



## Think Small/Child Care Aware of Minnesota Cov Cai Mus Kawm Kev Cob Qhia

### Kev Nyab Xeeb Thiab Cov Cai Tuaj Kawm Kev Cob Qhia | Health and Safety Plan and Training Policies

Cov txheej txheem no tsim los pab cov neeg ua haujlwm rau early childhood workforce kom muaj kev nyab xeeb, suav nrog rau cov kws cob qhia (trainers), tus kws qhia ntawv (educators), thiab cov neeg ua haujlwm los ntawm Think Small/Child Care Aware of Minnesota.

Tus neeg tuaj koom kev cob qhia yog koj pom thiab hnov tau tias koj tsis xis neej, muaj mob, kis kab mob (nrog rau tus kab mob COVID-19) ces koj tsis txhob mus koom kev cob qhia (training) rau hnuv ntawd. Think Small yuav pab hloov pauv mus rau lwm chav kev cob qhia tom qab lawv txais tau kev ceeb toom txog ntawm koj tus mob ua ntej kev cob qhia pib.

Tis tauj rau [pdsupport@thinksmall.org](mailto:pdsupport@thinksmall.org) lossis hu rau (651) 641 -3549.

- Raws li [tamsim no CDC Guidelines](#), **thov nyob hauv tsev** thiab nyob kom deb ntawm lwm tus yog tias koj muaj tus kab mob ua pa, suav nrog rau tus kab mob COVID-19. Koj tuaj yeem rov tuaj koom tau kev cob qhia dua tom qab koj tus npaws mob dhau (thiab tsis noj tshuaj) tsawg kawg li ntawm 24 teev thiab koj hnov tau tias koj tus yam ntxwv mob zoo lawm. Yog tias koj tab tom tuaj koom kev cob qhia rau ntawm thawj 5 hnuv uas koj tuaj ua haujlwm, thov koj xav txog kev ceev faj ntxiv xws li kev tu tus kheej ib ce kom zoo, npog ntsej muag, thiab muaj kev koom tes nyob kom deb ntawm lwm tus tib neeg.
- Txhua tus neeg tuaj koom kev cob qhia thiab cov kws cob qhia muaj cai xaiv seb puas xav looj ntsej muag.

### Kev Tuaj Sau Npe thiab Them Nyiaj | Registration and Payment

- Tom qab sau npe tag peb tsis tuaj yeem muab nyiaj thim rov qab.
- Rau kev sau npe, koj yuav tsum muaj ib tug **Develop account** lossis membership nrog rau ib tug Think Small Institute account.
  - [Mus tsim ib tug account | Create an account](#) hauv Develop ntawm <https://www.DevelopToolMN.org> kom koj thiaj li mus sau tau npe rau cov chav kev cob qhias uas koj xav mus kawm.
  - Mus tsim ib tug account hauv Think Small Institute ntawm [www.thinksmall.org/learn](http://www.thinksmall.org/learn) kom koj thiaj li mus sau tau npe rau cov chav kev cob qhias uas koj xav mus kawm.
- Kev sau npe kawm muaj nyob hauv online ntawm [Develop](#) thiab [Think Small Institute](#).
- Yog koj xav tau kev pab txog ntawm Develop thiab Think Small Institute koj tiv tauj tau rau Think Small PD Support ntawm [pdsupport@thinksmall.org](mailto:pdsupport@thinksmall.org) lossis hu xov tooj (651) 641-3549.
- Peb yuav txais kev sau npe txog li ntawm 5 hnuv ua ntej kev cob qhia pib.
- Yuav tsum tau sau npe ua ntej tuaj kawm. Tsis pub hnuv ntawd cia li tuaj koom kev cob qhia.
- Cov menyuum hnuv nyoog 13 xyoo thiab siab dua, uas twb tau them nyiaj sau npe lawm,

peb tso cai tuaj koom kev cob qhia. Cov menyuam uas qis dua 13 xyoos tsis raug tso cai tuaj koom kev cob qhia.

