

Family Child Care at Its Best

Agency Guidelines

2020-2021



Family Child Care at Its Best

Recognizing that the early years are a time of profound development, Family Child Care at Its Best (FCCB) is a comprehensive service provider translating current research into developmentally appropriate practice. We recognize that family child care providers are a major source of support for working families. This includes licensed exempt, family, friend, and neighbor, or anyone caring for children in mixed age groups.

FCCB blends competencies and experiences of parents and professionals with scholarly research. This blend contributes to the quality of care and education offered to infants and young children through the delivery of training and technical assistance for early care educators. Offered statewide, these professional development opportunities help caregivers improve their knowledge, skills and quality of care. The California Department of Education, Early Learning and Care Division (ELCD) fund the program, which allows FCCB to offer workshops at no charge to participants. All curricula are approved by ELCD prior to distribution and are made available to family, friend, and neighbor, licensed exempt family child care providers, and those providers caring for mixed age children.

For more information, visit our website:

[Family Child Care at Its Best - Placer County office of Education](#)

Thank you in advance for your newly found interest or continued support to host learning opportunities for family child care providers.

Review agency host expectations and curricula topics offered then complete FCCB workshop requests through our electronic link posted on the website.

Table of Contents

Family Child Care at Its Best

Process for Requesting Workshops	3
Workshop List	4
Descriptions for Health and Fitness Focus	5
Descriptions for Infant-Toddler Focus	5
Descriptions for Integrated Learning Focus	6
Descriptions for Language and Literacy Focus	7
Descriptions for Parent Engagement Focus	8
Descriptions for Science and Mathematics Focus	8
Descriptions for Social Competence Focus	9
Descriptions for Teaching Pyramid Modules	10
Suggested Workshop Hours	11
2020-2021 Fiscal Year Administrative Holidays	11
Host Agency Responsibilities	11
Important Things to Remember	13
Agency Evaluation of Family Child Care at Its Best Program	13
Sample Box Label	14
Sample Box Contents Checklist	15
Sample Workshop Flyer	16
Additional Services and Contact Information	17

Family Child Care at Its Best

Process for Requesting Workshops

1. Requests for workshops are accepted from family child care associations, resource and referral agencies, county offices, local county education agencies, and other organizations that coordinate training for licensed family child care providers, and other child care providers caring for children in mixed age groups.
2. If you are unclear on the process or are a new host agency, email FCCB@placercoe.k12.ca.us or contact the FCCB Director at 916.740.1634.
3. Complete the online [Workshop Request Form](#) and submit this form electronically by clicking the “Submit” button at the end of the form.
4. After we received your online request, a Family Child Care at Its Best (FCCB) team member will contact you to confirm or revise the schedule you have requested. Confirmation phone calls take place **in order of first date requested**. Unless you wish to move up the start of your workshops, please wait for your confirmation phone call from a FCCB team member to communicate any request changes.

Please Note:

- Our online form does not limit the amount of workshop requests. Since we are a statewide training provider, it is our intention to provide all counties the opportunity to experience FCCB workshops. FCCB takes into consideration multiple language requests. Workshop requests over our contractual agreement with ELCD may be waitlisted and provided when space allows.
- Each 5-hour workshop will count as a day of learning. See additional information on duration of individual workshop topics on our workshop list provided in this guideline.
- Workshops do not fulfill pre-licensure requirements, and do not provide ECE units.
- FCCB is currently accepting workshops scheduled between July 1, 2020 and June 30, 2021 for this fiscal year.
- A new updated Agency Guidelines will be sent out some time in Spring 2020 for the following fiscal year (i.e., July 1, 2020 to June 30, 2021).

