



PROFESSIONAL DEVELOPMENT TRAINING CALENDAR

July - September 2025

**YOUR ONE-STOP-SHOP FOR 2025 TRAINING
OPPORTUNITIES IN BROOME, CHENANGO,
AND TIOGA COUNTIES**

SIGN UP HERE!



[Click here to sign up!](#)

MEET OUR STAFF!

We are ready to meet your training needs with our knowledgeable and highly experienced trainers



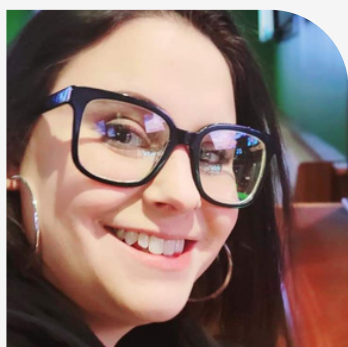
CATHY LEE

Cathy has been providing adult professional development training , wellness classes and CPR for most of her career. She has also had the opportunity to teach children in Head Start classes at Family Enrichment Network. Health and Wellness is her area of expertise and is a personal passion. Her background includes a Master's Degree in Public Administration from Penn State and certifications in Personal Training, Pilates and Group Exercise. She is certified through NYAEYC and ASPIRE as Content Specialist and through National CACFP as a CACFP Child Nutrition Professional . She also holds a certification in Early Childhood Outdoor Learning Environments from North Carolina State University. It is important to keep up with new developments in the field, so she is always increasing her knowledge by attending training programs sponsored by various organizations. It is her goal to continuously offer new, updated and enjoyable classes that will enhance and strengthen early childhood education.



RACHEL DOWD

Rachel graduated from Ithaca College in 2017 with a degree in psychology where she found a love for and interest in child development. She spent the first few years after college working at Racker Centers in Ithaca, honing her skills and developing a passion for special education and childcare, while also working as a coach for the Ithaca College women's crew team. Since then she has been working in special education programs and preschool programs while spending her free time coaching college and youth rowing. She is now a T-TAP credentialed trainer for FEN. When she's not at work Rachel enjoys hiking, rock climbing and reading books. She also loves spending time with her wonderful fiancé, Emily, and their three cats!



ALLIE DRAKE

Allie started at FEN October 2023. She has been in childcare for the last six years mainly working in UPK through both Vestal and Binghamton School district, but she also has experience with all ages. She found she had a passion working with children and decided to pursue her masters in developmental psychology with an ultimate goal in helping children. Allie loves learning new things as well as educating others. In her free time she loves spending time with her friends, board games are her go-to activity. She also loves spending time with her family, including their two-year-old Labrador retriever!

*****Allie Drake will be out on maternity leave until early September and will not be available during this time.**

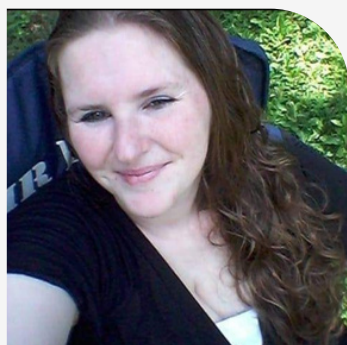
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ISABELLE GORHAM

Isabelle graduated from the University at Albany in 2017 with a degree in psychology and criminal justice. With a passion for people, she has spent many years working with the public in various settings and for various reasons. While she may be new to the Family Enrichment Network family, Isabelle is not new to working with kids, or to the child care or education systems. Since graduating, she has spent her time working in a variety of roles in child care and retail settings that have allowed her to master the skills required for her job in the CCRC (including child care best practices, social skills, business operations, marketing, branding, and much more)! Over the last few years Isabelle realized that helping others was her true calling in life, and now at FEN, she loves that her main focus is on helping child care providers create safe spaces for children to grow and learn. Outside of work, she likes to be home with her two year-old son, playing games, and stopping to smell the roses.



LORI GRAHAM

Lori is a native of Chenango County. Born and raised in Norwich, she graduated Morrisville State College in 2010 with a degree in Early Childhood Education. Lori has worked off and on in school aged childcare for the last 14 years. She enjoys gardening, camping, and spending time with her two daughters and 2 cats.