- Cov niam uas pub niam mis lossis pub niam mis rau cov menyuam mos uas tsuas yog vam khom lawv kev noj haus los ntawm leej niam xwb no ces cov no tuaj yeem coj tau lawv cov menyuam mos (hnuv nyoog qis dua 7 lub hlis) mus rau cov kev cob qhia uas muaj nyob rau ntawm Think Small lossis lwm cov chaw sab nraus uas muaj kev cob qhia. Ib qhov tshwj xeeb, yog tias tus kws qhia ntawv pom tau tias koj tus menyuam ua rau cov kev cob qhia no muaj kev ntshov siab lossis cuam tshuam, leej niam yuav raug thov kom coj tus menyuam mos tawm hauv chav kawm. Tag nrho lwm yam cai hais txog kev tuaj koom (attendance polices) tseem siv raws li qub.

#### Kev Tshem Tawm Chav Kawm | Cancellations made by Think Small

- Child Care Aware of Minnesota/Think Small qee zaum yuav muaj kev tshem tawm (cancel) kev cob qhia vim muaj ntau yam laj thawj. Yog muaj kev tshem tawm (training class cancellation), peb yuav xa ntawv ceeb toom rau cov neeg tuaj koom kom lawv paub sai li sai tau, thiab yuav thim nyiaj rov qab.
- Rau cov kev cob qhia uas tshem tawm los ntawm huab cua tsis zoo yuav raug txiav txim siab ua ntej 2:00 pm tav su sij haum ua haujlwm (weekday). Rau cov kev cob qhia rau hnuv Saturday, kev txiav txim siab yuav raug txiav txim ua ntej thaum 2:00 pm tav su ib hnuv ua ntej hnuv kawm. Cov neeg ua haujlwm ntawm Child Care Aware of Minnesota/Thinks Small mam li sau ntawv lossis hu xov tooj tuaj qhia rau nej paub.

#### Mus Kawm Kev Cob Qhia – Ntsib Ntawm Tus Kheej | Attending Training – In Person

- Kev cob qhia yuav pib thiab xaus kom raws sijhawm. Cov neeg tuaj koom uas lig tshaj li ntawm **15 feeb lossis tsis tuaj raws** li txoj cai yuav tsis tau txais qhab nia thiab yuav tsis tau txais nyiaj thim rov qab (will not receive a refund).
- Tus kws cob qhia yuav teev tseg kev tuaj koom (attendance) thaum lub sijhawm tuaj kawm. Rau cov kev cob qhia uas tuaj kawm ntau tshaj ib chav (multi-session), tus kws cob qhia yuav teev tseg kev tuaj koom rau txhua zaug tuaj kawm. Txhawm rau kom tau txais qhab nia rau txhua chav kawm uas ntau tshaj ib chav, tus neeg tuaj koom yuav tsum tuaj koom txhua zaug; yog tuaj kawm tsis tiav tag nrhov cov chav kawm, peb yuav tsis muab qhab nia xws li hais tias ib nrab qhab nia rau koj (all sessions must be attended; no partial credit will be given).
- Thaum lub sijhawm kawm cov xov tooj (cell phone) yuav tsum tau tso suab kom yaus thiab muab cia, tsuas yog thaum muaj xwm txheej ceev xwb thiaj li siv tau. Siv xov tooj ntau dhau thaum kawm yuav ua rau poob qhab nia kev koom tes. Cov neeg tuaj koom (participant) uas yuav tsum tau tawm mus teb xov tooj tsis pub tham ntev tshaj 15 feeb, ntau tshaj ntawd ces koj yuav tsis tau qhab nia vim koj kawm tsis tiav tag nrho hauv lub sij haum kawm.
- Cov neeg tuaj koom yuav muaj cai nkag mus rau chav kawm 15 feeb ua ntej kev cob qhia pib.
- Koj tuaj yeem mus saib tau, thiab luam tawm tau koj cov Ntaub Ntaub Kawm (Learning Record), thiab txheeb xyuas tau koj cov kev tuaj koom kev cob qhia (training attendance) nyob rau ntawm koj tus individual Develop account ntawm [www.DevelopToolMN.org](http://www.DevelopToolMN.org). Daim uas peb tsis muaj rau koj luam tawm ces yog daim Certificates. Dhau ntawd, koj tuaj yeem nkag tau rau hauv [Think Small Institute](http://ThinkSmallInstitute) account mus saib tau koj cov ntawd ntawv kawm tib yam nkaus.
- Peb hnuv tom qab koj mus koom kev cob qhia tiav peb mam li teev koj cov hnuv thiab sijhawm (attendance) kawm rau hauv Develop. Kev txheeb xyuas koj cov sijhawm kawm kom muaj txhij yog