Submit the Workshop Request form either by or near the start of the fiscal year to ensure that we can meet your training needs. FCCB will review later submissions on a first come, first served basis. **We understand changes occur and will attempt to accommodate all of your requested workshops needs throughout the fiscal year.**

Workshop List

Health and Fitness Focus

- Healthy Habits: Nutrition and Well-Being for Young Children (5 hours)
- Motor Skills and Movement: Promoting Physical Development (5 hours)

Infant-Toddler Focus

- Culture and Care of Young Children (10 hours)
- Guiding Young Children (10 hours)
- Learning through Relationships with Infants and Toddlers (10 hours)

Integrated Learning Focus

- Caring for Children in Mixed Age Groups (5 hours)
- Guidelines for Early Learning in Child Care Home Settings (5 hours)
- Young Children Learning through Positive Risk (5 hours)

Language and Literacy Focus

- Introducing Language through Play (5 hours)
- Supporting Emergent Readers and Writers (5 hours)
- Supporting Young Bilinguals (5 hours)

Parent Engagement Focus

- Partnering with Parents (5 hours)
- Serving Children with Special Needs and their Families (5 hours)

Science and Mathematics Focus

- Building Numeracy Skills and Beyond (5 hours)
- Scientific Inquiry for Young Children (5 hours)

Social Competence Focus

- Child Observation (5 hours)
- Loss and Trauma (5 hours)
- Setting the Stage for Social Competence (5 hours)
- Social Emotional Development in Group Care (5 hours)

Teaching Pyramid Focus (includes technical assistance for participants)

- **Module 1:** Promoting Children's Success: Building Relationships and Creating Supportive Environments (15 hours)
- **Module 2:** Promoting Social Emotional Competence: Social-Emotional Teaching Strategies (10 hours)

The Teaching Pyramid workshops include technical assistance from the facilitator between sessions

Workshop Descriptions

Health and Fitness Focus

Healthy Habits: Nutrition and Well-Being for Young Children

Children's health and safety is of the utmost importance for later development. The Healthy Habits workshop focuses on supportive communication and participation in activities to help children develop behaviors, which lead to healthy lifestyle habits. Such behaviors include making food choices, maintaining personal safety, and oral health. Based on the California Preschool Learning Foundations and Frameworks, the following areas of health will be addressed:

- health habits, such as hygiene and sunsafety
- safety, such as injury prevention and following safety expectations
- nutritional knowledge and self-regulation of eating

Motor Skills and Movement: Promoting Physical Development

Physical play is an essential part of early childhood development. This workshop concentrates on the movement and perceptual-motor skills that young children are motivated to learn and practice. With adult support, these skills set the stage for lifelong health and well-being. The following areas, drawn from the California Preschool Learning Foundations, will be discussed in the context of family child care:

- fundamental movement skills, such as balance
- perceptual-motor skills, such as spatial awareness
- active physical play, outdoors and indoors

Infant-Toddler Focus

Culture and the Care of Young Children

This workshop focuses on the impact of culture in the lives of children, families and child care providers. Emphasis focuses on the role of child care providers in establishing daily routines and practices that support healthy development, as well as assist each child form a healthy cultural identity. Participants will attain increased competency by providing care that is consistent with a child's home culture and communicate with parents about cultural matters. Topics include:

- ways to help children with sleeping, eating, and toileting
- impact of culture on the lives of children, families, and child care providers
- role of child care providers in helping each child form a healthy cultural identity

Guiding Young Children

This workshop addresses children's challenging behaviors and methods to work effectively with children and parents. Practical suggestions for managing conflict while supporting children's optimal development will also be provided. Topics include:

- children's challenging behaviors and ways to work effectively with children and parents
- practical suggestions for managing conflict while supporting children's optimal development
- using observation to understand behavior, effective communication skills, parenting styles, and cultural practices

Learning through Relationships with Infants and Toddlers

This workshop addresses the emotional, social, intellectual, and physical development of infants and toddlers and the supportive role of the caregiver. Participants will gain an increased understanding of the role of relationships and emotional development in learning. Topics include:

- emotional, social, intellectual, and physical development of infants and toddlers and the supportive role of the caregiver
- role of relationships and emotional development in learning
- temperament of children and adults
- talking with parents about developmental processes

Integrated Learning Focus

Caring for Children in Mixed Age Groups

Unlike many child care settings, family child care homes and some center-based care settings integrate children of different ages. This interaction results in greater opportunities for children to form friendships and relationships than they could have in a group of same-age children. Mixed-age settings provide children with opportunities to observe, emulate and initiate skills and behaviors that can be monitored in a safe and developmentally appropriate manner. Participants will engage in:

- the role of the adult as a careful planner
- theoretical frameworks that support the importance of play
- setting up a safe place for all ages to learn and grow
- strategies to benefit mixed age children in a group setting

Guidelines for Early Learning in Child Care Home Settings (anticipated 2019-20)

The Early Learning and Care Division of the California Department of Education has developed numerous resources to support high-quality early learning and care programs in our state. In 2010, the Division created a publication specifically to provide guidance to family child care and exempt-care providers. This publication addresses several areas of child development: language, thinking skills, social-emotional and physical development. Participants will:

- hear from providers and share why licensed family child care providers make this career decision and extend pathways of learning through self-reflection
- discuss high-quality learning settings for family child care and exempt-care providers
- hear from providers and offer multiple examples to promote high quality early learning and care in their programs
- hear from providers and share unique concerns that arise in the home-based context

Young Children Learning through Positive Risk

The ability to recognize and avoid harmful situations, or risks, is necessary for survival. Risk is perceived differently for a variety of reasons. There are many benefits from taking appropriate risks during the course of development, in particular, the early years of life. Participants will:

- self-assess and explore risk perception through the lens of individual differences and global perspectives
- consider research based benefits of risk in the development of physical, cognitive, and social skills
- learn how to support children as they take appropriate physical risks in everyday play and planned learning experiences
- learn strategies to encourage children as they initiate and participate in cognitive risk-taking behaviors
- be able to provide children with guidance in their social risk-taking behaviors that are developmentally and temperamentally appropriate.

Language and Literacy Focus

Introducing Language through Play

Using a child-centered approach, this workshop focuses on the development of language and literacy skills needed for the transition to kindergarten. Participants will gain increased understanding and competence in methods for supporting emerging language and literacy capabilities, as well as guidelines concerning the creation of a print-rich environment. Topics include:

- language development in the early years
- infusing play with language
- promoting circles of communication
- supporting language development in the home

Supporting Emergent Readers and Writers

Using a child-centered approach, this workshop focuses on the development of literacy skills needed for the transition to kindergarten. Participants will learn the components needed for children to learn to read and write. Strategies include the creation of a print-rich environment and appropriate literacy activities. Topics include:

- alphabetic understanding
- promoting phonological awareness
- choosing developmentally appropriate materials and activities
- supporting home literacy

Supporting Young Bilinguals

Through group discussions, brief lectures and personal stories, participants will examine their own experiences related to language, as well as become aware of cultural aspects that influence their personal beliefs and actions. Participants will examine experiences related to bilingual education and develop a foundation for understanding the experiences of children and families in their programs. Moreover, they will explore the process of building respectful partnerships between teachers and families with home languages other than English. Topics include:

- process of bilingualism
- advantages of bilingualism
- strategies to facilitate second language acquisition
- fostering language-rich environments at school and at home
- incorporating families' cultures and knowledge into early childhood settings

Parent Engagement Focus

Partnering with Parents

Working effectively with parents is at the heart of quality child care, yet there are many challenges in developing this relationship. A variety of issues, ranging from money, to values about child rearing, to what makes a good snack, have the potential for conflict. This workshop is an opportunity to learn skills that maximize your ability to establish healthy communication and trust with parents. Topics include:

- active listening skills
- parent involvement in your program
- addressing parents' feelings
- conflict resolution

Serving Children with Special Needs and their Families

All children deserve the opportunity to participate in family child care. Depending upon the needs of each child, providers are faced with special considerations and challenges. This workshop provides an opportunity to discuss strategies how providers can successfully ensure children with special needs are included within their program. Topics include:

- creating an atmosphere of acceptance
- early warning signs of developmental risks
- how families deal with grief and loss
- helping families link to appropriate services

Science and Mathematics Focus

Scientific Inquiry for Young Children

This workshop encourages participants to examine ways to provide a rich science environment for children. Participants explore everyday science, and practice principles of inquiry and documentation to enhance discovery and scientific learning. Topics include:

- environments and activities that encourage scientific development
- introducing and documenting scientific inquiry
- the outdoor classroom