Child Care Resource Center Contact Information

607-723-8313

Cathy Lee: Health and Wellness Supervisor cjlee@familyenrichment.org x824

Rachel Dowd: Provider Services Coordinator rdowd@familyenrichment.org x894

Allie Drake: Training and Coaching Specialist adrake@familyenrichment.org x1620

Isabelle Gorham: CCRC Business Specialist igorham@familyenrichment.org x1616

Lori Graham: Chenango CCRC Specialist lgraham@familyenrichment.org x1522

Crystal Rozelle: Child Care Specialist crozelle@familyenrichment.org x829

Jennifer Perney: Family and Community Services Director

jperney@familyenrichment.org x872

REGION 3: SYRACUSE

2025

MANAGEMENT TRAINING SCHEDULE

DIRECTOR'S OVERVIEW

Place: Virtual

Date: March 18th, 19th, 20th & 21st

Time: 9:00 AM – 12:00 PM

STRENGTHENING SUPERVISORY SKILLS

Place: Virtual Date: August 12th & 13th

Time: 9:00 AM – 12:00 PM

THE DIRECTOR'S ROLE IN ENSURING DEVELOPMENTALLY APPROPRIATE PRACTICE

Place: Virtual

Date: September 2nd & 3rd

Time: 9:00 AM – 12:00 PM

ORIENTATION: THE PROCESS TO STAFF INTEGRATION

Place: In-person – Syracuse

Date: October 8th

Time: 9:00 AM – 4:00 PM



Early Care &
Learning Council

United to Promote Quality

These training workshops are offered in person and virtual at no cost, funded by OCFS, for directors and management staff of child care centers and school age programs.

**CONTACT MARIAH KING FOR MORE
INFORMATION ON HOW TO REGISTER**



518-690-4217 EXT.18



training@earlycareandlearning.org



**Office of Children
and Family Services**

JULY TRAININGS

Training Title	Date	Location	OCFS Training Categories									
			1	2	3	4	5	6	7	8	9	10
Web Development and Design	7/10	JC					X					
Introduction to Lesson Planning	7/17	Oxford	X		X							
CPR/First Aid	7/21	Bing				X						
CACFP Y25	7/22	Bing		X			X					
Business and Financial Structure: Session 1	7/30	JC			X		X					

Office of Children and Family Services (OCFS) Categories:

- | | |
|--|--|
| 1 - Principles of Childhood Development | 6 - Child Abuse & Maltreatment Identification/Prevention |
| 2 - Nutrition & Health Needs of Children | 7 - Statutes & Regulations Pertaining to Child Day Care |
| 3 - Child Day Care Program Development | 8 - Statutes & Regulations Pertaining to Child Abuse |
| 4 - Safety & Security Procedures | 9 - Education & Prevention of Shaken Baby Syndrome |
| 5 - Business Record Maintenance & Mgmt. | 10 - Adverse childhood experiences, trauma & resiliency |

QUALITYstarsNY Categories:

Child Observation and Assessment (COA 6 / COA8)
 Curriculum Planning & Implementation (CPI 6)
 Environmental Rating Scales (ERS) Training (HE 1 / CE1)
 Obesity Prevention Training (PH 6)
 Supporting English Language Learners (FIS 9 / FIS 10)

JULY TRAININGS

BROOME

Web Development and Design Isabelle Gorham

July 10 from 6:00 PM to 7:00 PM

Cherry St, Johnson City

This training is for providers who want to create a new website or update an existing website with GoogleSites. If you are looking to grow your child care business, or for a new way to reach the community and prospective families, having a dedicated business website is a great place to start! Participants will leave with the resources to create and manage their own website. At the end of the training, there will be an option to sign up for 1-on-1 website builder coaching sessions.

Cost: Free
OCFS Category: 5

CPR/First Aid/ AED Cathy Lee

July 21 from 5:30 PM until complete

Fayette St, Binghamton

This is an instructor-led, in-person, classroom based approach to training where the core knowledge content is provided by using scenario based video segments or slide presentation, followed by demonstration of skills and the opportunity for instructor facilitated student practice. CPR/AED and First Aid skills will be taught and practiced as they relate to adults, children and infants. Participants will be able to perform effective CPR, use an AED and be trained in basic first aid techniques. Space is limited.

Cost: \$80 per person or
EIP/Voice Scholarships
Group discounts are
available
OCFS Category: 4
***Registration: MUST call
to register

CACFP Y25 Cathy Lee

July 22 from 6:00 PM to 7:30 PM

Fayette St, Binghamton

This training session will review annual requirements for participating in the CACFP (Child and Adult Care Food Program) for those who already have basic knowledge of the program. Participants will become familiar with all procedures needed to successfully manage their food program in order to obtain the highest possible reimbursement for healthy meals served to children in their care. This program includes updates for the year 2025 and encourages participant interaction.