koj lub luag hawj lwm los saib xyuas koj cov ntaub ntawv kawm.

- Peb tsis muaj neeg saib xyuas menyuam thaum tuaj kawm. Cov menyuam uas tuaj tau yog cov menyuam sau npe nrog koj thiab tus menyuam yuav tsum muaj hnuv nyoog 13 xyoo rov sauv.
- Thaum tuaj kawm nco tsoov npaj txhua yam kom txhij xws li (ntawv sau, cov khoom siv sau ntawv, thiab/lossis laptop lossis tablet).
- Muaj nqee chav kawm uas muaj phau ntawv qhia rau cov tuaj kawm (participant guide). Tom qab sau npe tiav lawm, yog tias chav kawm ntawd muaj phau ntawv qhia, lawv yuav ceeb toom rau koj thiab xa ib daim qauv los ntawm email. Nws yog koj lub luag haujlwm luam daim participant guide no nqa nrog koj thaum koj tuaj kawm kev cob qhia. Yog koj tsis tau txais phau ntawv qhia no hauv email, koj mus saib tau hauv [DCYF Participation Guides](#). Koj yuav nrhiav tau phau ntawv ntawd nyob hauv qab lub npe chav kawm
- Think Small/Child Care Aware of MN cov neeg ua haujlwm, nrog rau cov kws qhia ntawv, thiab cov neeg tuaj koom yuav tsum ua raws li cov lus qhia los ntawm NAEYC Code of Ethical Conduct [ntawm no](#).

#### Mus Kawm Kev Cob Qhia – Ntsib Hauv Online | Attending Training - Online

- **Rau txoj kev nyab xeeb thiab thiab kev koom tes, txwv tsis pub koj tuaj koom nrog kev cob qhia hauv online thaum tsav tsheb.** Cov neeg uas tsav tsheb thaum lub sijhawm kawm yuav tsis tau txais qhab nia kev tuaj kawm.
- Kev cob qhia yuav pib thiab xaus kom raws sijhawm. Cov neeg tuaj koom uas lig tshaj li ntawm **15 feeb lossis tsis tuaj raws** li txoj cai yuav tsis tau txais qhab nia thiab yuav tsis tau txais nyiaj thim rov qab (will not receive a refund).
- Txhua tus neeg tuaj koom tsuas sau tau nws lub npe tib leeg xwb thiab npaj cov koom tuaj kawm kom txhij nrog rau nws lub computer, txwv tsis pub siv lwm tus li.
- Yuav kom tau txais qha nias rau hauv Develop, koj yuav tsum nyob koom kom tas nrho lub sijhawm kawm, qhib koj lub koob yees duab (camera), thiab koom tes nrog kev sib saj laj (*xws li thaum muab nej cais tawm los ua ib pab pawg me me (break out session) sib tham txog lub ntsiab lus*).
- Thaum lub sijhawm so, tsis txhob txiav kev sib txuas lus. Yog koj tsis xav kom peb pom koj, koj tuaj yeem tua lub koob yees duab thiab muab lub suab tso kom ntsiag xwb.
- Thov xyuas kom lub npe uas koj tso tawm yog koj lub npe tiag (Npe thiab Xeem).
- Yog koj muaj teeb meem nrog technology, thov ceeb toom koj tus kws cob qhia.

