of Infants ()	Carla Rogg	3/9/2016	1.00
Activities That Promote Social/Emotional Dev. Inf ()	Carla Rogg	3/10/2016	1.00
Physical Development in Toddlers ()	Carla Rogg	3/10/2016	1.00
Fine Motor Activities for Toddlers ()	Carla Rogg	3/12/2016	1.00
Gross Motor Activities for Toddlers ()	Carla Rogg	3/12/2016	1.00
Great Ways to Promote Cognitive Dev. of Toddlers ()	Carla Rogg	3/15/2016	1.00
Taming Toddler Temper Tantrums ()	Carla Rogg	3/15/2016	1.00
Activities That Promote Social/Emotional Dev. Todd ()	Carla Rogg	3/22/2016	1.00
Social and Emotional Dev of Toddlers ()	Carla Rogg	3/22/2016	1.00
PAS Basics Direct (Online) (48892ASU)	Paul Lazenby	4/4/2016	4.00
BAS Basics Direct Online (Family Child Care Only) (48896ASU)	Paul Lazenby	5/2/2016	3.50
The Arkansas Guide for Promoting Family Engagement (55259OTH)	Jamie Ward	5/12/2016	3.00
DCCECE connecting with Fatherhood and Family Engagement Initiatives in Arkansas (58065OTH)	Terese(teri) Patrick	8/25/2016	1.00
10 Steps to Positive Discipline (55197DC)	Sandra Brosius	10/22/2016	10.00
Module1			2.0
Module2			2.0
Module3			2.0
Module4			2.0
Module5			2.0
Professional Development (59176CCACS)	Terrie Baker	11/3/2016	2.00
Family Child Care Business Management Train-theTrainer (59409CCANC)	Deborah Webb	11/29/2016	2.00
NAP SACC Train-the-Trainer (59410CCANC)	Debbie Mize	11/29/2016	2.00
ASQ & ASQSE Train the Trainer (59761CCANC)	Debbie Mize	12/13/2016	6.00
Total for Year (Registry Approved) 2016			52.50
Total for Year (Non-Registry) 2016			14.00

Key Content Summary for 2016

Child Growth and Development

Hours Percentage

3.50 5.26%

Learning Environment and Curriculum

0.67 1.00%

Positive Interactions and Guidance			2.50	3.76%
Family and Community			12.50	18.80%
Child Observation and Assessment			2.00	3.01%
Health, Safety, and Nutrition			8.50	12.78%
Professional Development and Leadership			3.17	4.76%
Program Planning and Management			19.67	29.57%
Key Content Not Assigned Yet			14.00	21.05%

Enhancing Language Development for English Language Learners (60197OTH)	Darlene Kurtz	1/26/2017	3.00	
Professional Development & the IPDP: Supporting Staff in their Professional Growth (DIRECTORS) (60629ASU)	Michelle Pounds	3/9/2017	1.00	
Train-the-Trainer: The NAEYC Code of Ethical Conduct Supplement for Early Childhood Adult Educators (58808ASU)	Michelle Pounds	3/14/2017	2.00	
Working with Bilingual Interpreters - For English Speakers (61287OTH)	Darlene Kurtz	4/6/2017	3.00	
CACFP Refresher and New Meal Pattern (60554DCCE)	Cindy Dennis	4/13/2017	2.50	
TIPS – Positive Partnerships (61269OTH)	Sharon Clark	4/18/2017	1.50	
TIPS – Teaching Important Parenting Skills Basic Training (61270OTH)	Sharon Clark	4/18/2017	3.00	
Medication Administration Curriculum (60587OTH)	Laura Walker	4/20/2017	2.00	
Strengthening Families Self-Assessment Training for Directors (61276OTH)	Jessica Martin	4/26/2017	6.00	
Baby Basics Train the Trainer (62498ASU)	Meghan Anderson	6/7/2017	2.00	
CDA Courses ()	Carla S. Rogg	6/20/2017	106.00	
Exploring Differences within Families, Part 1 (62184UAFY)	Tanya Miller-witsell	6/24/2017	3.00	
Exploring Differences within Families, Part 2 (62186UAFY)	Tanya Miller-witsell	6/24/2017	4.00	
Child Care Emergency Preparedness (62724CCACS)	Wendy Dillon	6/29/2017	4.00	
The Arkansas Guide for Family Engagement TTT (63522OTH)	Jamie Ward	8/10/2017	2.00	
ASQ Train-the-Trainer for R&R staff (63584CCANC)	Debbie Mize	8/17/2017	4.00	
NAP SACC Train-th-Trainer (63585CCANC)	Debbie Mize	8/17/2017	2.00	
Interactive Technical Assistance Visit Orientation (64099ASU)	Diana Courson	9/11/2017	5.25	
10 Steps to Positive Discipline (62104DC)	Sandra Brosius	10/5/2017	10.00	
Module1			2.0	
Module2			2.0	
Module3			2.0	
Module4			2.0	

Module5			2.0
BABY BASICS (63942CCACS)	Deborah Roark	10/11/2017	3.00
Focus on Training Facilitation (64515ASU)	Diana Courson	10/12/2017	2.25
Total for Year (Registry Approved) 2017			65.50
Total for Year (Non-Registry) 2017			106.00

Key Content Summary for 2017	Hours	Percentage
Child Growth and Development	5.83	3.40%
Learning Environment and Curriculum	1.00	0.58%
Positive Interactions and Guidance	2.50	1.46%
Family and Community	25.00	14.58%
Child Observation and Assessment	2.33	1.36%
Health, Safety, and Nutrition	9.33	5.44%
Professional Development and Leadership	14.33	8.36%
Program Planning and Management	5.17	3.01%
Key Content Not Assigned Yet	106.00	61.81%

Total ADE Training Hours	0.00
Total Recorded Hours Training (Registry Approved)	144.75
Total Recorded Hours Training (Non-Registry)	120.00

TRAINING SUMMARY

	ADE Training Hours	0.00
2015		
	Registry Approved (Other than Conferences)	7.50
	Registry Approved (All)	7.50
2016		
	Non-Registry Approved (Other Than Conferences)	14.00
	Non-Registry Approved (All)	14.00
	Conference Hours	14.25
	Registry Approved (Other than Conferences)	52.50
	Registry Approved (All)	66.75
2017		
	Non-Registry Approved (Other Than Conferences)	106.00
	Non-Registry Approved (All)	106.00
	Conference Hours	5.00
	Registry Approved (Other than Conferences)	65.50
	Registry Approved (All)	70.50

Key Content Summary - All

	Percentage
Child Growth and Development	3.80%
Learning Environment and Curriculum	1.29%
Positive Interactions and Guidance	2.04%
Family and Community	15.27%
Child Observation and Assessment	1.77%

Health, Safety, and Nutrition	9.10%
Professional Development and Leadership	7.74%
Program Planning and Management	10.12%
Key Content Not Assigned Yet	48.88%

All required training evaluations have been completed.

Practitioner Level		
Level	Date Started	Date Exited
No level tracking information found		

Printed on 5/2/2019

All information is deemed to be accurate and reliable, but final questions should be directed to TAPP Registry, ASU Childhood Services, P.O. Box 808, State University, Ar 72467

Professional Development Registry

Training Transcript

DIANNA STRATTON
 291
 164 Hwy 73 W Hope, Ar.
 Hope, AR 71801

Member Since 3/29/2017
 Type Admin
 Level Entry
 Anniversary Date 3/29/2020

Education

Degrees

Date Received	Degree	Major	Institution	Location
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Professional Development

Conferences Attended

Date	Conference	Hours
Total Hours		

Other Trainings Attended

Year	Date	Session / Training ** Section	Trainer	Clock Hours
2019	4/27/2019	Exploring Differences In Children & Families - 2	Tanya Miller-Witsell	3.00/3.00
2019	3/14/2019	Emergency Preparedness	Wendy Dillon	3.00/3.00
2019	2/21/2019	Medication Administration in the Early Care and Education Setting	Sandra Withers	2.00/2.00
2019	2/16/2019	Exploring Differences in Children & Families - 1	Tanya Miller-Witsell	3.00/3.00
2019	1/28/2019	Nap Sacc Train-the-Trainer	Debbie Mize	3.00/3.00
2019	1/17/2019	Fetal Alcohol Spectrum Disorders	Angela Kyzer	1.00/1.00
2018	11/6/2018	Early Care And Education Direct	Rebecca Dunahoo	20.00/20.00
Arkansas Early Childhood Association 57th Annual Conference				
		** Wednesday PreCon AM	Lindsey Wilkerson	0.00/3.00
		Wednesday PreCon PM	Lindsey Wilkerson	0.00/3.00
		** Wednesday PreCon Full Day	Lindsey Wilkerson	0.00/6.00
		Thursday 8:00 - 9:30 Session	Lindsey Wilkerson	0.00/1.50
2018	10/10/2018	** Thursday 10:00 - 11:30 Session	Lindsey Wilkerson	1.50/1.50