Cost: Free
OCFS Category: 2, 5

JULY TRAININGS

Business and Financial Structure: Session 1 Isabelle Gorham

July 30 from 5:30 PM to 8:30 PM

Cherry St, Johnson City

In this course, participants will learn about the history of child care licensing in New York State, the different child care modalities recognized in NY state, different types of business entities, and the Iron Triangle formula for financial stability of child care programs.

Cost: Free

OCFS Category: 3, 5

CHENANGO

Introduction to Lesson Planning Lori Graham

July 17 from 6:00 PM to 8:00 PM

Oxford Memorial Library

This training helps childcare providers create effective, developmentally appropriate lesson plans. Participants learn the purpose and components of strong lesson planning, how to align plans with early learning standards, and how to tailor activities to children's interests and developmental needs. The session includes hands-on practice, group discussions, and tools for using assessments to guide planning. Providers leave with templates, resources, and practical strategies to enhance daily learning experiences for infants through school-age children.

Cost: Free

OCFS Category: 1, 3



AUGUST TRAININGS

Training Title	Date	Location	OCFS Training Categories									
			1	2	3	4	5	6	7	8	9	10
ACEs 201	8/6	Virtual	X		X							X
Contracts and Policies: Session 6	8/16	JC					X		X			
FLIP IT	8/21	Norwich										
Center and SACC Regulations Refresher	8/27	JC							X			

Office of Children and Family Services (OCFS) Categories:

- | | |
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QUALITYstarsNY Categories:

Child Observation and Assessment (COA 6 / COA8)
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 Environmental Rating Scales (ERS) Training (HE 1 / CE1)
 Obesity Prevention Training (PH 6)
 Supporting English Language Learners (FIS 9 / FIS 10)

AUGUST TRAININGS

BROOME

Contracts and Policies: Session 6 Isabelle Gorham

August 16 from 2:30 PM to 5:30 PM

Cherry St, Johnson City

In this course, participants will learn about the basic components that all family and employee contracts should have, will learn how to write family and employee contracts, and will learn how to file and store family and employee contracts.

Cost: Free

OCFS Category: 5, 7

Center and SACC Regulations Refresher Isabelle Gorham

August 27 from 6:00 PM to 7:00 PM

Cherry St, Johnson City

This training is for any provider/ece professional who wants to review the New York State regulations. We will go over the regulations for Centers and SACC programs. We will go over the basics of the regulations that have not changed, and then cover any new regulations- with a focus on anaphylaxis as this policy has been updated Nov. 1, 2024.

Cost: Free

OCFS Category: 7

CHENANGO

FLIP IT Lori Graham

August 21 from 6:00 PM to 7:30 PM

South Broad St, Norwich

The "FLIP IT"® strategy is a supportive, strength-based approach designed to help childcare providers respond to children's challenging behaviors with empathy and guidance. Developed by Rachel Wagner and promoted by the Devereux Center for Resilient Children, the method offers a simple, four-step framework that is easy to remember and apply in real-time the assist childcare providers with managing challenging behaviors.

Cost: Free

VIRTUAL

ACEs 201 Rachel Dowd

August 6 from 5:30 PM to 8:30 PM

Virtual

This training aims to broaden the state's understanding of ACEs and their impact on young children, their families, and the field of early childhood education. The 201-Level ACE Institute training for Child Care Providers and Educators is the second training in a series designed to broaden the awareness of the effects of ACEs. This workshop begins to unpack science-aligned interventions for both children and adults to create regulated spaces in child care programs. Providers will practice the key relational skills of co-regulation and reframing of behavior to strengthen a provider's response to children's stress behavior.

Cost: Free

OCFS Category: 1, 3, 10

SEPTEMBER TRAININGS

Training Title	Date	Location	OCFS Training Categories									
			1	2	3	4	5	6	7	8	9	10
Google Business Accounts: 101	9/9	JC					X					
Routines, Schedules, and Transitions: Building Structure for Success	9/15	New Berlin	X		X							
CPR/First Aid	9/22	Bing				X						
CACFP Y25	9/23	Bing		X			X					
(G)FDC Regulations Refresher	9/24	JC							X			

Office of Children and Family Services (OCFS) Categories:

- | | |
|--|--|
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QUALITYstarsNY Categories:

Child Observation and Assessment (COA 6 / COA8)
 Curriculum Planning & Implementation (CPI 6)
 Environmental Rating Scales (ERS) Training (HE 1 / CE1)
 Obesity Prevention Training (PH 6)
 Supporting English Language Learners (FIS 9 / FIS 10)

SEPTEMBER TRAININGS

BROOME

Google Business Accounts: 101 Isabelle Gorham

September 9 from 6:00 PM to 7:00 PM

Cherry St, Johnson City

This training is for providers who would like to utilize Google Workspace to streamline business operations. We will go over the basic functions of setting up a google account, a google business account, gmail, drive, calendar, and a few of the other functions Google Workspace has to offer. Participants will leave this training with the skills to digitize and automate many routine business operations such as payment reminders, meeting scheduling, and electronic form submission, to name a few.

