

CHILD & FAMILY RESOURCES

Established in 1972, Child & Family Resources (CFR) is an organization that creates and delivers programs and services for the community that support the development of children and strengthen families. More than 40 years of caring about children and families in New Jersey has enabled the organization to serve as the catalyst for partnerships between families, local businesses and their communities.

ORGANIZATION STRUCTURE

Executive Director	Rebekka Zydel	rzydel@cfmorris.org
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STUDENT HANDBOOK/PROGRAM POLICIES

Non-Discrimination

Child & Family Resources does not discriminate against individuals on the basis of race, color, sex, religion, creed, age, sexual orientation, gender, disability, national origin, or veteran status in employment or the administration of the program and activities conducted by Child & Family Resources or any of its departments now in existence or hereafter established. Additionally, no chartered student organization may engage in discriminatory conduct whether collectively or through the actions of its individual members.



About the Council for Professional Recognition

Mission of the Council

The Council for Professional Recognition promotes improved performance and recognition of professionals in the early childhood education of children aged birth to 5 years old.

Vision of the Council

The Council works to ensure that all professional early childhood educators and caregivers meet the developmental, emotional, and educational needs of our nation's youngest children.

The Child Development Associate® (CDA) Credential

In keeping with its goal to meet the growing need for qualified early child care and education staff, the Council administers the Child Development Associate® (CDA) National Credentialing Program. The CDA Program is designed to assess and credential early childhood education professionals.

The Council recognizes and credentials professionals who work in all types of early care and education programs - Head Start, pre-k, infant-toddler, family child care, and home visitor programs.

The Council sets policies and procedures for assessment and credentialing, publishes the Competency Standards and other materials used for CDA credentialing, and administers the assessment.

I acknowledge that I have received a copy of the Child Development Associate (CDA) Program Student Handbook and Policy and Procedures, which describes important information about Child & Family Resources, and understand that I should consult the CDA Program Coordinator if I have questions. I have entered into Child & Family Resources' CDA Program voluntarily and acknowledge that I must complete 120 hours of Professional Education in order to apply for my CDA. Accordingly, either I or Child & Family Resources may terminate the relationship at will, with or without cause, at any time, for any reason or no reason. I understand that neither this Manual nor any other Child & Family Resources policy, practice or procedure is intended to provide any contractual obligations related to continued service. Since the information, policies and fees described here are necessarily subject to change, I acknowledge that revisions to the Manual may occur. I understand that Child & Family Resources may change, modify, suspend, interpret or cancel, in whole or part, any of the published or unpublished policies or practices, with or without notice, at its sole discretion, without giving cause or justification to any student. Such revised information may supersede, modify or eliminate existing policies. Child & Family Resources management shall have sole authority to add, delete or adopt revisions to the policies in this Manual. Any written or oral statement by an Instructor or Program Coordinator contrary to the student handbook and CDA Program Policy Manual is invalid and should not be relied upon by any student. I understand and agree that I will read and comply with the policies contained in this Manual and any revisions, am bound by the provisions contained therein, and that my continued enrollment is contingent on following those policies.

Student Name (Print)

Student Signature

(Date)



unreasonable interference with class discussion, making/receiving personal phone calls, text messages during class, excessive tardiness, leaving and entering class frequently in the absence of notice to instructor of illness or other extenuating circumstances, and persisting in disruptive personal conversations with other class members. For purposes of this policy, it may also be considered disruptive behavior for a student to exhibit threatening, intimidating, or other inappropriate behavior toward the instructor or classmates outside of class.

PREAMBLE:

When disruptive behavior occurs in the class, the instructor shall make reasonable effort to address the disruption with the student, preferably in private. Child & Family Resources encourages instructors to try to resolve problems informally whenever possible. Toward that end, the instructor and student may consult with the CDA Program Coordinator, the Associate Director, or Executive Director to discuss ways to resolve the situation informally at any time during the process set forth in this policy. Should the instructor elect to withdraw the disruptive student, s/he shall, within one (1) working day of the disruptive incident, provide the Associate Director with a written report of the disruptive incident(s).

Child & Family Resources is committed to supporting all learners, please do not hesitate in requesting a reasonable accommodation.

