Early Childhood Education

Informational, innovative, and inspiring courses to help early childhood educators foster their love of learning and improve their instructional skills.

For more information in English and/or Spanish, please visit:
www.montgomerycollege.edu/wdce
or call Nelida Andres: 240-567-3827
E-mail: nelida.andres@montgomerycollege.edu

Clases en español
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<th>Course Name</th>
<th>Course #</th>
<th>CRN #</th>
<th>Days</th>
<th>Dates</th>
<th>Time</th>
<th>Campus</th>
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<tr>
<td><strong>Child Development</strong></td>
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<tr>
<td>Child Growth and Development</td>
<td>ECH205</td>
<td>24949</td>
<td>T,R</td>
<td>9/5–10/24</td>
<td>6:30 p.m.–9:30 p.m.</td>
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<td>EXCELS: Cultural Competency</td>
<td>ECH324</td>
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<td>6:30 p.m.–8:30 p.m.</td>
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<tr>
<td>Creating a Community and Family Friendly Classroom</td>
<td>ECH322</td>
<td>24964</td>
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<td>11/18–11/20</td>
<td>6:30 p.m.–9:30 p.m.</td>
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<td><strong>Curriculum</strong></td>
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<td>Infants and Toddlers Development and Curriculum Planning</td>
<td>ECH208</td>
<td>24953</td>
<td>M,W</td>
<td>9/23–11/11</td>
<td>6:30 p.m.–9:30 p.m.</td>
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<td>Behavior Management in Child Development Programs NEW</td>
<td>ECH333</td>
<td>24967</td>
<td>W</td>
<td>9/25</td>
<td>6:30 p.m.–9:30 p.m.</td>
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<td>Multiculturalism in ECE Settings NEW</td>
<td>ECH332</td>
<td>24966</td>
<td>W</td>
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<td>6:30 p.m.–9:30 p.m.</td>
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<td>Planning Curricula for Child Care</td>
<td>ECH207</td>
<td>24952</td>
<td>S</td>
<td>10/26–12/21</td>
<td>9 a.m.–3:30 p.m.</td>
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<td>Planning Curricula for Child Care</td>
<td>ECH207</td>
<td>24951</td>
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<td>Make and Take Math</td>
<td>ECH142</td>
<td>24946</td>
<td>W</td>
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<td>6:30 p.m.–9:30 p.m.</td>
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<td><strong>Health, Safety, and Nutrition</strong></td>
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<td>Emergency Preparedness Training</td>
<td>ECH172</td>
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<td>Health and Safety Training</td>
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<td>Medication Administration Training</td>
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<td>Introduction to Maryland Credentialing</td>
<td>ECH304</td>
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<td>Child Development Associate (CDA) Credential Assessment Preparation</td>
<td>ECH132</td>
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<tr>
<td>Communications Skills for Child Care Professionals</td>
<td>ECH170</td>
<td>24947</td>
<td>M,T,W</td>
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<td>Maryland EXCELS Standards: Positive Guidance</td>
<td>ECH316</td>
<td>24963</td>
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<td>6:30 p.m.–8:30 p.m.</td>
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<td><strong>Special Needs</strong></td>
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<td>Including All Children and the ADA</td>
<td>ECH271</td>
<td>24958</td>
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<td>Supporting Children with Disabilities</td>
<td>ECH274</td>
<td>24959</td>
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<td>6:30 p.m.–9:30 p.m.</td>
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<td>Nombre del curso</td>
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<td><strong>Educación infantil en español</strong></td>
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<td>Fabulas y cuentos para promover alfabetización</td>
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<td>ECS067</td>
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<tr>
<td>Planificación de currículos para centros de cuidado infantil</td>
<td>ECS027</td>
<td>24969</td>
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<td>10/26–12/21</td>
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<td>Crecimiento y desarrollo infantil</td>
<td>ECS023</td>
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<td>Filosofía del método de enseñanza Montessori</td>
<td>ECS088</td>
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<td>Aula Montessori</td>
<td>ECS097</td>
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<td>Integrandando a niños con discapacidades en el aula (ADA)</td>
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<td>Guia para la Credencial de Desarrollo Infantil de Maryland</td>
<td>ECS048</td>
<td>24971</td>
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<td>Preparación para la credencial de desarrollo infantil (CDA)</td>
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<td>Visita de acreditación para NAFCC</td>
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<td>Administración de medicamentos</td>
<td>ECS115</td>
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<td>Salud y seguridad</td>
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<td>24974</td>
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<td>9 a.m.–3:30 p.m.</td>
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**Campus:** G=Germantown      R=Rockville Campus      WHPL=Westfield South      GBTC= Gaithersburg Business Training Center