Cost: Free

OCFS Category: 5

CPR/First Aid/ AED Cathy Lee

September 22 from 5:30 PM until complete

Fayette St, Binghamton

This is an instructor-led, in-person, classroom based approach to training where the core knowledge content is provided by using scenario based video segments or slide presentation, followed by demonstration of skills and the opportunity for instructor facilitated student practice. CPR/AED and First Aid skills will be taught and practiced as they relate to adults, children and infants. Participants will be able to perform effective CPR, use an AED and be trained in basic first aid techniques. Space is limited.

Cost: \$80 per person or

EIP/Voice Scholarships

Group discounts are
available

OCFS Category: 4

***Registration: MUST call
to register

(G)FDC Regulation Refresher Isabelle Gorham

September 24 from 6:00 PM to 7:00 PM

Cherry St, Johnson City

This training is for any provider/ECE professional who wants to review the New York State regulations. We will go over the regulations for FDC and GFDC. We will go over the basics of the regulations that have not changed, and then cover any new regulations, with a focus on anaphylaxis as this policy has been updated on Nov.1, 2024.

Cost: Free

OCFS Category: 7

Directors Health and Safety Allie Drake

September 29, 30, October 1, 2 from 8:30 AM to 12:30 PM

Cherry St, Johnson City

Directors are responsible for hiring, training, and maintaining staff who provide a healthy and safe environment for children. This 15-hour course will help CCC/SACC directors look at policies and procedures that reinforce high-quality health and safety practices. Directors will receive in-depth information from Caring for Our Children, the national standard of Best Practice, and will be encouraged to examine their policies in order to make positive changes that promote best practice care.

Cost: \$250 or EIP/Voice

Scholarships

OCFS Category: 5, 7, 8

***Registration: MUST call
to register

SEPTEMBER TRAININGS

Chenango

Routines, Schedules, and Transitions: Building Structure for Success

Lori Graham

September 15 from 6:00 PM to 8:00 PM

New Berlin Public Library

This training helps licensed childcare providers create consistent, predictable environments that support children's development and reduce challenging behaviors. Attendees will learn what is necessary to establish daily patterns (meals, naps, play, hygiene) to help children feel secure and know what to expect. The training also focuses on using strategies like visual/auditory cues, warnings, and consistent routines to help children move smoothly between activities with minimal stress.

Cost: Free

OCFS Category: 1, 3

Tioga

CACFP Y25 Cathy Lee

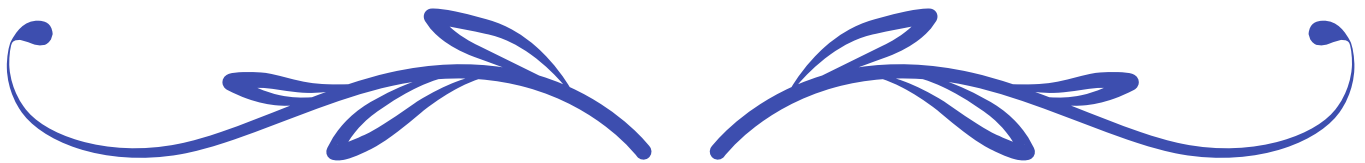
September 23 from 6:00 PM to 7:30 PM

Hickories Park, Owego

This training session will review annual requirements for participating in the CACFP (Child and Adult Care Food Program) for those who already have basic knowledge of the program. Participants will become familiar with all procedures needed to successfully manage their food program in order to obtain the highest possible reimbursement for healthy meals served to children in their care. This program includes updates for the year 2025 and encourages participant interaction.

Cost: Free

OCFS Category: 2, 5



**DON'T SEE WHAT YOU
NEED?
CLICK HERE OR SCAN
TO LET US KNOW!**



ADDITIONAL INFORMATION

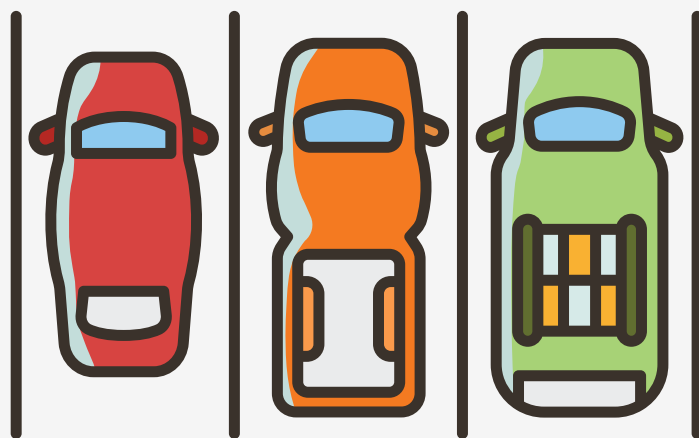
FAMILY ENRICHMENT NETWORK OFFICE LOCATIONS