Professional Development Registry

Training Transcript

		Thursday 1:00 - 2:30 Session	Lindsey Wilkerson	0.00/4.50
2018	10/10/2018	** Thursday 3:00 - 4:30 Session	Lindsey Wilkerson	1.50/1.50
		Friday 8:00 - 9:30 Session	Lindsey Wilkerson	0.00/1.50
2018	10/10/2018	** Friday 10:00 - 11:30 Session	Lindsey Wilkerson	1.50/1.50
2018	10/10/2018	** Friday 1:00 - 2:30 Session	Lindsey Wilkerson	1.50/1.50
		** Friday 3:00 - 4:30 Session	Lindsey Wilkerson	0.00/1.50
		Saturday 8:00 - 9:30 Session	Lindsey Wilkerson	0.00/1.50
		** Saturday 10:00 - 11:30 Session	Lindsey Wilkerson	0.00/1.50
		Saturday 1:00 - 2:30 Session	Lindsey Wilkerson	0.00/1.50
		** Saturday 3:00 - 4:30 Session	Lindsey Wilkerson	0.00/1.50
		Director's Breakfast 7:00 - 8:00	Lindsey Wilkerson	0.00/1.00
		** First Timer's Session Thursday	Lindsey Wilkerson	0.00/0.50
		First Timer's Session Friday	Lindsey Wilkerson	0.00/1.00
		** Director's Luncheon Thursday 11:30 - 1:00	Lindsey Wilkerson	0.00/1.50
		Fireside Chat Thursday 4:30 - 6:00	Lindsey Wilkerson	0.00/1.50
		Total Session Hours		6.00/35.50
2018	8/16/2018	Ages and Stages Train-the-Trainer	Debbie Mize	5.00/5.00
2018	8/16/2018	Safe Baby	Debbie Mize	2.00/2.00
2018	4/26/2018	Environmental Rating Scales - The Basics	Lynn Waldroup	3.00/3.00
2018	3/1/2018	Using the Family Map to Enhance Family Engagement	Keitra Brooks	6.00/6.00
2018	2/24/2018	Enhance Language Development For ELL/DLL	Tanya Miller-Witsell	3.00/3.00
2018	1/1/2018	Reflections On The 2017 Aeca Trainer Track Pt. 2	Michelle Pounds	2.00/2.00
		Total Training Hours		62.00

Professional Development Registry

Training Transcript

Trainings Attended Summary For 1/1/2000 Thru 5/2/2019

Date	Training Types	Hours
2019	Total Training Hours (Registry Approved)	41.00
<i>Total Hours</i>		<i>41.00</i>
2019	Subtotal	41.00
<i>Total Hours</i>		<i>41.00</i>
2018	Total Training Hours (Registry Approved)	15.00
<i>Total Hours</i>		<i>15.00</i>
2018	Subtotal	15.00
<i>Total Hours</i>		<i>15.00</i>

Professional Development Registry

Training Transcript

Trainings Conducted

Year	Title	Hours
2019	Basic Care For Infants And Toddlers	3.00
2019	Basic Care For Infants And Toddlers	3.00
2019	First Aid Pediatrics Cpr Aed	4.50
2019	First Aid Pediatrics Cpr Aed	4.50
2019	Nap-Sacc	5.00
2019	Nap-Sacc	5.00
2019	Safe Baby	2.00
2019	Safe Baby	2.00
2018	Ages & Stages	5.00
2018	Ar Fit Kids	3.00
2018	Ar Fit Kids	3.00
2018	Ar Fit Kids	3.00
2018	Basic Care For Infants And Toddlers	3.00
2018	Basic Care For Infants And Toddlers	3.00
2018	Basic Care For Infants And Toddlers	3.00
2018	Basic Care For Infants And Toddlers	3.00
2018	First Aid Pediatrics Cpr Aed	4.50
2018	Make-N-Take	3.00
2018	Nap-Sacc	5.00
2018	Nap-Sacc	5.00
2018	Pre-Licensing	2.00
2018	Pre-Licensing	2.00
2018	Pre-Licensing	2.00
2018	Pre-Licensing	2.00
2018	Pre-Licensing	2.00
2018	Safe Baby	2.00
2018	Safe Baby	2.00
Total Hours		86.50

Professional Development Registry

Training Transcript

Trainings Conducted Summary For 1/1/2000 Thru 5/2/2019

Year	Training Types	Hours
2019	Total Training Hours (Registry Approved)	95.00
2019	Subtotal	95.00
2018	Total Training Hours (Registry Approved)	248.50
2018	Subtotal	248.50

Member Level

Training Level	Date Started	Date Exited
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Trainer level

Trainer Level	Date Started
Provisional	10/31/2017

TAPP Courses Attended

Date	TAPP Course Name	Hours
Total Hours		

**RESUME
OF
DEBORAH LYNN ROARK
3623 HWY 15 NORTH
LONOKE, AR 72086
PHONE NUMBERS: 231-9540-HOME
618-8901-WORK**

EDUCATION

HIGH SCHOOL DIPLOMA FROM LITTLE ROCK CENTRAL HIGH SCHOOL IN 1976.
B.A. DEGREE IN PSYCHOLOGY FROM THE UNIVERSITY OF ARKANSAS AT LITTLE
ROCK IN 1980.
CERTIFIED PUBLIC MANAGER 1996.

SUMMARY OF JOB EXPERIENCE

7 years ARKANSAS STATE POLICE Crimes Against Children Division
28 YEARS EXPERIENCE WITH THE DEPARTMENT OF HUMAN SERVICES
2 YEARS CPS MANAGER
1 YEAR AS INTERIM PROGRAM ADMINISTRATOR DCFS
1 YEAR MANAGER CHILD WELFARE AGENCY LICENSING UNIT
2.5 YEARS CHILDCARE LICENSING SUPERVISOR
5.5 COUNTY ADMINISTRATOR, LONOKE, PULASKI NORTH AND
JACKSONVILLE
15 YEARS DCFS, FIELD, COUNTY SUPERVISION, SPECIAL INVESTIGATIONS
ADMINISTRATOR.

JOB EXPERIENCE

2010-current Investigation Administrator ASP Crimes Against Children Unit
Administrator over 63 Field Staff and 10 Supervisors that completes the most Severe
Maltreatment Investigations in the state. Insures compliance with state and federal laws,
Writes Policy and Procedures, recommends disciplinary actions on employees,
recommends hiring and firing decisions, develops training, provides technical assistance,
Coordinates with local agencies, partners and community providers. Researches,
analyzes and evaluates section operations.

April 2008- 2010
Manager – CPS UNIT

The CPS Manager is responsible for Child Maltreatment Investigations statewide.

- The CPS Manager will be responsible for the development and implementation of the new CPS program areas that will be required to implement the model of practice for DCFS. This position will manage the program changes and the addition of new programs associated with the new model of practice for the field.
- Oversees CPS and Investigative staff training and development
- Coordinates development and implementation of child protective services in the field, assuring services are of a high quality.
- Oversees the CACD Agreement and operational protocol for DCFS
- Provides technical assistance for CPS staff and Investigators and CACD by answering case-specific questions regarding child protective services and provides information on resources and agency policy interpretations for direct

- service staff and management. Works with DCFS staff and other agencies to develop an appropriate array of child protective services for DCFS clients.
- Conducts or arranges for formal and informal training on child protective services issues, including policy, research, best practice, services, social work principles and community networking. Assures DCFS and CACD services staff, supervisors and management have sufficient, appropriate training in the area of child protective services to meet the model of practice adopted by the state.
 - Establishes procedures, monitors service delivery and makes suggestions for improvements to ensure that DCFS child protective services reflect model of practice.
 - Serves as client advocate and coordinates services and service development with providers and other agencies.
 - Presents information programs on agency activities and services to civic organizations and schools.
- Chairs the following committees:
 - DCSF/ CACD Interface Committee
 - Statewide Investigators Committee
 - Investigators Supervisors Committee
 - Multi Disciplinary Child Death Review
 - Child Fatality and Near Death Internal Review
 - Service Array PIP Committee
 - Child Abuse Prevention Committee
 - Sits on the following Committees:
 - CHRIS Reports Committee
 - NYTD Committee
 - Foster Children's Christmas Bazaar Committee
 - Commission on Abuse
 - Child Abuse Prevention Committee

APRIL 2007-April 2008

ARKANSAS DEPARTMENT OF HUMAN SERVICES, DIVISION OF CHILDREN AND FAMILY SERVICES,
 TITLE: INTERIM PROGRAM ADMINISTRATOR DCFS
 JOB DUTIES: RESPONSIBLE FOR THE MANAGEMENT OF 5 AREAS OF THE STATE FOR CHILD ABUSE, FOSTER CARE AND PROTECTIVE SERVICES.