Scholarships

The Grow NJ Kids (NJ's Quality Rating and Improvement System) Scholarship is available to Assistant Teachers and Teachers in child care and education programs, Assistant Teachers in district preschools, and Registered Family Child Care Providers in programs participating in Grow NJ Kids:

CDA Coursework completed at one of the following locations that is approved by and contracted with the NJ Registry:

A NJ college or university

A training organization that has an articulation agreement with a NJ college or university

A training organization offering CDA coursework that is endorsed by the Council for Professional Recognition

Associate's Degree

Bachelor's Degree



Overview of the CDA credentialing process effective June 1, 2013*

Prepare

- 120 hours of Professional Education
- 480 hours of Professional Experience
- Professional Portfolio
- Family Questionnaires

Apply

- Online Your CDA application or paper CDA application
- Anytime of the year
- Identify a CDA Professional Development Specialist
- \$425.00 Assessment Fee for on line applications, \$500.00 for paper applications
- Application review and approval
- Ready to Schedule Notice delivery to the Candidate with a six-months assessment deadline

Demonstrate

- Verification Visit with a CDA Professional Development Specialist
- Review of documents prepared in step 1 above
- Observation of Candidate in the classroom
- Reflective dialogue
- CDA Exam at a Pearson Vue test center
- Both completed in any sequence but before a six-month deadline

Earn

- Scores electronically submitted to the Council by PD Specialist and Pearson
- Credentialing decision



Enrollment

- Enrollment for the CDA Program is on-going. If space allows, new students may begin attending class at any time. Enrollment is for the entire course, not individual classes.
- All students are required to join the New Jersey Child Care Workforce Registry <https://www.njccis.com/njccis/home>
- All students are required to complete a Registration Form. Please be sure to provide your home, cell, and work phone numbers as well as an email address.

Fees

- There is a onetime registration fee in the amount of **\$30.00** due at the time of initial enrollment and should be submitted with the completed Registration Form at least one week prior to the anticipated start date.
- Currently, scholarships are available for eligible staff of programs that participate in Grow NJ Kids. It is the student's responsibility to diligently and quickly complete all requirements to secure approval for this scholarship. Failure to do so may result in the student becoming responsible for payment. Students apply for the scholarship may begin class once they are determined eligible. Scholarship applications must be completed and submitted prior to the start of class. Child & Family Resources may refund self-paid tuition if a student becomes eligible during enrollment. Any refunds would be issued once the scholarship payment is received.
- If a student is not eligible for a Grow NJ Kids scholarship, the fee for the 120 hour CDA Professional Education course is **\$1500.00** unless otherwise stated and may be paid in installments of \$300.00, due the first of alternate months or \$150.00, due the first of each month.
- There is a Final Assessment fee of \$425.00 for online applications or \$500.00 for paper applications payable to the Council for Early Childhood Professional Recognition. This fee is due once a candidate is ready to apply for the Credential.
- Invoices will be issued via Pay Pal and are due within 30 days.
- Visa, MasterCard, Personal Check, and Cash are accepted.
- To avoid accruing debt, students must notify Child & Family Resources in writing if they are withdrawing from the program. Students are responsible for amounts outstanding and missed classes.
- CFR is going paperless therefore, students are required to provide an email address.
- **All fees are non-refundable**

Materials/Supplies

- Students are required to purchase the below items directly from the Council for Early Childhood Professional Recognition. These items are available at The Council Bookstore (<http://store.cdacouncil.org>)

◇ Competency Standards:	\$25.00
◇ Essentials Textbook & Workbook:	\$74.00

(These are also available in a bundle package for \$95.00)

Attendance

- Successfully completing 120 hours of specific Professional Education is required to earn the CDA. If missing a class is necessary, there are three ways to make up the hours. A student may attend the same CDA class offered by Child & Family Resources at another time, a student may provide documentation in the form of a training certificate issued by a reputable professional development provider, or a student may complete online webinars and accompanying reflective assignments. The content must align with the subject matter of the CDA class that was missed. The CDA Coordinator must review and approve training certificates and webinar assignments before course hours are applied to the transcript. Arriving more than 15 minutes later and leaving more than 15 minutes early is not considered 100% attendance. Students who miss two (2) classes sequentially are automatically put on hold.
- On occasion class maybe cancelled due to inclement weather or unforeseen circumstances. In the event that Child & Family Resources cancels a CDA class, a make-up class will be scheduled. Child & Family Resources will make every effort to inform students in a timely manner of any class cancellations. You may be contacted by phone, text, and/or email. Please be sure you have provided this information on your Registration Form.

Transcripts

- Documentation of your Professional Education will be provided to you in the form of a transcript at the mid-point and end of the CDA Program course year, if your account is completely up-to-date and you are able to produce your NJ Child Care Workforce Registry Number. If you have an outstanding balance or have not registered in the Child Care Workforce Registry your transcript will not be released. You will be required to produce this documentation of your 120 hours of Professional Education when you apply for your CDA.

Code of Conduct

- All CDA Students are expected to abide by the National Association for the Education of Young Children (NAEYC) Code of Ethical Conduct & Statement of Commitment
- **DISRUPTIVE STUDENT CONDUCT IN THE CLASSROOM OR OTHER LEARNING ENVIRONMENT**

DEFINITION:

Disruptive student behavior is student behavior in a classroom or other learning environment, which disrupts the educational process. Disruptive class* behavior for this purpose is defined by the instructor. Such behavior includes, but is not limited to, verbal or physical threats, repeated obscenities,