**Days:** M=Monday      T=Tuesday      W=Wednesday      R=Thursday      F=Friday      S=Saturday
Child Development

Child Growth and Development
Learn the principles of child growth and development necessary for working in programs that serve children from infancy through age eight. Social, emotional, physical, and intellectual development of young children and the implications of these areas of growth and development on group care are emphasized. This class provides the first 45 of the 90 classroom hours needed to become a teacher in programs licensed by the MSDE Office of Child Care Licensing. For the second 45 hours, see Planning Curricula for Child Care. (4.5 CEUs) Textbook required at first class. Beginnings and Beyond, 10th Edition. TWA

Course: ECH205 45 Hours $125 + $225 fee = $350; NMR add $160

Rockville Campus CRN#: 24949 15 Sessions T,R 9/5-10/24 6:30-9:30 p.m.

Westfield South CRN#: 24950 8 Sessions S 9/7-10/26 9 a.m.-3:30 p.m. (9/7-10/19) 9 a.m.-12 p.m. (10/26 only)

EXCELS: Cultural Competency, What Does It Mean?
Explore the many facets of developing and promoting a culturally competent environment for children, families, and staff including administrative practices, curriculum, and family engagement. Participants will also learn how they can earn the Cultural Competency endorsement to add to their Maryland EXCELS rating. (0.2 CEUs) TWA

Course: ECH324 2 Hours $2 + $13 fee = $15; NMR add $30

Westfield South CRN#: 24965 1 Session T 10/22 6:30-8:30 p.m.

Multiculturalism in ECE Settings
Learn strategies for infusing multicultural content into your classroom. Define culturally diverse families. Include these culturally and diverse families to take on leadership roles, and infuse multicultural content into curriculum, environment, and activities. TWA

Course: ECH332 3 Hours $25 + $30 fee = $55; NMR add $50

Rockville Campus CRN#: 24966 1 Session W 10/9 6:30-9:30 p.m.

Creating a Community and Family Friendly Classroom
Learn the importance of community involvement and its impact on early childhood. Techniques on how to engage families will be shared to enrich early childhood programs and increase parental involvement. Create a plan to support families and encourage community engagement. (0.6 CEUs) TWA

Course: ECH322 6 Hours $25 + $45 fee = $70; NMR add $50

Westfield South CRN#: 24964 2 Sessions M,W 11/18-11/20 6:30-9:30 p.m.

Curriculum

Behavior Management System in Early Childhood Classrooms
Understanding and developing a Comprehensive Behavior Management System for early childhood classrooms. You will learn how culture can influence behavior, classroom factors that impact behavior management, and how teacher actions can influence student behavior. TWA

Course: ECH333 3 Hours $20 + $35 fee = $55; NMR add $50

Rockville Campus CRN#: 24967 1 Session W 9/25 6:30-9:30 p.m.
Books and Storytelling for Literacy and Beyond
Use books and storytelling to implement developmentally appropriate practices and the Project Approach in different setting. You will also learn strategies to choose fitting books. TWA
Course: ECH314 3 Hours
$22 + $33 fee = $55; NMR add $50
Takoma Park/Silver Spring Campus
CRN#: 24962 1 Session W
11/13 6:30-9:30 p.m.

Infant and Toddler Development and Curriculum Planning
Learn the theory and practice of caring for infants and toddlers in a group setting. Topics include significance of the early years; learning and development in infants and toddlers; appropriate activities and interactions; and the health, safety, and nutritional needs of infants and toddlers. (4.5 CEUs) TWA
Course: ECH208 45 Hours
$150 + $200 fee = $350; NMR add $160
Rockville Campus
CRN#: 24953 15 Sessions M,W
9/23-11/11 6:30-9:30 p.m.