#### Kev Thov Neeg Pab Txhais Lus | Interpreters

- Yog tias koj xav tau ib tug neeg tuaj pab txhais lus dawb, thov tis tauj [pdsupport@thinksmall.org](mailto:pdsupport@thinksmall.org) lossis hu rau (651) 641-3549. Yog tias koj yuav coj koj ib tug neeg txhais lus tuaj thov qhia rau peb paub kom sai li sai tau, lossis tsawg kawg 7 hnuv ua ntej kev cob qhia pib.
- Peb yuav sim ua kom tau raws li txhua qhov kev thov. Yog tias peb tsis muaj neeg txhais lus, peb yuav pab koj rhiav kom tau lwm chav kev cob qhia uas muaj kev pab kom tsim nyog rau koj.
- Yog tias koj xav coj koj ib tug neeg txhais lus tuaj, tus neeg ntawd yuav tsum muaj hnuv nyoog 18 xyoo rov sauv.

#### Americans With Disability Act (ADA)

- Child Care of Minnesota/Think Small yuav ua raws li tsoomfwv thiab lub xeev txoj cai lij choj hais txog kev txhawb nqa cov neeg xiam oob qhab thiab ua raws li cov kev cai thiab kev los tawm qhia txog ntawm Americans with Disabilities Act (ADA).
- Thaum thov, Think Small yuav muab ib daim ntawv thov kev pab [ADA Disability Accommodation Request Form](#) rau tus kws qhia ntawv. Daim ntawv thov kev pab yuav tsum tau txais 7 hnub ua ntej qhov kev cob qhia (training event) pib. Peb qhov kev pab yeej yuav muab pab rau koj, tsuav koj thov tuaj yam uas tsis tsim kev nyuaj siab lossis ua teeb meem rau lub chaw ua haujlwm. Think Small cov neeg ua hauj lwm mam li los saib koj cov ntaub ntawv sev qhov kev pab twg koj xav tau. Cov neeg ua haujlwm mam li teb koj tom qab lawv txais tau koj daim ntawv thov kev pab tuaj rau ntawm PD Support tus email [PDsupport@thinksmall.org](mailto:PDsupport@thinksmall.org).
- Peb ua cov kev pab teev hauv qab no tiam sis kev pab tsis yog tag rau cov teev ntawm no:
  - Cov kev hloov pauv rau ib puag ncig xws li qhov rooj kag mus/los, rhiav lossis hloov kho cov khoom siv (equipment/devices), kev kho kom haum lossis kev hloov kho ntawm cov kev xeem, cov ntaub ntawv qhia lossis cov cai, kev muab cov neeg nyeem ntawv lossis cov neeg txhais lus kom tsim nyog, thiab lwm yam kev pab zoo sib xws rau cov neeg tsis taus.
  - Muaj kev hloov kho rau cov neeg tsis taus ntawm kev sib txuas lus (dig muag, lag ntseg, Deaf/Blind). Muaj daim ntawv qhia nyob ntawm no hais txog Txoj Cai [ADA Policies](#).
  - Tsiav Pab Neeg. Yuav tsum ua raws li Txoj Cai [ADA Policy](#).

### Child Care Aware of Minnesota Professional Development Contacts

Tiv tauj koj tus [Child Care Aware](#) hauv zos :

Keb Cob Qhia - Ntsib Ntawm Tus Kheej | In-Person Training:

**Think Small:** [pdsupport@thinksmall.org](mailto:pdsupport@thinksmall.org) or 651-641-3549.

Kev Cob Qhia – Ntsib Hauv Online | For Online Training:

**Think Small** (live virtual Instructor-Led trainings): [PDsupport@thinksmall.org](mailto:PDsupport@thinksmall.org) or 651-641-3549.

**Think Small Institute** (self-paced eLearnings): [institute@thinksmall.org](mailto:institute@thinksmall.org) or 651-233-2263.

**Eager-to-Learn:** [ETLsupport@childcareawaremn.org](mailto:ETLsupport@childcareawaremn.org) or 651-335-6658.