

**Child Care Center Documentation & Regulation Review
For Directors and Administrative Staff**



COMAR 13A.16



**Thursday, June 9, 2016
5:00 p.m. – 7:30 p.m.
Charlotte Hall Library
37600 New Market Road
Charlotte Hall, MD 20622**

This Roundtable session is designed for Child Care Center Directors and Administrative Staff to review the processes, procedures, and documentation involved when hiring staff and enrolling children. Tips for organizing staff and children’s files will be shared. Additionally, child care center regulations (amendments of July 20,2015) will be reviewed.

Core of Knowledge: 2 ½ Hours – Professionalism

**Presenters: Janet Hodkiewicz
Kimberly McCauley
Joy Robertson**

**Pre-registration required – limited space - FREE.
Contact OCC at 1-800-874-6797 or 301-475-3770 to preregister.**

For Child Care Center Directors and Administrative Staff Only – This roundtable is being offered a second time to accommodate those who were not able to attend the first session.