Make and Take Math
Numbers and mathematical concepts are all around us in our daily lives. It is easy to design fun, educational games to help young children understand their world through number symbols and observation skills. This hands-on workshop provides basic strategies for discovering and teaching practical math to preschool children. You will make games to take with you into your classroom. (0.3 CEUs) TWA
Course: ECH142 3 Hours
$25 + $30 fee = $55; NMR add $50
Rockville Campus
CRN#: 24946 1 Session W
12/4 6:30-9:30 p.m.

Planning Curricula for Child Care
This course provides you with principles of curriculum planning for programs serving children from infancy through age eight. Activities, methods, and materials appropriate to the areas of curriculum in an early childhood program are emphasized. Second 45 of the 90 classroom hours needed to become a preschool teacher in programs licensed by the MSDE Office of Child Care Licensing. Prerequisite: Students must complete Child Growth and Development prior to registering for this course. (4.5 CEUs) Textbook required at first class. Beginnings and Beyond, 10th Edition. TWA
Course: ECH207 45 Hours
$125 + $225 fee = $350; NMR add $160
Rockville Campus
CRN#: 24951 15 Sessions T,R
10/29-12/19 6:30-9:30 p.m.
No class 11/28
Westfield South
CRN#: 24952 8 Sessions S
10/26-12/21 9 a.m.-3:30 p.m.
First class on 10/26 meets 9 a.m.-12 p.m.
No class 11/30

Special Needs
Including All Children and the ADA
This course provides essential information that every child care and education professional needs to know about the requirements of the Americans with Disabilities Act (ADA). Go beyond the definition of ADA to learn inclusionary best practices, strategies and resources for implementing an early childhood or school age environment that is inclusive to all children and families. (0.3 CEUs) TWA
Course: ECH271 3 Hours
$21 + $34 fee = $55; NMR add $50
Rockville Campus
CRN#: 24958 1 Session W
10/23 6:30-9:30 p.m.

ROOM NUMBERS
Room numbers will be printed on your registration receipt for classes held on our campuses. Please be sure to keep the receipt for your records.
Supporting Children with Disabilities
This course is designed for professionals in the education or child care career field and introduces the child care professional to strategies that enable all children with disabilities, delays, or special needs to gain knowledge, skills, and enthusiasm for learning. Topics include programs, terms, and resources that support children with special needs; an understanding of the child care professional’s role in supporting IEP/IFSPs; and how to select materials and adapt both instruction and the environment to motivate learning. (0.3 CEUs) TWA
Course: ECH274  3 Hours
$21 + $34 fee = $55; NMR add $50
Takoma Park/Silver Spring Campus
CRN#: 24959  1 Session  T
12/10  6:30-9:30 p.m.

Health, Safety, and Nutrition

Emergency Preparedness Training
Learn how to handle emergency situations beyond the everyday bumps and bruises that occur in child care settings. The class focuses on development of a comprehensive and specific written emergency plan to follow in the event of a local, state, or national emergency. This plan may be developed for center-based care settings, family child care homes, and informal provider programs. (0.6 CEUs) TWA
Course: ECH172  6 Hours
$25 + $50 fee = $75; NMR add $50
Rockville Campus
CRN#: 24948  2 Sessions  T,R
9/24-9/26  6:30-9:30 p.m.

Health and Safety Training
This class meets the health and safety training required by MSDE. It will provide an overview of basic health and safety best practices and requirements in 13 topic areas.(0.5 CEUs) TWA
Course: ECH305  5 Hours
$20 + $40 fee = $60; NMR add $50
Rockville Campus
CRN#: 24961  1 Session  S
10/19  9 a.m.-2:30 p.m.

Medication Administration Training
Gain skills to administer medications safely to children in child care centers and family child care homes, and learn to provide special care arrangements for children with asthma and allergies. Topics include practices and procedures for administering over-the-counter and prescription medications to children, including asthma and allergies medications. Instruction is provided by qualified health professionals. (0.6 CEUs) TWA
Course: ECH257  6 Hours
$41 + $54 fee = $95; NMR add $50
Rockville Campus
CRN#: 24957  1 Session  S
10/26  9 a.m.-3:30 p.m.