AUGUST 2005- APRIL 2007

ARKANSAS DEPARTMENT OF HUMAN SERVICES, DIVISION OF CHILDREN AND FAMILY SERVICES,
 TITLE: MANAGER OF THE CHILD WELFARE AGENCY LICENSING UNIT.
 JOB DUTIES: RESPONSIBLE FOR STAFF THAT REGULATES THE LICENSED AGENCIES IN THE STATE. APPROVES NEW PROGRAMS FOR OPERATION, OVERSIGHT OF INVESTIGATIONS OF COMPLAINTS, TRAINING AND DEVELOPMENT OF TRAINING PROGRAMS, WORKS WITH THE CWAL BOARD.
 SUPERVISOR: PAT PAGE

NOVEMBER 2002-AUGUST 2005

ARKANSAS DEPARTMENT OF HUMAN SERVICES, DIVISION OF CHILDCARE AND EARLY CHILDHOOD EDUCATION.
TITLE: CHILDCARE LICENSING SUPERVISOR
JOB DUTIES: DIRECT SUPERVISION OF CHILDCARE LICENSING SPECIALIST. OVERSIGHT OF MONITORING OF LICENSED FACILITIES, APPROVE NEW PROGRAMS FOR OPERATION, OVERSIGHT OF INVESTIGATIONS OF COMPLAINTS, TRAINING AND DEVELOPMENT OF TRAINING PROGRAMS.
SUPERVISOR: DAVID GRIFFIN

APRIL 2001 TO NOVEMBER 2002

ARKANSAS DEPARTMENT OF HUMAN SERVICES, DIVISION OF COUNTY OPERATIONS
TITLE: PULASKI NORTH COUNTY ADMINISTRATOR.
JOB DUTIES: UNDER THE ADMINISTRATION OF THIS OFFICE IS THE PULASKI NORTH OFFICE WITH APPROXIMATELY 100 STAFF UNDER FOUR DIVISIONAL PROGRAM AREAS AND THE JACKSONVILLE OFFICE WITH APPROXIMATELY 50 STAFF IN THREE DIVISIONAL PROGRAM AREAS.
SUPERVISOR: RANDY LAWSON/ ROBERT WILLIAMS

APRIL 1997 TO APRIL 2001

ARKANSAS DEPARTMENT OF HUMAN SERVICES, DIVISION OF COUNTY OPERATIONS
TITLE: LONOKE COUNTY ADMINISTRATOR.
JOB DUTIES: ADMINISTRATION OF THE ECONOMIC SERVICE AND TEA PROGRAM IN THE COUNTY. ADMINISTRATION OF DAY TO DAY ACTIVITIES IN THE COUNTY DHS OFFICE. DEVELOPED COMMUNITY RESOURCES, STARTED AND CHAIRED THE FIRST TEA COALITION IN THE COUNTY. ACTIVE IN COMMUNITY PROJECTS AND ACTIVITIES. PUBLIC SPEAKING AND PUBLIC AWARENESS. HANDLE CLIENT NEEDS AND COMPLAINTS. UNDER THE ADMINISTRATION OF THIS OFFICE IS FOUR (4) DIVISIONAL PROGRAMS WITH THREE SUPERVISORS, 19 WORKER POSITIONS AND 5 CLERICAL STAFF.
SUPERVISOR: JOHN KENNEDY, MELISSA DEAN, RANDY LAWSON, ED WOOD

JUNE 1992 TO APRIL 1997

ARKANSAS DEPARTMENT OF HUMAN SERVICES/DIVISION OF CHILDREN AND FAMILY SERVICES/SPECIAL INVESTIGATIONS UNIT.
TITLE: DHS/DCFS, ADMINISTRATOR, SPECIAL INVESTIGATIONS UNIT.
JOB DUTIES: ADMINISTRATION OF STATEWIDE INVESTIGATIVE TEAM FOR THE PURPOSE OF COMPLETING CHILD MALTREATMENT INVESTIGATIONS IN OUT-OF-HOME SETTINGS. THIS UNIT ALSO ENCOMPASSES INTERNAL AFFAIRS INVESTIGATIONS FOR THE DIVISION OF CHILDREN AND FAMILY SERVICES, INVESTIGATIONS OF ALL CHILD DEATHS, AND DHS EMPLOYEE ALLEGATIONS.
UNDER THE ADMINISTRATION OF THIS UNIT IS FOUR (4) SUPERVISORS, NINETEEN (32) FRONT LINE INVESTIGATORS AND FOUR (4) SUPPORT STAFF. ADMINISTRATION INCLUDES BUDGET AND FINANCIAL ACTIVITIES, PERSONNEL MANAGEMENT ACTIVITIES, COMMUNITY RESOURCE DEVELOPMENT, PUBLIC RELATIONS AND COMMUNITY AWARENESS.
SUPERVISOR: DEBBIE HOPKINS

JUNE 1991 TO JUNE 1992

ARKANSAS DEPARTMENT OF HUMAN SERVICES/DIVISION OF CHILDREN AND FAMILY SERVICES

TITLE: DHS/DCFS, FIELD SERVICES ADMINISTRATOR

JOB DUTIES: COORDINATED SERVICES BETWEEN CENTRAL OFFICE AND FIELD STAFF. ORGANIZED AND DIRECTED FIELD OPERATIONS MANAGEMENT MEETINGS. ASSESSED COMMUNITY COMPLAINTS ON THE STATE WIDE SERVICES STAFF. CHAIRED THE FOLLOWING DCFS COMMITTEES:

- CHILD DEATH REVIEW COMMITTEE WHICH INCLUDED DEVELOPMENT OF THIS COMMITTEE INTO A MULTIDISCIPLINARY REVIEW OF THE STATES CHILD DEATHS.
- POLICY PROCEDURES COMMITTEE THAT ENSURED THAT CHILD PROTECTIVE SERVICES POLICY REFLECTED THE LAW AND PRACTICE.
- IMPLEMENTATION TEAM FOR CHILD WELFARE REFORM. WHICH INCLUDED THE DEVELOPMENT OF THE OPERATIONAL UNITS AFFECTED BY THE REFORM EFFORT
- DEVELOPMENT OF THE CHILD MALTREATMENT ASSESSMENT PROTOCOL.
- DEVELOPMENT OF THE OPERATIONAL PROCEDURES FOR THE INITIATION OF THE CHILD ABUSE HOTLINE.
- DEVELOPMENT OF THE PLAN FOR THE FAMILY PROTECTION UNIT FOR THE ARKANSAS STATE POLICE WITH REP. CAROLYN POLLAN AND MAJ. DOUG WILLIAMS
- DEVELOPED THE SPECIAL INVESTIGATIONS UNIT AND WAS HIRED AS ADMINISTRATOR.

SUPERVISOR: JO DEATON, SHAUN WILFONG

JANUARY 1990 TO JUNE 1991

ARKANSAS DEPARTMENT OF HUMAN SERVICES/DIVISION OF CHILDREN AND FAMILY SERVICES/OUT-OF-HOME ABUSE UNIT

TITLE: DHS/DCFS, FIELD SERVICES SUPERVISOR

JOB DUTIES: SUPERVISED UNIT STAFF. INVESTIGATED CHILD ABUSE AND NEGLECT IN OUT OF HOME SITUATIONS SUCH AS RESIDENTIAL FACILITIES, FOSTER HOME, DAYCARE, ECT...

WORKED CLOSELY WITH PROSECUTING ATTORNEY AND LAW ENFORCEMENT. PUBLIC RELATIONS WITH COMMUNITY. SERVED ON CHILD DEATH COMMITTEE – POLICY REVISION COMMITTEE.

SUPERVISOR: SHAUN WILFONG

APRIL 1988 TO JANUARY 1990

ARKANSAS DEPARTMENT OF HUMAN SERVICES/CENTRAL OFFICE PERMANENCY PLANNING/ADOPTION

TITLE: DHS/DCFS, PLACEMENT SPECIALIST

JOB DUTIES: SELECTED PERMANENT FAMILIES FOR CHILDREN AWAITING ADOPTION, COORDINATED THE WEDNESDAYS CHILD PROGRAM WITH CHANNEL 4. DEVELOPED CONTINUING EDUCATION TRAINING ON ADOPTIONS. WORKED WITH COUNTY COURT SYSTEMS AND COUNTY OFFICE STAFF TO ENSURE SERVICES TO CHILDREN AWAITING ADOPTION. ATTENDED COURT HEARINGS, WORKED WITH COUNTY OFFICES GATHERING INFORMATION FOR THE SELECTION PROCESS, SPECIAL ASSIGNMENTS.

SUPERVISOR: HELEN BEARD

APRIL 1987 TO JULY 1995

**PART TIME CONTRACT POSITION – PULASKI COUNTY VICTIM WITNESS PROGRAM
GROUP LEADER FOR SEXUAL ABUSE TREATMENT LATENCY GROUP**

SEPTEMBER 1986 TO APRIL 1988

**ARKANSAS DEPARTMENT OF HUMAN SERVICES LONOKE COUNTY
JOB TITLE: FAMILY SERVICE WORKER II (SUPERVISOR)
JOB DUTIES: SUPERVISION OF COUNTY WORKERS, SUPERVISOR OF PUBLIC
RELATIONS WITH COMMUNITY, FUND RAISING, PUBLIC SPEAKING
DEVELOPED NEW PROGRAMS IN LONOKE COUNTY. DEVELOPED THE
OPEN ARMS SHELTER INTO A RESIDENTIAL FACILITY FOR THE COUNTY
FOSTER CHILDREN. FIRST COUNTY PLACEMENT DEVELOPED FOR BABIES
OF FOSTER CHILDREN.
SUPERVISOR: ESTER BURTON**

JUNE 1986 TO SEPTEMBER 1986

**ARKANSAS DEPARTMENT OF HUMAN SERVICES/DCFS/ADOPTIONS CENTRAL
OFFICE
JOB TITLE: ADOPTION SUBSIDY SPECIALIST
JOB DUTIES: RE-VAMPED ENTIRE SUBSIDY PROGRAM, REVISED SUBSIDY/
REGISTRY POLICY AND DEVELOPED NEW POLICY, DID ANNUAL SUBSIDY
REPORT, CLEANED UP CASE FILES FOR EACH SUBSIDY CASE, WORKED
WITH ADOPTION SPECIALIST STATEWIDE TO GATHER SUBSIDY
INFORMATION.
SUPERVISOR: DICK DIETZ**