Binghamton
29 Fayette St

Johnson City
24 Cherry St

Norwich
21 S Broad St

Owego
1277 Taylor Rd
(in the Abide in
the Vine building)



Parking Information

Johnson City: If you are coming to a training in the evening or the weekend, please use the visitor parking lot on the right side of the building in Johnson City, or park on the street. Please do not park in the fenced-in bus and employee parking lot.

Binghamton: You can park on the same side of the street as our building. (We no longer rent parking in the lot across the street, so parking there is at your own risk.)

Owego: The entrance to the building is on the left side and parking is available in that area.

Norwich: You can park in the public parking lot (off Main St, turn into Theatre Lane to parking lot, or off Broad Street turn into the ally way next to the movie theater to access the parking lot) or utilize street parking.

TRAINING POLICIES AND INFORMATION

**** Registration Information ****

You must register for trainings two weeks prior to the date. All EIP paperwork, FEN scholarship paperwork, VOICE/CSEA number, and/or payments must be received to be considered registered. You must notify us of any scholarship submission. Your training enrollment is pending until we receive any scholarship award notification, so you need to apply early! You are not registered for a training at FEN unless you contact us! Please make all checks payable to Family Enrichment Network, Inc.

**** EIP Information ****

Scholarship funding to participate in training may be available through the Educational Incentive Program (EIP). EIP is a voluntary scholarship program and may be available to help cover the costs of trainings. Please apply for EIP at www.ecetp.pdp.albany.edu. We do not want EIP applications or a copy of your income taxes. We only need proof of EIP eligibility (for example, approval letter, denial letter). If you are 100% eligible for EIP funding, you do not have to pay a co-pay. If you are 75% eligible for EIP, you will need to pay the remaining balance due. For more information or to apply for a scholarship, please visit www.ecetp.pdp.albany.edu. You may also contact EIP at eip@albany.edu or 800-295-9616 or 518-442-6575.

*Apply early, as funding is limited and could run out.

**** CSEA VOICE Information ****

Family Enrichment Network is an approved training organization with CSEA/VOICE. Scholarship funding may be available for family, group family, and legally exempt providers. Visit voiccecsea.org to obtain a CSEA ID and for more information.

**** FEN Scholarship ****

A FEN Scholarship may be available to help you cover the training cost. Proof of income will be reviewed, as well as program financial information. Economic hardships will be evaluated on an individual basis. MAT, Fall Conference, CPR/First Aid, and CDA. The FEN Scholarship is designed for single, evening classes. Call Crystal for more information.

**** Refund Policy ****

All trainings, conferences and/or workshops are NON-Refundable, unless cancelled by us.

**** Cancellations ****

We reserve the right to cancel trainings if fewer than 3 people are registered, or in case of inclement weather. If you are registered, you will be contacted in the case of a cancellation. If you are unable to attend a training you are registered for, please cancel your registration by calling 723-8313 ext. 829.

**** Inclement Weather ****

If Family Enrichment Network closes the agency for all programs because of inclement weather, all trainings are also cancelled. To find out if the agency has closed, call the main number and listen to the message at (607) 723-8313.

**** Accessibility ****

In Johnson City, the front doors do lock after the trainings begin. Please arrive on time. The Fayette St. door is locked at all times. Please ring the bell for access. Be patient as staff need to come down stairs to open the door.

**** Accommodations ****

If you require special accommodations please reach out to our staff to discuss how we can best meet your needs.

**** Training Certificates ****

Training certificates will be distributed at the training if you registered and paid in advance. If you are not registered for a training, but walk in, a training certificate will be provided upon completion of class AND after payment is received. There will be a \$5.00 charge for duplicate training certificates requested. You must complete the entire training in order to receive training credit. There is no option to take a partial training.

**** Children ****

To respect the professional training of others, please do not bring children to the trainings. There is no child care available and you will be asked to leave.

**** Training Etiquette ****

Please be respectful of others by turning your cell phone to vibrate and limiting talking to that which is appropriate to the training.