Building Numeracy Skills and Beyond

This workshop encourages participants to examine ways to provide a rich mathematics environment for children. Participants learn strategies and activities, which build developmentally appropriate math knowledge and skills in the preschool years. Topics include:

- important math concepts for preschoolers
- environments and activities that encourage math development
- supporting parents as teachers of math

Social Competence Focus

Child Observation

This workshop addresses the continuum of formal and informal observation. Participants will learn to critically analyze assessment tools, as well as the appropriate use of documentation and portfolios. Issues of bias will be addressed in relation to the role of the observer. Observation will be considered as part of a responsive process, as well as a quality improvement tool. Topics include:

- observation techniques
- utilizing and synthesizing developmentally appropriate standards and observation
- making good use of observation results
- culturally and linguistically appropriate assessments

Loss and Trauma

Loss, Trauma and Young Children addresses the emotional impact of loss and trauma on young children. In addition to concrete information for increasing the physical safety of children in family child care, the workshop explores the provider's role in helping children cope with stressful events, such as divorce, separation and changing caregivers. Topics include:

- behavioral indicators of trauma
- strategies to help children cope with loss
- prevention of injuries

Setting the Stage for Social Competence

Participants take a preventative approach to challenging behavior and plan activities that promote prosocial skills. Participants learn specific strategies, using the environment and adult-child interaction, to facilitate friendship and build community. Topics include:

- social-emotional guidance
- the use of social stories
- California's Preschool Learning Foundations
- building a sense of self

Social Emotional Development in Group Care

Participants will explore developmental theory in relation to both individual and group care. They will be encouraged to consider the origins of children's behavior; including, how biological factors, early childhood settings, family dynamics and the greater community influence child development. Participants will learn to incorporate methods of guidance and discipline that facilitate prosocial behavior, problem solving, self-regulation, positive self-concept and self-esteem. Topics include:

- challenging behavior: prevention and intervention
- Bronfenbrenner's ecological model
- working with parents
- promoting conflict resolution
- NAEYC standards

Teaching Pyramid Modules

Note: These workshops are offered as a series, with technical assistance from the facilitator offered to each participant between sessions. Participants will develop an action plan at the first session. Before each additional workshop session, the facilitator will contact participants by phone or email to discuss progress on the action plan. Due to the technical assistance component and the nature of the pyramid framework, this is a multiple day commitment for participant attendance. Agencies must emphasize to providers the importance of their continued attendance and engagement in order to benefit from this training. Completion of Module 1 is a prerequisite for enrolling in Module 2.

Module 1: Promoting Children’s Success: Building Relationships and Creating Supportive Environments (3 sessions)

The Teaching Pyramid Model identifies ways to support children’s social-emotional development and address challenging behaviors in group care. Module 1 focuses on two key elements of the pyramid: 1) building positive relationships with children, families, and colleagues; and, 2) design supportive environments, schedules, and routines.

Topics include:

- how to structure transitions
- assist children learn rules and routines
- the use of descriptive acknowledgement and encouragement
- planning activities that promote engagement

Module 2: Promoting Social Emotional Competence: Social Emotional Teaching Strategies (2 sessions)

Developing friendship skills, recognizing emotions, and managing anger are some of the developmental tasks of early childhood. Module 2 addresses specific strategies, which can be used with all children to promote social emotional skills in group care.

Topics include:

- teaching problem-solving step by step
- using books, puppets, and other materials to develop emotional literacy
- the turtle technique

Suggested Workshop Hours

Below are examples of hours and days for scheduling workshops.

Total Hours	Timeframe	Example of training hrs.
5 hr. workshops	Offered on one day; with a half hour break for lunch	Saturday, April 9 from 9:00am to 2:30pm
10 hr. workshops	Offered over two days; with a half hour break for lunch each day.	Saturday, March 5 from 9:00am to 2:30pm and Saturday, March 19 from 9:00am to 2:30pm *Schedule workshops at least two weeks apart.
15 hr. workshops (Teaching Pyramid: Module 1)	Offered over three days; with a half hour break for lunch each day; please allow 2 weeks or more between sessions.	Saturday, March 5 from 9:00am to 2:30pm, Saturday, March 19 from 9:00am to 2:30pm, and Saturday, April 2 from 9:00am to 2:30pm *Schedule workshops at least two weeks apart.