Professionalism
Child Development Associate (CDA) Credential Assessment Preparation
Prepare for the CDA Professional Portfolio following the directives established by the Council for Professional Recognition in DC as well as review the different CDA subject areas. (3.0 CEUs) TWA
Course: ECH132  30 Hours
$105 + $180 fee = $285; NMR add $140
Rockville Campus
CRN#: 24945  6 Sessions  S
9/28-11/2  9 a.m.-2:30 p.m.

Communication Skills for Child Care Professionals
This course is designed for child care professionals as an introduction to the basic concepts of developing strong communication skills when working in a child care center. Topics include speaking, writing, interpersonal communication strategies, and critical techniques, with a focus on communication with parents and coworkers, and communication issues within a typical child care day. (0.9 CEUs) TWA
Course: ECH170  9 Hours
$50 + $77 fee = $127; NMR add $120
Westfield South
CRN#: 24947  3 Sessions  M,T,W
11/4-11/6  6:30-9:30 p.m.
Introduction to Maryland Credentialing
Learn the benefits of obtaining the MD Child Care Credential and its application and renewal processes. Identify appropriate activities that meet the requirements for Professional Units. TWA

Course: ECH304  2 Hours
$2 + $13 fee = $15; NMR add $30
Gaithersburg Business Training Center
CRN#: 24960  1 Session  T
9/24  6:30-8:30 p.m.

Maryland EXCELS Standards: Positive Guidance
Through the development of policies that support positive guidance in early childhood, you will gain a greater understanding of the components of positive guidance and strategies for implementation in your EXCELS Program. (0.2 CEUs) TWA

Course: ECH316  2 Hours
$2 + $13 fee = $15; NMR add $30
Rockville Campus
CRN#: 24963  1 Session  T
11/26  6:30-8:30 p.m.

Conocimiento lógico-matemático
Esta clase está diseñada para ayudar a los profesores a enseñar a los niños a que desarrollen destrezas y aptitudes para investigar, explorar y construir su entorno a partir de la observación y el uso de sus cinco sentidos y su capacidad analítica. (0.4 CEUs)

Course: ECS067  4 Hours
$25 + $33 fee = $58; NMR add $50
Rockville Campus
CRN#: 24972  2 Sessions  M,W
10/21-10/23  6:30-8:30 p.m.

Fabulas y cuentos para promover la alfabetización
Utilice fabulas y cuentos para implementar prácticas de desarrollo infantil apropiadas a diferentes ambientes. Aprenda a elegir libros adecuados a los indicadores de desarrollo. (0.3 CEUs)

Course: ECS114  3 Hours
$21 + $34 fee = $55; NMR add $50
Rockville Campus
CRN#: 24983  1 Session  T
9/24  6:30-9:30 p.m.

Filosofía del método de enseñanza Montessori
Descubra los pilares básicos del método Montessori y los materiales más populares utilizados en sus aulas con niños de 2 a 6 años. (0.4CEUs) Las personas mayores de 60 años no la matricula, solo el derecho de admisión.

Course: ECS088  4 Hours
$20 + $50 fee = $70; NMR add $50
Takoma Park/Silver Spring Campus
CRN#: 24979  1 Session  S
10/12  9 a.m.-1:10 p.m.
Planificación de currículos para centros de cuidado infantil

Este curso se centra en la planificación de currículos para guarderías de niños de 0 a 8 años. Se enfatizarán métodos, actividades y materiales apropiados para las diferentes áreas del currículo de cuidado infantil. Este curso provee las segundas 45 de las 90 horas requeridas para trabajar como profesora en centros de cuidado infantil. Antes de tomar este curso se debe tomar ECS023. Requiere libro de texto Fundamentos publicado por Council for Professional Recognition in Washington DC. (4.5 CEUs.)