MAY 1986 TO JUNE 1986

**ARKANSAS DEPARTMENT OF HUMAN SERVICES/DCFS/PULASKI COUNTY
OFFICE
JOB TITLE: SOCIAL SERVICE WORKER I
JOB DUTIES: CARRIED CASELOAD OF 40+ CASES, DID INTENSIVE FAMILY
SERVICES, INVESTIGATED CHILD ABUSE COMPLAINTS, WORKED WITH
PULASKI COUNTY JUVENILE COURT, SCHOOLS, AND COMMUNITY
PROVIDERS TO PROVIDE NEEDED SERVICES TO FAMILIES.
SUPERVISOR: DARCY DINNING/JUNE LLOYD**

MARCH 1984 TO APRIL 1986

**OWNER OF BURGESS FLORIST AND GIFTS
JOB DUTIES: MANAGED EVERDAY FLORIST ACTIVITES AND COMPLETE
BOOKKEEPING SYSTEM FOR THIS BUSINESS**

MARCH 1981 TO MARCH 1984

**ARKANSAS DEPARTMENT OF HUMAN SERVICES PULASKI NORTH SOCIAL
SERVICES
JOB TITLE: SOCIAL SERVICE WORKER I
JOB DUTIES: COORDINATED FIRST CARE ACTIVITES. KEPT RECORDS
ON EACH CHILD, PARTICIPATED IN STAFFING, COURT HEARINGS, ECT...
PROVIDED SERVICES TO CHILDREN AND FAMILIES IN THEIR OWN HOMES,**

MAINTAINING RECORDS FOR EACH FAMILY. COMPLETED 50 – 70 CHILD ABUSE INVESTIGATIONS MONTHLY, AND SETTING UP INITIAL PAPER WORK FOR EACH CASE WITH NO OVERDUE REPORTS.

AUGUST 1980 TO MARCH 1981

MUSCULAR DYSTROPHY ASSOCIATION
JOB TITLE: PROGRAM COORDINATOR
JOB DUTIES: COORDINATED FUND RAISING ACTIVITIES FOR THIS NON-PROFIT ORGANIZATION. WORKED WITH HANDICAPPED CHILDREN AND FAMILIES OF THESE CHILDREN

ACTIVITIES:

(HIGH SCHOOL)

MEMBER OF CENTRAL HIGH SCHOOL Y TEENS, SERVED AS PRESIDENT 1975 TO 1976, MEMBER OF PEP CLUB AND FBLA. VOLUNTEERED AT EASTER SEALS, RED CROSS, AND MUSCULAR DYSSTROPHY ASSOCIATION.

(COLLEGE)

MEMBER OF KAPPA KAPPA GAMMA SORORITY, SERVED AS PRESIDENT. RECEIVED MODEL PLEDGE, MODEL MEMBER, MOST ACTIVE MEMBER AND SCHOLARSHIP AWARD.

(DEPARTMENT OF HUMAN SERVICES)

CONVENOR FOR THE DIVISION OF CHILDREN AND FAMILY SERVICES WELFARE REFORM, DHS LITIGATION TEAM FOR THE ANGELA R. LAWSUIT
CHAIR OF THE CHILD DEATH REVIEW COMMITTEE FOR 6 YEARS
GRANT REVIEWER FOR HOMELESS SHELTER GRANTS FOR THE STATE

(COMMUNITY)

LONOKE CHAMBER OF COMMERCE
LONOKE COUNTY COMMUNITY COALITION
LONOKE COUNTY LITERACY COUNCIL

(CHURCH)

MISSION TEAM
TEACHER OF THE BEGINNINGS YOUNG ADULT SUNDAY SCHOOL CLASS
MEMBER OF UMW
Member of the Noahs of Ark Walk to Emmaus Community
Chrysalis Team Kitchen Coordinator Flight 24
Hospitality Chair for the Journey United Methodist Church

VOLUNTEER WORK: APRIL 1987 TO 2007

1999-2003: BOARD OF DIRECTORS OF CASAP
2001: BOARD OF DIRECTORS OF ARKANSANS FOR DRUG FREE YOUTH
2002: BOARD MEMBER FOR THE PULASKI COUNTY WORKFORCE INVESTMENT BOARD
2002: BOARD MEMBER FOR PULASKI COUNTY WELFARE TO WORK
2002: BOARD MEMBER FOR THE NORTH LITTLE ROCK HOUSING AND DEVELOPMENT COUNCIL

1995-2007—MEMBER OF LONOKE AND NLRHS PTSA

1995-2005—LONOKE SCHOOL ADVISORY COUNCIL

2005-2007 –VOLUNTEER FOR NLRHS SPEECH AND DRAMA DEPT

2010- MEMBER OF THE CHILD ABUSE TASK FORCE CHAIRED BY SENATOR PERCY
MALONE

2011- GOVERNOR APPOINTMENT TO THE COMMISSION ON CHILD ABUSE, RAPE
AND DOMESTIC VIOLENCE

REFERENCES:

MARILYN CARTER COUNTS, DCFS
PHONE #: 753-9804 – HOME

JOHN KENNEDY, ASST. DIRECTOR DCO
PHONE #: 682-2867 WORK

DAVID GRIFFIN
PHONE #: 682-8589

Resume Addendum

2006 – Current

Contract Trainer for University of Arkansas at Fayetteville Early Care and Education Project

Approved Trainer for the following:

- Child Care Orientation Training (CCOT)
- Family Child Care Provider (FCCP)
- Strengthening Families
- Preventing Child Abuse and Neglect (PCAN)

2006 – Current

Contract Trainer for Child Care Connections, Inc. / Child Care Aware of Central and Southwest Arkansas

Approved Trainer for the following:

- Pre-Licensing Orientation
- Period of Purple Crying/Safe Sleep/Shaken Baby Syndrome (Safe Baby)
- Basic Care for Infants and Toddlers (Baby Basics)
- Arkansas Family Engagement
- Nutrition and Physical Activity Self-Assessment for Child Care (NAP SACC)
- AR Fit Kids
- Ages & Stages Developmental Screening



TAPP Training Transcript

10330	Member since 2/11/2004
Roark, Deborah	Type Trainer
3623 Hwy 15N	Level Specialized
Little Rock, Ar 72206	Facility # nl5883
Renewal Anniversary Date: February 11	

EDUCATION

PROFESSIONAL DEVELOPMENT

CONFERENCES

Conference	Date	Hours	Trainer Hours
Forum on Endangered Children i(6637)	2/9/2006	4.00	
Preventing Child Abuse and Neg(9133)	8/7/2007	21.50	

OTHER TRAINING

Session Title	Trainer	Date Completed	Hours	Trainer Hours
Teambuilding (3763)	Geania Dickey	10/24/2003	4.50	
Total for Year (Registry Approved) 2003			4.50	

Key Content Summary for 2003	Hours	Percentage
Key Content Not Assigned Yet	4.50	100.00%

Road Map to Quality (4897)	Donna Alliston	9/14/2004	6.00
Total for Year (Registry Approved) 2004			6.00

Key Content Summary for 2004	Hours	Percentage
Program Planning and Management	6.00	100.00%
Key Content Not Assigned Yet	0.00	0.00%

Quarterly Supervisor's Meeting (5607)	Geania Dickey	4/20/2005	2.50
Regional Professional Developm (5577)	Donna Alliston	4/28/2005	4.50
Regional Professional Developm (5485)	Geania Dickey	4/28/2005	1.50
Building Your Skills As A Trai (5520)	Harris,Jennifer	6/28/2005	6.00
Total for Year (Registry Approved) 2005			14.50

Key Content Summary for 2005	Hours	Percentage
Professional Development and Leadership	12.00	82.76%
Program Planning and Management	2.50	17.24%

Key Content Not Assigned Yet			0.00	0.00%
<hr/>				
Train-the-Trainer, CCOT (9261)	Marietta Baltz	8/3/2007	4.50	
Total for Year (Registry Approved) 2007			4.50	
<hr/>				
Key Content Summary for 2007			Hours	Percentage
Key Content Not Assigned Yet			4.50	100.00%
<hr/>				
Child Care Orientation Trainin (12956UAFY)	Marietta Baltz	5/20/2009	4.50	
Total for Year (Registry Approved) 2009			4.50	
<hr/>				
Key Content Summary for 2009			Hours	Percentage
Child Growth and Development			0.90	20.00%
Learning Environment and Curriculum			0.90	20.00%
Positive Interactions and Guidance			0.90	20.00%
Health, Safety, and Nutrition			0.90	20.00%
Professional Development and Leadership			0.90	20.00%
Key Content Not Assigned Yet			0.00	0.00%
<hr/>				
Child Care Orientation Training (CCOT) In-Service (15264UAFY)	Marietta Baltz	7/26/2010	4.50	
Total for Year (Registry Approved) 2010			4.50	
<hr/>				
Key Content Summary for 2010			Hours	Percentage
Professional Development and Leadership			4.50	100.00%
Key Content Not Assigned Yet			0.00	0.00%
<hr/>				
Early Care and Education Projects Trainer Inservice (18408OTH)	Deniece Honeycutt	6/8/2011	7.00	
Pre-K ELLA			2.0	
General Training Session			2.0	
Sit and Get 1			1.0	
Sit and Get 2			1.0	
Sit and Get 3			1.0	
Total for Year (Registry Approved) 2011			7.00	
<hr/>				
Key Content Summary for 2011			Hours	Percentage
Key Content Not Assigned Yet			7.00	100.00%
<hr/>				
Early Care and Education Projects Inservice Training (22080UAFY)	Robin Jones	6/21/2012	10.00	
CCOT			2.0	
General Session			1.0	
Keynote: Adding Music to Your Training			3.0	

