



# Preschool Enrichment Team

Educator and Provider Support  
of Western Massachusetts

a program of



## Region I Educator and Provider Support Presents:

### Basic Computer Skills for Family Child Care Educators PLC

*A Professional Learning Community (PLC), is an extended learning opportunity to foster collaborative learning and share experiences among colleagues within the field of Early Childhood and Out-of-School Time Education. PLC's share best practices and experiences during each meeting.*

If you are looking for basic computer skills or to upgrade computer skills you already have, you will not want to miss this four-session PLC. Relevant topics to discuss include, creating a newsletter, designing format for a weekly plan, create e-mail accounts (Gmail), search for early childhood resources on the internet, using Google applications, like Google Drive and Google Hangouts, and navigating the EEC provider LEAD portal.

**Dates:** 9/26/18, 10/10/18, 10/24/18, and 11/7/18

**Location:** Springfield Central Library, Computer Lab, 220 State Street, Springfield

Visitors to the Central Library may park for free in the lot directly across State Street. A few accessible spaces are located in front of St. Michael's Cathedral (church next to the Central Library) on State Street. Accessible parking is also available in the small lot between the Smith Art Museum and the Science Museum (enter via the driveway to the right of the library, next to the Cathedral).

**Time:** 6:00 P.M. – 8:00 P.M.

**Presenter:** Marcela Simpson

**Credits:** EEC Training Hours for the hours you attend

**Audience:** FCC

**Cost:** FREE!

**Core Competency:** 8. Professionalism & Leadership



This training is supported with funding from the Educator and Provider Support (EPS) grant, Department of Early Education and Care.

### Computer Skills PLC – Starting September 26, 2018

Please **PRINT CLEARLY** and fill in **all information** – you will not be registered if form is incomplete.

**One form per person.**

Last Name: \_\_\_\_\_

First Name: \_\_\_\_\_ DOB: \_\_\_\_\_

Home Address: \_\_\_\_\_

City/State: \_\_\_\_\_ Zip: \_\_\_\_\_

Personal Phone: \_\_\_\_\_

Email: \_\_\_\_\_

Name of Program (If applicable): \_\_\_\_\_

MA EEC Program ID # (Not License #): \_\_\_\_\_

Position: \_\_\_\_\_

Work Phone: \_\_\_\_\_

EEC PQ Registry # \_\_\_\_\_

PQR # expiration date: \_\_\_\_\_

Please check type of program you work in (only one):

- |                                            |                                         |                                    |
|--------------------------------------------|-----------------------------------------|------------------------------------|
| <input type="checkbox"/> Family Child Care | <input type="checkbox"/> Infant/Toddler | <input type="checkbox"/> Preschool |
| <input type="checkbox"/> School Age        | <input type="checkbox"/> Public School  | <input type="checkbox"/> Other     |

\_\_\_\_ This PLC is relevant to my Individualized Professional Development Plan (IPDP)

\*Training must be relevant

Are you pursuing: (check all that apply):

- |                                             |                                            |
|---------------------------------------------|--------------------------------------------|
| <input type="checkbox"/> HiSet (GED) / ESOL | <input type="checkbox"/> College Degree    |
| <input type="checkbox"/> CDA                | <input type="checkbox"/> EEC Certification |

Mail to: Preschool Enrichment Team  
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Phone: 413-736-3900 Toll free: 877-478-7727

Fax: 877-635-0920

Register on-line:

[www.preschoolenrichmentteam.org](http://www.preschoolenrichmentteam.org)

You must pre-register. No telephone registrations will be accepted – Thank You

**REGISTRATION DEADLINE IS ONE WEEK PRIOR TO TRAINING START DATE**