**Course:** ECS027 45 Hours
$125 + $225 fee = $350; NMR add $160

**Rockville Campus**
CRN#: 24969 8 Sessions  S 10/26-12/21 9 a.m.-3:30 p.m.
First class on 10/26 meets 12:30-3:30 p.m.
No class 11/30

Desarrollo infantil

**Aula Montessori**
Conozca las características, principios y estrategias para crear un ambiente Montessori dentro del aula. Aprenda la importancia de un ambiente científicamente preparado que estimule la inteligencia, el movimiento controlado y el trabajo del niño. (0.4 CEUs)

**Course:** ECS097 4 Hours
$20 + $50 fee = $70; NMR add $50

**Takoma Park/Silver Spring Campus**
CRN#: 24980 1 Session  S 11/2 9 a.m.-1:10 p.m.

Crecimiento y Desarrollo Infantil

Aprenda los principios de las diferentes teorías de desarrollo y crecimiento infantil. Se cubrirá el desarrollo social, físico, emocional e intelectual de niños de 0 a 8 años en programas de cuidado infantil. Este curso provee 45 de las 90 horas requeridas para trabajar como profesora en centros de guardería. Requiere el libro de texto “Fundamentos” publicado por Council for Professional Recognition in Washington DC. (4.5 CEUs.)

**Course:** ECS023 45 Hours
$125 + $225 fee = $350; NMR add $160

**Rockville Campus**
CRN#: 24968 8 Sessions  S 9/7-10/26 9 a.m.-3:30 p.m. (9/7-10/19) 9 a.m.-12 p.m. (10/26 only)

Integrando a niños con discapacidades en el aula

Aprenda estrategias y recursos a desarrollar e implementar para promover la inclusión en el ambiente de aprendizaje. Se revisarán las normas establecidas por la legislación para americanos con discapacidades (ADA) a nivel local, estatal y federal (0.3 CEUs) Las personas mayores de 60 años no pagan la matrícula, solo el derecho de admisión.

**Course:** ECS082 3 Hours
$21 + $34 fee = $55; NMR add $50

**Rockville Campus**
CRN#: 24975 1 Session  R 9/26 6:30-9:30 p.m.

JOIN US!

Montgomery College Advancing Child Care Teachers Toward Completion-ACCTTC (Early Childhood Education Club)

The purpose of the club is to help students reach their goals to be Early Childhood Educators by networking with one another, serving the early childhood community, and building hands on experiences with young children.

Earn PAUs

Meeting are on the first Friday of each month during the academic year on the Rockville Campus at 7 p.m. in 152 SC.

ROOM NUMBERS

Room numbers will be printed on your registration receipt for classes held on our campuses. Please be sure to keep the receipt for your records.
Profesionalidad

Guía para la Credencial de Desarrollo Infantil de Maryland
Esta clase le ayudará a entender el proceso para solicitar la Credencial del Estado de Maryland. Se explicarán los diferentes niveles establecidos por dicha credencial y cuáles son sus requisitos. También se cubrirá el sistema de reembolso por dichos niveles. (0.2 CEUs) Las personas mayores de 60 años no pagan la matrícula, solo el derecho de admisión.
Course: ECS048 2 Hours
$5 + $15 fee = $20; NMR add $30
Takoma Park/Silver Spring Campus
CRN#: 24971 1 Session W 9/18 6:30-8:30 p.m.

Preparación para la credencial de desarrollo infantil (CDA)
Este curso le ayudará a preparar la carpeta de recursos profesionales así como repasar las áreas funcionales que comprenden la credencial de desarrollo infantil otorgada por el Consejo Profesional de Washington, D.C. (3.0 CEUs)
Course: ECS028 30 Hours
$105 + $180 fee = $285; NMR add $140
Rockville Campus
CRN#: 24970 10 Sessions M,W 10/7-11/11 6:30-9:30 p.m.
No class 10/14

Visita de acreditación de NAFCC
Preáprese para la visita de acreditación de NAFCC. Repase los tipos de actividades que enriquecen un currículo e identifique las diferencias entre currículo holístico tradicional y currículo integrado (0.3 CEUs)
Course: ECS113 3 Hours
$21 + $34 fee = $55; NMR add $50
Westfield South
CRN#: 24982 1 Session S 11/23 9:30 a.m.-2:30 p.m.

Salud, seguridad, nutrición

Administración de medicamentos
Aprenda las prácticas y procedimientos establecidos por la Oficina del Cuidado al Menor del estado de Maryland para administrar medicamentos a niños en guarderías. También aprenderá métodos de observación, registro de datos y técnicas apropiadas de manejo. (0.6 CEUs) Las personas mayores de 60 años no pagan la matrícula, solo el derecho de admisión.
Course: ECS069 6 Hours
$41 + $54 fee = $95; NMR add $50
Rockville Campus
CRN#: 24973 1 Session S 9/28 9 a.m.-3:30 p.m.
CRN#: 24974 1 Session S 12/7 9 a.m.-3:30 p.m.