Breakout: Humor and Celebration	0.5
Breakout: Technology	0.5
Breakout: Drawing and Artwork	0.5
Breakout: Tricks to Make It Stick	0.5
FCCP	2.0
Total for Year (Registry Approved) 2012	10.00

Key Content Summary for 2012	Hours	Percentage
Child Growth and Development	5.00	50.00%
Professional Development and Leadership	5.00	50.00%
Key Content Not Assigned Yet	0.00	0.00%

Early Care and Education Projects Inservice (33087UAFY)	Deniece Honeycutt	6/20/2013	14.00
Total for Year (Registry Approved) 2013			14.00

Key Content Summary for 2013	Hours	Percentage
Professional Development and Leadership	14.00	100.00%
Key Content Not Assigned Yet	0.00	0.00%

Preventing Child Abuse and Neglect (37563UAFY)	Jamie Morrison	2/14/2014	19.00
ECEP Technology Training and TAPP Update (37865UAFY)	Deniece Honeycutt	3/6/2014	5.00
Early Care and Education Projects Inservice 2014 (37871UAFY)	Deniece Honeycutt	6/19/2014	3.00
General Session			2.0
CCOT			1.0
Preventing Child Abuse and Neglect Follow up training (42302UAFY)	Deniece Honeycutt	10/24/2014	5.00
Total for Year (Registry Approved) 2014			32.00

Key Content Summary for 2014	Hours	Percentage
Child Growth and Development	3.80	11.88%
Positive Interactions and Guidance	3.80	11.88%
Family and Community	3.80	11.88%
Health, Safety, and Nutrition	3.80	11.88%
Professional Development and Leadership	10.30	32.19%
Program Planning and Management	6.50	20.31%
Key Content Not Assigned Yet	0.00	0.00%

Relationship Based and Reflective Coaching (48451UAFY)	Deniece Honeycutt	9/24/2015	10.00
Day 1			6.0
Day 2			4.0

Total for Year (Registry Approved) 2015

10.00

Key Content Summary for 2015		Hours	Percentage
Professional Development and Leadership		10.00	100.00%
Key Content Not Assigned Yet		0.00	0.00%

ECEP Trainer Inservice 2017 (62810UAFY)	Deniece Honeycutt	6/22/2017	6.00
The Arkansas Guide for Family Engagement TTT (63522OTH)	Jamie Ward	8/10/2017	2.00
ASQ Train-the-Trainer for R&R staff (63584CCANC)	Debbie Mize	8/17/2017	4.00
NAP SACC Train-th-Trainer (63585CCANC)	Debbie Mize	8/17/2017	2.00
Total for Year (Registry Approved) 2017			14.00

Key Content Summary for 2017		Hours	Percentage
Child Growth and Development		1.33	9.52%
Family and Community		2.00	14.29%
Child Observation and Assessment		1.33	9.52%
Health, Safety, and Nutrition		2.00	14.29%
Professional Development and Leadership		6.00	42.86%
Program Planning and Management		1.33	9.52%
Key Content Not Assigned Yet		0.00	0.00%

Total ADE Training Hours	0.00
Total Recorded Hours Training (Registry Approved)	151.00
Total Recorded Hours Training (Non-Registry)	0.00

TRAINING SUMMARY	
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ADE Training Hours		0.00
2003	Registry Approved (Other than Conferences)	4.50
Registry Approved (All)		4.50
2004	Registry Approved (Other than Conferences)	6.00
Registry Approved (All)		6.00
2005	Registry Approved (Other than Conferences)	14.50
Registry Approved (All)		14.50
2006	Conference Hours	4.00
Registry Approved (All)		4.00
2007	Conference Hours	21.50
Registry Approved (Other than Conferences)		4.50

Registry Approved (All) 26.00

2009	
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Registry Approved (Other than Conferences) 4.50

Registry Approved (All) 4.50

2010	
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Registry Approved (Other than Conferences) 4.50

Registry Approved (All) 4.50

2011	
------	--

Registry Approved (Other than Conferences) 7.00

Registry Approved (All) 7.00

2012	
------	--

Registry Approved (Other than Conferences) 10.00

Registry Approved (All) 10.00

2013	
------	--

Registry Approved (Other than Conferences) 14.00

Registry Approved (All) 14.00

2014	
------	--

Registry Approved (Other than Conferences) 32.00

Registry Approved (All) 32.00

2015	
------	--

Registry Approved (Other than Conferences) 10.00

Registry Approved (All) 10.00

2017	
------	--

Registry Approved (Other than Conferences) 14.00

Registry Approved (All) 14.00

Key Content Summary - All		Percentage
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Child Growth and Development	8.79%
Learning Environment and Curriculum	0.72%
Positive Interactions and Guidance	3.75%
Family and Community	4.62%
Child Observation and Assessment	1.06%
Health, Safety, and Nutrition	5.34%
Professional Development and Leadership	49.96%
Program Planning and Management	13.01%
Key Content Not Assigned Yet	12.75%

All required training evaluations have been completed.

Practitioner Level

Level	Date Started	Date Exited
Foundation 3	7/31/2009	

Trainer Level

Level	Date Started	Date Exited
Specialized	7/27/2006	

Printed on 5/2/2019

All information is deemed to be accurate and reliable, but final questions should be directed to TAPP Registry, ASU Childhood Services, P.O Box 808, State University, Ar 72467

Professional Development Registry

Training Transcript

Deborah Roark	Member Since	4/3/2017
596	Type	Admin
3623 Hwy 15N	Level	Entry
Lonoke, AR 72086	Anniversary Date	4/3/2020

Education

Degrees

Date Received	Degree	Major	Institution	Location
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Professional Development

Conferences Attended

Date	Conference	Hours
Total Hours		

Other Trainings Attended

Year	Date	Session / Training ** Section	Trainer	Clock Hours
2018	9/21/2018	The World of Family and Community Engagement!	Ruth Thornton	6.00/6.00
2018	8/16/2018	Ages and Stages Train-the-Trainer	Debbie Mize	5.00/5.00
2018	8/16/2018	Safe Baby	Debbie Mize	2.00/2.00
2018	5/8/2018	UA ECEP's PDR Trainer Orientation	Michelle Weise	2.00/2.00
Total Training Hours				15.00

Trainings Attended Summary For 1/1/2000 Thru 5/2/2019

Date	Training Types	Hours
2018	Total Training Hours (Registry Approved)	15.00
Total Hours		15.00
2018	Subtotal	15.00
Total Hours		15.00

Professional Development Registry

Training Transcript

2018	Pre-Licensing	2.00
2018	Pre-Licensing	2.00
2018	Pre-Licensing	2.00
2018	Safe Baby	2.00
2018	Safe Baby	2.00
2018	Safe Baby	2.00
2018	Safe Baby	2.00
2018	Safe Baby	2.00
2018	Safe Baby	2.00
2018	Safe Baby	2.00
2018	Safe Baby	2.00
2018	Safe Baby	2.00
2018	Safe Baby	2.00
2018	Safe Baby	2.00
2017	Ages & Stages	6.00
2017	Ar Fit Kids	3.00
2017	Ar Fit Kids	3.00
2017	Nap-Sacc	5.00
2017	Safe Baby	2.00
2017	Safe Baby	2.00
Total Hours		154.00

Trainings Conducted Summary For 1/1/2000 Thru 5/2/2019

Year	Training Types	Hours
2019	Total Training Hours (Registry Approved)	207.00
2019	Subtotal	207.00
2018	Total Training Hours (Registry Approved)	792.00
2018	Subtotal	792.00
2017	Total Training Hours (Registry Approved)	121.00
2017	Subtotal	121.00

Professional Development Registry

Training Transcript

Member Level

Training Level	Date Started	Date Exited
Entry		

Trainer level

Trainer Level	Date Started
Specialized	8/11/2017

TAPP Courses Attended

Date	TAPP Course Name	Hours
<i>Total Hours</i>		

Professional Development Registry

Training Transcript

Deborah Roark	Member Since	4/3/2017
596	Type	Admin
3623 Hwy 15N	Level	Entry
Lonoke, AR 72086	Anniversary Date	4/3/2020

Education

Degrees

Date Received	Degree	Major	Institution	Location
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Professional Development

Conferences Attended

Date	Conference	Hours
Total Hours		

Other Trainings Attended

Year	Date	Session / Training ** Section	Trainer	Clock Hours
2018	9/21/2018	The World of Family and Community Engagement!	Ruth Thornton	6.00/6.00
2018	8/16/2018	Ages and Stages Train-the-Trainer	Debbie Mize	5.00/5.00
2018	8/16/2018	Safe Baby	Debbie Mize	2.00/2.00
2018	5/8/2018	UA ECEP's PDR Trainer Orientation	Michelle Weise	2.00/2.00
Total Training Hours				15.00

Trainings Attended Summary For 1/1/2000 Thru 5/2/2019

Date	Training Types	Hours
2018	Total Training Hours (Registry Approved)	15.00
Total Hours		15.00
2018	Subtotal	15.00
Total Hours		15.00

