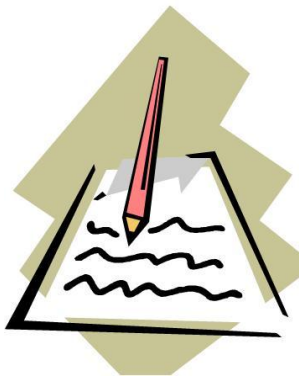


## Child Care Center Documentation & Regulation Review for Directors and Administrative Staff



**COMAR 13A.16**



**Thursday, April 7, 2016  
5:30 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, new child care center regulations will be reviewed.**

**Core of Knowledge: Two 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 & Administrative Staff Only**