Salud y Seguridad
Obtenga una visión general de 13 áreas de salud y seguridad necesarias para cumplir con los requisitos establecidos por el departamento de educación de estado de Maryland. (0.5 CEUs)
Course: ECS110 5 Hours
$20 + $35 fee = $55; NMR add $50
Gaithersburg Business Training Center
CRN#: 24981 1 Session S 11/6 9 a.m.-2:30 p.m.

CDA for Credit at Montgomery College
Montgomery College awards coursework to students with a Child Development Associate (CDA) National Credentialing, administered through the Council for Professional Recognition.

For any questions, please do not hesitate to reach out to Professor Sonia Pruneda Hernandez, Early Childhood Education Program Coordinator at Sonia.pruneda-hernandez@montgomerycollege.edu.

Please note, WD&CE provides training for students that are very close to completing their CDA! This may be a more cost-effective way of receiving credit for EDUC 115 and 119 especially for Child Care Providers or Paras from MCPS. For questions, please contact Nelida Andres, Interim Program Director at nelida.andres@montgomerycollege.edu.
Residency Policy
The following are general guidelines taken from the College policy on residency for tuition purposes. A complete copy of the policy is available in the Montgomery College Catalog.
A. Students attending Montgomery College will pay tuition according to their residency.
B. To qualify, for tuition purposes, as a resident of the state of Maryland, legal domicile must have been maintained for a period of not less than three months prior to the first regularly scheduled class for the semester.
C. The domicile of a person registering in a noncredit course at Montgomery College shall be considered as a person’s permanent place of abode, where physical presence and possessions are maintained, and where he/she intends to remain indefinitely.

Transfer Policy
To transfer from one CRN to another CRN of the same course, a letter must be received in the Admissions, Records, and Registration Office, Montgomery College, 51 Mannakee Street, Rockville, MD 20850 before the beginning date of both CRNs of the course. If you have enrolled in a co-listed course you will have only one day after the class has begun to transfer. After that, documentation must be submitted at any of these locations:

Gaithersburg Business Training Center
Room 400
8:30 a.m.–9 p.m. (M–R) • 8:30 a.m.–5 p.m. (F)
8:30 a.m.–4 p.m. (S)

Germantown Campus
Humanities and Social Sciences Building
Room 241 and/or 243
8:30 a.m.–4 p.m. (M–F)

Rockville Campus
220 Campus Center
8 a.m.–7 p.m. (M–R) • 8 a.m.–5 p.m. (F)
8:30 a.m.–12 p.m. (S)

Takoma Park/Silver Spring Campus
230 CF, Customer Service
8:30 a.m.–5 p.m. (M–F)

Westfield South, Room 306
8:30 a.m.–9 p.m. (M–R) • 8:30 a.m.–4:30 p.m. (F)
8:30 a.m.–4 p.m. (S)

NOTE: Cash payments must be paid in the Cashiers’ Offices at the Germantown, Rockville, or Takoma Park/Silver Spring campuses between 8:30 a.m.–1 p.m. and 2–4:30 p.m., Mon–Fri.

Refund Policy
Refunds are paid at 100% for classes cancelled, dropped online, or in person (using a Drop Form), prior to the start date of the class. Refunds are also paid at 100% if class is dropped prior to the Refund Date printed on your registration confirmation. DO NOT drop classes online on or after the day the class begins; you will not receive a refund. APPE students must call 240-567-7262 for refund/withdrawal instructions. Refunds for open enrollment classes will go to the registered student of record. For the Drop Form and more information, visit www.montgomerycollege.edu/wdce/register/refundpolicy.html.

National Guard Tuition Waiver
If you are currently a member of the Maryland National Guard and are enlisted for at least a 24-month period, you are eligible for a 50 percent tuition waiver. You must submit proof of their residency.

VA-Approved Course:
You are eligible for a 50 percent tuition waiver. You must submit proof of your status for VA educational benefits under Title 38, U.S.C., Section 3676. (Post 9/11 GI Bill). For more information, visit http://cms.montgomerycollege.edu/wdce/register/vabenefits.html.