Professional Development Registry

Training Transcript

2018	Pre-Licensing	2.00
2018	Pre-Licensing	2.00
2018	Pre-Licensing	2.00
2018	Safe Baby	2.00
2018	Safe Baby	2.00
2018	Safe Baby	2.00
2018	Safe Baby	2.00
2018	Safe Baby	2.00
2018	Safe Baby	2.00
2018	Safe Baby	2.00
2018	Safe Baby	2.00
2018	Safe Baby	2.00
2018	Safe Baby	2.00
2018	Safe Baby	2.00
2017	Ages & Stages	6.00
2017	Ar Fit Kids	3.00
2017	Ar Fit Kids	3.00
2017	Nap-Sacc	5.00
2017	Safe Baby	2.00
2017	Safe Baby	2.00
Total Hours		154.00

Trainings Conducted Summary For 1/1/2000 Thru 5/2/2019

Year	Training Types	Hours
2019	Total Training Hours (Registry Approved)	207.00
2019	Subtotal	207.00
2018	Total Training Hours (Registry Approved)	792.00
2018	Subtotal	792.00
2017	Total Training Hours (Registry Approved)	121.00
2017	Subtotal	121.00

Professional Development Registry

Training Transcript

Member Level

Training Level	Date Started	Date Exited
Entry		

Trainer level

Trainer Level	Date Started
Specialized	8/11/2017

TAPP Courses Attended

Date	TAPP Course Name	Hours
<i>Total Hours</i>		

Attachment #5: Letters of Recommendation (3)



Hope Head Start Campus
419 Henry C. Yerger St.
Hope, AR 71801

Blevins Head Start Campus
218 College St.
Blevins, AR 71825

May 1, 2019

Child Care Connections
3809 McCain Park Dr. Ste 100
North Little Rock, AR 72116

To Whom It May Concern:

I am providing a letter of recommendation for Child Care Aware of Central and Southwest Arkansas.

I work as a Family Service Advocate for a local Head Start provider in Hempstead County, Arkansas. I have worked with the organization's Hope office. A key part of my job is identifying and engaging with community resources to support our students' social, emotional and academic learning and their families' well-being. CCA of Central and Southwest Arkansas has been an important partner in my efforts. Agency staff have visited the campus to speak directly with parents and caregivers and have joined me in community engagement events, such as health fairs and radio interviews about Early Childhood Education.

Generally, families and the public have limited understanding about Early Childhood Education. Families are unsure of ways to communicate with their young child, underestimate the importance of structured and unstructured play, and are hesitant to discuss developmental milestones with their child's medical providers or child care professional. I have found that using the resources at CCA helped empower my families to better understand and engage with their child and, just as importantly, trust themselves to be a better advocate.

There continues to be a need for CCA of Central and Southwest Arkansas in my service area, particularly working with Latinx and African American families. I look forward to continuing my partnership and exploring more opportunities to help families, their children and the broader community.

I can be contacted at 870-777-8540 or sylvia.brown@fact-inc.com if you would like to speak with me. Thank you for your interest in and consideration of my letter.

Sincerely,

Sylvia C. Brown
Family Service Advocate

Delois Muldrew

Owner/Director

Granny's Babies Child Care Center

1120 East 3rd Street Hope, AR. 71801 (870) 722-5247
grannysbabieschildcarecenter@yahoo.com

April 30, 2019

Early Education and Care Connections, Inc.
Child Care Aware of Central & Southwest Arkansas
500 South Spruce Street
Hope, AR. 71801

To Whom It May Concern:

It is with much enthusiasm that I recommend Early Education and Care Connections, Inc. continue their work with Child Care Aware of Central and Southwest Arkansas.

I have had the opportunity to build a relationship and work with Dianna Stratton in the Hope Resource and Referral office for about 3 years now.

My staff and I have benefited from the resources, technical assistance, and trainings that she has provided. This has been such a blessing while working towards becoming a quality child care program in my area.

Sincerely,



Delois Muldrew



Tamara Fowler
LITTLE SPROUTS LEARNING CENTER
6701 Geyer Springs Rd.
Little Rock, AR 72209
501-562-9132

April 29, 2019

Child Care Connection Inc./
Child Care Aware of CSWA
Early Education and Care Connection, Inc.
3809 McCain Park Dr. Suite 100
North Little Rock, AR 72216

Subject: Letter of Recommendation

To Whom This May Concern,

As the Director of Little Sprouts Learning Center, I have had a connection with Mrs. Wendy Dillon and the Child Care Aware of CSWA for the last five years. I've benefited from their creative problem-solving, tireless work ethics and willingness to help in whatever capacity that their company can provide.

Mrs. Wendy Dillon and Child Care Aware are directly responsible for helping me rebuild the quality of my playground which helps the quality of my child care center. Mrs. Dillon and the Child Care Aware have also been responsible for helping to provide developmental training to myself and my staff. The Child Care Aware company has a reputation for helping many child care centers bring the quality of their center to a higher standard.

I feel that the grant that the Child Care Aware Company is applied for should be awarded to this facility. They are helpful, dependable and hardworking. I for a fact know and feel that this grant money will benefit the CCA but also so many child care centers in this area with materials, information, developmental training and helpful opportunities to continue to have quality programs in our area.

I'd be happy to answer any questions you might have.

Thanks, and best regards,

Tamara Fowler
LittleSprouts802@gmail.com

501-562-9132

Attachment #6: 501(c)(3) Approval

Date of this notice: 07-12-2018

Employer Identification Number:
83-1204688

Form: SS-4

Number of this notice: CP 575 A

For assistance you may call us at:
1-800-829-4933

EARLY EDUCATION AND CARE
CONNECTIONS INC
% TIFFANI FLETCHER
3809 MCCAIN PARK DR STE 100
N LITTLE ROCK, AR 72116

IF YOU WRITE, ATTACH THE
STUB AT THE END OF THIS NOTICE.

WE ASSIGNED YOU AN EMPLOYER IDENTIFICATION NUMBER

Thank you for applying for an Employer Identification Number (EIN). We assigned you EIN 83-1204688. This EIN will identify you, your business accounts, tax returns, and documents, even if you have no employees. Please keep this notice in your permanent records.

When filing tax documents, payments, and related correspondence, it is very important that you use your EIN and complete name and address exactly as shown above. Any variation may cause a delay in processing, result in incorrect information in your account, or even cause you to be assigned more than one EIN. If the information is not correct as shown above, please make the correction using the attached tear off stub and return it to us.

Based on the information received from you or your representative, you must file the following form(s) by the date(s) shown.

Form 941	10/31/2019
Form 940	01/31/2020

If you have questions about the form(s) or the due date(s) shown, you can call us at the phone number or write to us at the address shown at the top of this notice. If you need help in determining your annual accounting period (tax year), see Publication 538, *Accounting Periods and Methods*.

We assigned you a tax classification based on information obtained from you or your representative. It is not a legal determination of your tax classification, and is not binding on the IRS. If you want a legal determination of your tax classification, you may request a private letter ruling from the IRS under the guidelines in Revenue Procedure 2004-1, 2004-1 I.R.B. 1 (or superseding Revenue Procedure for the year at issue). Note: Certain tax classification elections can be requested by filing Form 8832, *Entity Classification Election*. See Form 8832 and its instructions for additional information.

If you are required to deposit for employment taxes (Forms 941, 943, 940, 944, 945, CT-1, or 1042), excise taxes (Form 720), or income taxes (Form 1120), you will receive a Welcome Package shortly, which includes instructions for making your deposits electronically through the Electronic Federal Tax Payment System (EFTPS). A Personal Identification Number (PIN) for EFTPS will also be sent to you under separate cover. Please activate the PIN once you receive it, even if you have requested the services of a tax professional or representative. For more information about EFTPS, refer to Publication 966, *Electronic Choices to Pay All Your Federal Taxes*. If you need to make a deposit immediately, you will need to make arrangements with your Financial Institution to complete a wire transfer.

Copy of Contractor's Equal Opportunity Policy

Early Education and Care Connections, Inc.

Bylaws

Article 3.3

BYLAWS OF
Early Education and Care Connections, Inc.
An Arkansas Nonprofit Public Benefit Corporation

ARTICLE 1: NAME

- 1.1 The name of this corporation shall be Early Education and Care Connections, Inc.
- 1.2 The Child Care Resource and Referral Program will operate under the trademark of Child Care Aware of Central and Southwest Arkansas (Appendix A).
- 1.3 The board of directors may designate other names for specific activities and programs as it deems appropriate.

ARTICLE 2: OFFICE LOCATIONS

- 2.1 The principal office will be located at 3809 McCain Park Drive, Suite 100-101 in North Little Rock, Arkansas. A satellite office will be located at 500 Spruce Street in Hope, Arkansas.
- 2.2 The board of directors may at any time establish or subordinate offices at any place or places where the Corporation is qualified to transact business.

ARTICLE 3: OBJECTIVES, PURPOSES, AND GOVERNING INSTRUMENTS

3.1 **GENERAL PURPOSE:** The purposes of the Corporation, as set forth in the Articles of Incorporation and in Section 3.2 of the Bylaws, are exclusively charitable, educational, or religious, within the meaning of section 501(c)(3) if the Internal Revenue Code of 1986, as amended, or the corresponding section of any future federal tax code.

The Corporation has been formed for the purpose of performing all things coincidental to, or appropriate in, the foregoing specific and primary purposes. However, the Corporation shall not, except to an insubstantial degree, engage in any activity or the exercise of any powers which are not in furtherance of its primary nonprofit purpose.