Disability Tuition Waiver:
This waiver has been reinstated. Please go to montgomerycollege.edu/wdce/register/disabilitywaiver.html for information.

National Guard Tuition Waiver:
If you are currently a member of the Maryland National Guard and are enlisted for at least a 24-month period, you are eligible for a 50 percent tuition waiver. You must submit proof of such from the adjutant general’s office.

VA-Approved Course:
Courses indicated with this ♥ symbol are approved for VA educational benefits under Title 38, U.S.C., Section 3676. (Post 9/11 GI Bill). For more information, visit http://cms.montgomerycollege.edu/wdce/register/vabenefits.html.

Tuition Installment Plan
Courses with a ▲ have a tuition installment plan available: pay one-third of class total as a down payment at time of registration, then pay the balance in two payments before the class ends. There is a nonrefundable fee to participate in the payment plan. Students desiring to use the payment plan must register online.

Tuition Waiver
Only noncredit courses designated “TWA” (tuition waiver applies) in each publication will be available for tuition waiver. This statement appears in each applicable course description. Only tuition is waived; required fees must be paid by the student. Documents must be received at time of registration.

Senior Tuition Waiver:
Maryland residents 60 years or older by the start date of the class may have tuition waived.

Transfer Policy
To transfer from one CRN to another CRN of the same course, a letter must be received in the Admissions, Records, and Registration Office, Montgomery College, 51 Mannakee Street, Rockville, MD 20850 before the beginning date of both CRNs of the course. If you have enrolled in a co-listed course you will have only one day after the class has begun to transfer. After that, documentation must be submitted at any of these locations:

Gaithersburg Business Training Center
Room 400
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Rockville Campus
220 Campus Center
8 a.m.–7 p.m. (M–R) • 8 a.m.–5 p.m. (F)
8:30 a.m.–12 p.m. (S)

Takoma Park/Silver Spring Campus
230 CF, Customer Service
8:30 a.m.–5 p.m. (M–F)

Westfield South, Room 306
8:30 a.m.–9 p.m. (M–R) • 8:30 a.m.–4:30 p.m. (F)
8:30 a.m.–4 p.m. (S)

NOTE: Cash payments must be paid in the Cashiers’ Offices at the Germantown, Rockville, or Takoma Park/Silver Spring campuses between 8:30 a.m.–1 p.m. and 2–4:30 p.m., Mon–Fri.

Payments due at time of registration
If you need support services due to a disability, please contact Ms. Natalie Martinez at least six weeks prior to the start of class to arrange for accommodations and/or assistive technology.
Natalie Martinez: 240-567-4118
E-mail: natalie.martinez@montgomerycollege.edu

4 Easy Ways to Register
On the Web
If you have enrolled in a Montgomery College class, and are paying by credit card or checking account, you can register on the web. Visit: www.montgomerycollege.edu/wdce/registerops.html and click on “Register by Web.”

By Mail
Mail completed registration form with payment to: Montgomery College Workforce Development & Continuing Education, Rockville Campus Campus Center, Room 220
51 Mannakee Street
Rockville, MD 20850

By Fax
Fax completed registration form indicating credit card payment to Montgomery College at 240–567–1877.

Walk–In
A completed registration form with payment may be submitted at any of these locations:

Gaithersburg Business Training Center
Room 400
8:30 a.m.–9 p.m. (M–R) • 8:30 a.m.–5 p.m. (F)
8:30 a.m.–4 p.m. (S)

Germantown Campus
Humanities and Social Sciences Building
Room 241 and/or 243
8:30 a.m.–4 p.m. (M–F)

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Natalie Martinez: 240-567-4118
E-mail: natalie.martinez@montgomerycollege.edu

NMR Non-Md. resident TWA Tuition Waiver Applies; Seniors Pay Fee Only
REGISTRATION FORM

Workforce Development & Continuing Education

Please Print Clearly

MC
MONTGOMERY COLLEGE

All information is required. Incomplete forms will be returned to the student unprocessed. For registration assistance call 240-567-5188. FAX completed registration form with credit card information to 240-567-1877 or 240-567-5615 or 240-567-7937. Mail completed registration form with payment to WD&CE Registration, 51 Mannakee Street, CC 220, Rockville, MD 20850.

<table>
<thead>
<tr>
<th>College ID Number:</th>
<th>M</th>
<th>2</th>
</tr>
</thead>
<tbody>
<tr>
<td>Birthdate</td>
<td>Month</td>
<td>Day</td>
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<tr>
<td>Sex</td>
<td>Female</td>
<td>Male</td>
</tr>
<tr>
<td>Last Name</td>
<td>First Name</td>
<td>Middle Initial</td>
</tr>
<tr>
<td>Address</td>
<td>House # and Street Name (Do NOT use P.O. Box or you will be charged Non-Md. resident fee.)</td>
<td>Apt. #</td>
</tr>
<tr>
<td>City</td>
<td>State</td>
<td>Zip</td>
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<tr>
<td>Home Phone</td>
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<tr>
<td>E-Mail</td>
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<tr>
<td>Have you attended MC before?</td>
<td>Yes</td>
<td>No</td>
</tr>
<tr>
<td>How did you hear about us?</td>
<td>Received brochure in mail</td>
<td>Website</td>
</tr>
<tr>
<td>Military: If the military is paying for your course(s), you must submit the last 4 digits of your SSN.</td>
<td></td>
<td></td>
</tr>
<tr>
<td>STUDENTS WITH DISABILITIES</td>
<td>If you need support services due to a disability, call Workforce Development &amp; Continuing Education at 240-567-4118 at least three weeks before class begins.</td>
<td></td>
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<tr>
<td>ETHNICITY: Choose one. (Disclosure not mandatory by Montgomery College, but is required by the U.S. Department of Education.)</td>
<td>Not Hispanic or Latino</td>
<td>Hispanic or Latino</td>
</tr>
<tr>
<td>RACE: Choose all that apply, you may choose more than one. (Disclosure not mandatory by Montgomery College, but is required by the U.S. Department of Education.)</td>
<td>American Indian or Alaskan Native</td>
<td>Asian</td>
</tr>
<tr>
<td>U.S. Citizen</td>
<td>Permanent Resident (Circle one: Green Card / Working Card)</td>
<td>Other Immigration Status</td>
</tr>
<tr>
<td>CHECK ALL THAT APPLY:</td>
<td>I have been a Maryland resident [as defined in the Montgomery College Catalog] for at least three months.</td>
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<tr>
<td></td>
<td>I am 60 years of age or older. (Applicable to designated tuition waiver courses for Maryland residents only.)</td>
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<tr>
<td></td>
<td>I am a Maryland National Guard member enlisted for at least a 24 month period and submitting proof of such from the adjutant general’s office.</td>
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<tr>
<td>CRN #</td>
<td>Course #</td>
<td>Course Title</td>
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</tbody>
</table>
| Code: CC

Refunds will go to the registered student of record. Total Due $ |

I certify that the information on this registration is correct and complete. I am aware of and will adhere to College policies as published in the Student Handbook. I understand that non-attendance and/or failure to file all registration changes in writing with the Admissions and Records Office does not relieve me of responsibility for tuition and fee charges incurred. I agree to abide by the policies and procedures of the College, including without limitation, the Student Code of Conduct and any payment liabilities. I hold the College harmless for any errors I have made that may affect a request for a subsequent refund or academic appeal.

Student Signature Required ____________________________ Date ________________

Please indicate payment by: □ Check (payable to Montgomery College) Credit card: □ MasterCard □ VISA □ Discover

Credit Card Information: Expiration date on card 3 or 4 digit Security code on your card |

NOTE: Credit card information will be detached and disposed of promptly and properly after payment is approved.

Credit Card Number |

Name on Card |

Card holder signature required ____________________________ Date ________________

Montgomery College is an Equal Opportunity Affirmative Action Title IX institution.
Early Childhood Education
Fall 2019
Course Catalog

45 hours in Child Care Administration and 45 hours in Business Practices

Montgomery College, through the Guardian Grant, is offering 90 hours in Child Care Administration and Business Practices

Cost is $75

For more information, please contact:
Nelida.andres@montgomerycollege.edu
and/or
Margarita.silva@montgomerycollege.edu

http://www.montgomerycollege.edu/wdce/ce/earlychild.html