In addition, the Corporation shall hold and may exercise all such powers as may be conferred upon any nonprofit organization by the laws of the state of Arkansas and as may be necessary or expedient for the administration of the affairs and attainment of the purposes of the Corporation. At no time and in no event shall the Corporation participate in any activities which have not been permitted to be carried on by a Corporation exempt under Section 501(c)(3) of the Internal Revenue Code of 1986.

3.2 SPECIFIC OBJECTIVE and PURPOSE: The Corporation's specific objective is to be advocates for positive changes that impact the lives of children and families in Arkansas.

The Corporation's specific purpose is to guide and educate parents and guardians with specialized information and encourage family engagement and connection. The Corporation will provide technical support, varied resources, coaching and education to licensed and registered child care providers.

3.3 GOVERNING INSTRUMENTS: The Corporation shall be governed by its Articles of Incorporation (Appendix B) and its Bylaws. Furthermore, the activities of the Child Care Resource and Referral Program shall be governed by the Customer Service Standards for Child Care Aware (Appendix C) and the Best Practices for Local Agencies published by the National Association for Child Care Resource and Referral Agencies, NACCRRA, (Appendix D).

CODE OF ETHICAL CONDUCT: The actions of the Corporation shall be guided by the Code of Ethical Conduct (Appendix E), the Supplement Code of Ethical Conduct for Childhood Program Administrators (Appendix F), and the Supplement for Early Childhood Adult Educators (Appendix G), all published by the National Association for the Education of Young Children, NAEYC.

NONDISCRIMINATION/EQUAL OPPORTUNITY POLICY: The Corporation shall not discriminate against any person in the hiring of personnel, election of board members, provision of service to the public, the contracting for or purchasing of services or in any other way, on the basis of race, color, sex, national origin, disabling condition, age or any other basis prohibited by law. This policy against discrimination includes, but is not limited to full compliance with Title VI of the Civil Rights Act of 1964, Section 504 of the Rehabilitation Act of 1973, the Age Discrimination Act of 1975 and any subsequent amendments to these statutes.

CONFLICT OF INTEREST POLICY: The purpose of the conflict of interest policy is to protect the Corporation's interest when it is contemplating entering into a transaction or arrangement that might benefit the private interest of an officer or director of the Corporation or might result in a possible excess benefit transaction. This policy is intended to supplement but not replace any applicable state and federal laws governing conflict of interest applicable to nonprofit and charitable organizations.

Definitions:

- a. Interested Person: Any director, principal officer, or member of a committee with governing board delegated powers, who has a direct or indirect financial interest, as defined below, is an interested person.
- b. Financial Interest: A person as a financial interest if the person has, directly or indirectly, through business, investment, or family:

1. An ownership or investment interest in any entity with which the Corporation has a transaction or arrangement,
 2. A compensation arrangement with the Corporation or any entity or individual with which the Corporation has a transaction or arrangement, or
 3. A potential ownership or investment interest in, or compensation arrangement with, any entity or individual with which the Corporation is negotiating a transaction or arrangement.
- c. Compensation includes direct and indirect remuneration as well as gifts or favors that are not insubstantial.

A financial interest is not necessarily a conflict of interest. A person who has a financial interest may have a conflict of interest only if the appropriate governing board or committee decides that a conflict of interest exists.

Procedures:

- a. **Duty to Disclose.** In connection with any actual or possible conflict of interest, an interested person must disclose the existence of the financial interest and be given the opportunity to disclose all material facts to the directors and members of committees with governing board delegated powers considering the proposed transaction or agreement.
- b. **Determining Whether a Conflict of Interest Exists.** After disclosure of the financial interest and all material facts, and after any discussion with the interested person, he/she shall leave the governing board or committee meeting while the determination of a conflict of interest is discussed and voted upon. The remaining board or committee members shall decide if a conflict of interests exists.
- c. **Procedures for Addressing the Conflict of Interest**
 1. An interested person may make a presentation at the governing board meeting, but after the presentation, he/she shall leave the meeting during the discussion of, and the vote on, the transaction or arrangement involving the possible conflict of interest.
 2. The board shall, if appropriate, appoint a disinterested person to investigate alternatives to the proposed transaction or arrangement.
 3. After exercising due diligence, the governing board shall determine whether the Corporation can obtain with reasonable efforts a more advantageous transaction or agreement from a person or entity that would not give rise to a conflict of interest.
 4. If a more advantageous transaction or arrangement is not reasonably possible under circumstances not producing a conflict of interest, the governing board shall determine by a majority vote of the disinterested directors whether the transaction or arrangement is in the Corporation's best interest, for its own benefit, and whether it is fair

and reasonable. In conformity with the above determination it shall make its decision as to whether to enter into the transaction or arrangement.

d. **Violations to the Conflicts of Interest Policy**

1. If the governing board has reasonable cause to believe a member has failed to disclose actual or possible conflicts of interest, it shall inform the member of the basis for such belief and afford the member an opportunity to explain the alleged failure to disclose.
2. If, after hearing the member's response and after making further investigation as warranted by the circumstances, the governing board determines the member has failed to disclose an actual or possible conflict of interest, it shall take appropriate disciplinary and corrective action.

Records of Proceedings

The minutes of the board shall contain:

- a. The names of the persons who disclosed or otherwise were found to have a financial interest in connection with an actual or possible conflict of interest, the nature of the financial interest, any action taken to determine whether a conflict of interest was present, and the governing board's decision as to whether a conflict of interest in fact existed.
- b. The names of the persons who were present for discussions and votes relating to the transaction or arrangement, the content of the discussion, including any alternatives to the proposed transaction or arrangement, and a record of any votes taken in connection with the proceedings

Annual Statements

Each director, principal officer and board member shall annually sign a statement which affirms such person:

- a. Has received a copy of the conflicts of interest policy,
- b. Has read and understands the policy,
- c. Has agreed to comply with the policy, and
- d. Understands the Corporation is charitable and in order to maintain its federal tax exemption it must engage primarily in activities which accomplish one or more of its tax-exempt purposes.

Periodic Reviews

To ensure the Corporation operates in a manner consistent with charitable purposes and does not engage in activities that could jeopardize its tax-exempt status, periodic

reviews shall be conducted. The periodic review shall, at a minimum, include the following subjects:

- a. Whether compensation arrangements and benefits are reasonable, based on competent survey information, and the results of arm's length bargaining.
- b. Whether partnerships, joint ventures, and arrangements with management organizations conform to the Corporation's written policies, are properly recorded, reflect reasonable investment or payments for goods and services, further charitable purposes and do not result in inurement, impermissible private benefit or an excess benefit transaction.

When conducting the periodic reviews, the Corporation may, but need not, use outside advisors. If outside experts are used, their use shall not relieve the governing board of its responsibility for ensuring periodic reviews are conducted.

ARTICLE 4: MEMBERSHIP

4.1 MEMBERSHIP: The voting membership of this Corporation shall consist of the Board of Directors.

4.2 NON-VOTING MEMBERSHIP: Every user of the resources of the Corporation will be required to complete a membership application. Each application will result in a membership card and number. Membership is free for all licensed and registered child care providers, who are in good standing with the Division. Membership for parents is also free, unless resources will be removed from the custody of the Corporation, at which point the Corporation will charge a minimal fee, to ensure the return of the resources.

ARTICLE 5: DEDICATION OF ASSETS

5.1 PROPERTY USE: The property of this Corporation is irrevocably dedicated to charitable or educational purposes, or any other purposes permitted under Section 501(c)(3) of the Internal Revenue Code. No part of the net income of assets of this Corporation shall ever inure to the benefit of any Director or officer thereof or to the benefit of any private person; provided however, that this provision shall not prevent payment to any such person of reasonable compensation for services performed for the Corporation in effecting any of its public purposes, as long as such compensation is otherwise permitted by these Bylaws and is fixed by resolution of the Board of Directors; and no such person or persons shall be entitled to share in the distribution of, and shall not receive, any of the corporate assets on the dissolution of the Corporation.

5.2 **DISTRIBUTION OF ASSETS UPON DISSOLUTION:** Upon the dissolution or winding up of this Corporation, its assets remaining after payment, or provision for payment, of all debts and liabilities of this Corporation shall be distributed to a nonprofit fund, foundation or corporation which is organized and operated exclusively for charitable, scientific or educational purposes and which has established its tax exempt status under Section 501(c)(3) of the Internal Revenue Code.

ARTICLE 6: BOARD OF DIRECTORS

6.1 **NUMBER:** The number of directors constituting the entire Board shall be fixed by the Board, but such number shall not be less than three (3).

6.2 **ELECTION AND TERM:** The initial directors of the Corporation shall be those persons specified in the Articles of Incorporation for the Corporation. Each director shall hold office until such director's successor has been elected and qualified, or until her death, resignation or removal.

6.3 **REMOVAL:** A director may be removed for not participating by a majority vote of the members then sitting.

6.4 **VACANCIES:** Vacancies may be filled at any time by a majority vote of the members.

6.5 **NEW ELECTIONS:** New elections for membership must be brought to the Board by recommendation of a currently sitting member.

6.6 **GENERAL POWERS:** The Board of Directors shall constitute the governing body of the Corporation. The Board shall manage the business and affairs of the Corporation. It shall have all the powers necessary to carry out the objectives of the Corporation as set forth in Article 3. The Board may accept, on behalf of the Corporation, any contribution, bequest, or devise.

6.7 **MEETINGS:** Meetings of the Board of Directors shall be held at least twelve (12) times per year, once per month. These monthly meetings will be held during the first full week following the end of the month. Date, time and location will be determined by the Board. Additional meetings may be designated, as needed, by any member of the Board.

6.8 **ANNUAL MEETING:** The annual meeting will be held following the fiscal year end in June. Date, time and location will be determined by the Board.

6.9 **ACTION WITHOUT MEETING:** Any action required or permitted to be taken by the Board of Directors may be taken without a meeting, if the Finance Director and Technical Director give documented consent to the action.

6.10 FEES AND COMPENSATION OF DIRECTORS: The Board shall receive no compensation other than reasonable expenses. However, Directors may be compensated for rendering services to the Corporation other than a Director, provided such compensation is reasonable.

6.11 NON-LIABILITY OF DIRECTORS: The Directors shall not be personally liable for the debts, liabilities or other obligations of the Corporation.

ARTICLE 7: OFFICERS

7.1 OFFICERS: The Board of Directors shall have an Operations Officer/President, Finance Officer/Vice President, and a Secretary. The Officers must have the status of active members of the Board. Board members may hold more than one office.

7.2 ELECTION AND TERM: The officers shall be selected from among the directors and shall hold office until such officer's successor has been elected and qualified, or until her death, resignation or removal.

7.3 REMOVAL: An officer may be removed for not participating by a majority vote of the members then sitting.

7.4 VACANCIES: Vacancies may be filled at any time by a majority vote of the members.

7.5 NEW ELECTIONS: New elections for officers must be brought to the Board by a recommendation of a currently sitting member.

7.6 POWERS AND DUTIES:

OPERATIONS OFFICER (President): The Operations Officer shall have the power and duty to exercise general supervision over the affairs and operations of the Corporation.

FINANCE OFFICER (Vice President): The Finance Officer shall have supervision over the financial operations and the records of the Corporation. The Finance Officer shall provide the Board, at each of its regular meetings, a statement of the financial condition of the Corporation.

SECRETARY: The Secretary be responsible for the keeping of minutes of all meetings of the Board. The Secretary shall have such other powers and duties as may be designated by the Board.

7.7 FEES AND COMPENSATION: The salaries of officers, if any, shall be fixed from time to time by resolution of the Board, and no officer shall be prevented from receiving such salary by reason of the fact that he or she is also a Director of the Corporation. In all cases, any salaries received by officers of the Corporation shall be reasonable and given in return for

services actually rendered for the Corporation which relate to the performance of the public benefit purposes of the Corporation.

7.8 NON-LIABILITY OF OFFICERS: The officers shall not be personally liable for the debts, liabilities or other obligations of the Corporation.

ARTICLE 8: STAFF

8.1 STAFF: Staff shall be supervised and accountable to the Directors.

8.2 HIRING POLICIES: Hiring shall be conducted in full compliance with the Corporation's Non-Discrimination, Equal Opportunity Policy as stated in Article 3.

ARTICLE 9: INDEMNIFICATION

9.1 GENERAL: To the fullest extent permitted by law, the Corporation shall indemnify any director, officer, employee, or agent, or former member, director, officer, employee, or agent of the Corporation (each of the foregoing members, directors, officers, employees, agents and persons is referred to in this Article individually as an "indemnitee"), against expenses actually and necessarily incurred by such indemnitee in connection with the defense of any action, suit or proceeding in which that indemnitee is made a party by reason of being or having been such member, director, officer, employee, or agent, except in relation to matters as to which that indemnitee shall have been adjudged in such action, suit or proceeding to be liable for negligence or misconduct in the performance of a duty. The foregoing indemnification shall not be deemed exclusive of any other rights to which an indemnitee may be entitled under any bylaw, agreement, resolution of the Board of Directors or otherwise.

9.2 EXPENSES: Expenses (including reasonable attorneys' fees) incurred in defending a civil or criminal action, suit or proceeding may be paid by the Corporation in advance of the final disposition of such action, suit or proceeding, if authorized by the Board of Directors, upon receipt of an undertaking by or on behalf of the indemnitee to repay such amount if it shall ultimately be determined that such indemnitee is not entitled to be indemnified hereunder.

9.3 INSURANCE: The Corporation may purchase and maintain insurance on behalf of any person who is or was a member, director, officer, employee or agent against any liability asserted against such person and incurred by such person in any such capacity or arising out of such person's status as such, whether or not the Corporation would have the power or obligation to indemnify such person against such liability under this Article.

ARTICLE 10: CORPORATE RECORDS, REPORTS AND SEAL

10.1 **MINUTE BOOK:** The Corporation shall keep a minute book in written form at its principal office which shall contain a record of all actions by the Board including the time, date and place of each meeting; whether a meeting is regular or special and, if special, how called; the manner of giving notice of each meeting and a copy thereof; the minutes of all meetings; any written waivers of notice, consents to the holding of a meeting or approvals of the minutes thereof; all written consents for action without a meeting; all protests concerning lack of notice; and formal dissents from Board actions.

10.2 **BOOKS AND RECORDS:** The Corporation shall keep adequate and correct books and records of account to be kept at its principal office.

10.3 **FEDERAL TAX EXEMPTION APPLICATION AND ANNUAL INFORMATION RETURNS:** The Corporation shall keep at its principal office a copy of its federal tax exemption application and its annual information returns for three years from their date of filing, which shall be open to public inspection and copying to the extent required by law.

10.4 **ARTICLES OF INCORPORATION AND BYLAWS:** The Corporation shall keep at its principal office, the original or a copy of its Articles of Incorporation and Bylaws as amended to date.

10.5 **DIRECTORS' RIGHTS OF INSPECTION:** Every Director shall have the absolute right at any reasonable time to inspect the Corporation's books, records, documents of every kind, physical properties and the records of each of its subsidiaries. The inspection may be made in person or by the Director's agent or attorney. The right of inspection includes the right to copy and make extracts of documents.

10.6 **CORPORATE SEAL:** The Corporation will not use a common seal. The signature of the name of the Corporation by the Finance Director or Technical Director shall be legal and binding.

ARTICLE 11: EXECUTION OF INSTRUMENTS, DEPOSITS AND FUNDS

11.1 **EXECUTION OF INSTRUMENTS:** The Board of Directors, except otherwise provided in these Bylaws, may by resolution authorize any officer or agent of the Corporation to enter into any contract or execute and deliver any instrument in the name of and on behalf of the Corporation, and such authority may be general or confined to specific instances. Unless so authorized, no officer, agent, or employee shall have any power or authority to bind the Corporation by any contract or engagement or to pledge its credit or to render it liable monetarily for any purpose or in any amount.

11.2 **BANK ACCOUNTS, CHECKS AND NOTES:** Except as otherwise specifically determined by resolution of the Board of Directors, or as otherwise required by law, checks, drafts,

promissory notes, orders for the payment of money, and other evidence of indebtedness of the Corporation shall be signed by the Chief Financial Officer and reviewed by the Board during the Corporation's scheduled monthly meetings.

11.3 DEPOSITS: All funds of the Corporation shall be deposited from time to time to the credit of the Corporation in such banks, trust companies, or other depositories as the Board of Directors may select.

11.4 GIFTS AND CONTRIBUTIONS: The Board of Directors may accept on behalf of the Corporation any contribution, gift, bequest or devise for the charitable or public purposes of this Corporation.

ARTICLE 12: CONSTRUCTION

12.1 CONSTRUCTION: In the case of any conflict between the Certificate of Incorporation of the Corporation and these Bylaws, the Certificate of Incorporation of the Corporation shall control.

ARTICLE 13: AMENDMENTS

13.1 ARTICLES OF INCORPORATION: The Articles may be amended in any manner at any regular or special meeting of the Board of Directors, provided that specific written notice of the proposed amendment of the Articles setting forth the proposed amendment or a summary of the changes to be effected thereby shall be given to each director at least three days in advance of such a meeting if delivered personally, by facsimile, or by e-mail or at least five days if delivered by mail. Unless stated otherwise, in these Bylaws, amendments of the Articles shall require the affirmative vote of an absolute majority of directors then in office.

13.2 BYLAWS: The Board of Directors may amend these Bylaws by majority vote at any regular or special meeting. Written notice setting forth the proposed amendment or summary of the changes to be effected thereby shall be given to each director at least three days in advance of such a meeting if delivered personally, by facsimile, or by e-mail or at least five days if delivered by mail.


CERTIFICATION

We, the undersigned, are all of the initial directors and incorporators of this Corporation, and we consent to, and hereby do, adopt the foregoing Bylaws, consisting of the ten (10) preceding pages and the attached appendices, as the Bylaws of this Corporation.

ADOPTED AND APPROVED by the Board of Directors on this 12 day of July, 2018.



Tiffani Fletcher, Finance Officer



Wendy Dillon, Operations Officer

APPENDIX

CONTENTS:

- A. Child Care Aware of Central and Southwest Arkansas, Licensed Trademark
- B. Articles of Incorporation, State of Arkansas
- C. Customer Service Standards for Child Care Aware
- D. NACCRRRA Best Practices for Local Agencies 2nd Edition
- E. NAEYC Code of Ethical Conduct and Statement of Commitment, Reaffirmed and Updated May 2011
- F. NAEYC Code of Ethical Conduct Supplement for Early Childhood Program Administrators, Reaffirmed and Updated May 2011
- G. NAEYC Code of Ethical Conduct Supplement for Early Childhood Adult Educators, Adopted Spring 2004