2020-2021 Fiscal Year Administrative Holidays

FCCB recommends avoiding scheduling workshops on holiday weekends unless specifically requested by the agency. It is the agency’s responsibility to market workshops to eligible child care providers and promote attendance based on date selection and availability of their providers.

Independence Day	July 3, 2020
Labor Day	September 7, 2020
Veterans’ Day	November 11, 2020
Thanksgiving Holiday	November 26-27, 2020
Winter Holiday & New Year’s Day	December 23, 2020 – January 1, 2021
Martin Luther King, Jr. Holiday	January 18, 2021
Presidents’ Day	February 8 and February 15, 2021
Memorial Day Holiday	May 31, 2021

Host Agency Responsibilities

Flyer Distribution, Workshop Scheduling, Enrollment Size

When FCCB staff has **confirmed** your agency workshop schedule, the flyer(s) announcement will be emailed to you. Please verify all of the information and let us know promptly if there are any changes to be made. You are responsible for reproducing and emailing or mailing the flyers to your providers to market the workshops in your area. All enrollment information is listed on the flyers; including name and phone number of your registration contact, and the link to the California Early Care and Education Workforce Registry (thereafter referred to as the Registry).

Workshops requested in summer and fall will be arranged first, followed by winter and spring. Due to this scheduling priority, if your first requested workshop is not until the following calendar year, you may not be contacted until early winter. New scheduling processes have allowed more efficiency and timeliness with confirmation of your requested dates so you can secure free training sites to host workshops.

Family Child Care at Its Best training is offered specifically for licensed family child care providers and their assistants working under their licensing. Other child care providers working with mixed age children, or staff from other agencies (e.g., crisis center) are welcome to attend, with priority given to licensed family child care providers. If agency staff engage in the entire workshop, please sign the roster and enroll in the Registry to receive credit. The maximum number of participants is 30. If you feel that you will exceed the maximum allowance, contact FCCB staff as soon as possible so we can prepare to meet workshop needs and schedule an additional workshop date. **Call FCCB staff at least one week before the workshop date if you have fewer than five participants registered, as we may need to reschedule or cancel the workshop.** For rural communities, we recommend that you discuss your enrollment challenges with us so we can work together to provide workshop opportunities in your area.

Pre-Enrollment and Enrollment Process

FCCB utilizes the Registry to capture and track all enrollments. A link will be sent to each agency in advance of the workshop so participants may self-register. The sign-in roster will still need to be signed by participants the day of the workshop to reconcile attendance and non-attendance for those who pre-enrolled in the Registry. There will continue to be a paper form sent in the materials box for walk-in participants.

Room Set Up and Equipment

The facilitator will contact you prior to the workshop to finalize details for the day of workshop. The facilitator will discuss equipment needs at that time. If the items cannot be provided at your site, please let the facilitator know, or notify FCCB staff in advance and we will arrange for the necessary equipment to facilitate methods for transfer of learning.

Have the room set up with tables and chairs in a pod style – several people to a table, for participants to engage in small group activities. If this type of setup is not possible, please let the facilitator know what options are available. Our facilitators utilize PowerPoint presentations as a multimedia tool for adult learners. **Prepare your onsite contact staff with knowledge regarding your agency's technical equipment** so this information can be provided to FCCB facilitators. Arrange for an agency contact to be present at the training site a minimum of 30 minutes prior to the workshop so the facilitator has adequate time to prepare to facilitate learning.

Workshop Materials

Shipment of curriculum and workshop materials arrive via UPS to your agency to the attention of the designated contact to arrive approximately 2-3 days before the workshop. **Please open your box of materials as soon as it arrives to ensure that the box contains the correct materials.** Make sure the box is in the room for the facilitator to use when she/he arrives on the day of workshop.

Questions or Problems Before, During or After a Workshop

If urgent problems arise the night before or on the day of workshop, please call the urgency number at 530-919-5313 to speak with an FCCB staff member. For any other questions, please call during normal business hours Monday through Friday, 8:00am - 4:30pm to contact office phone numbers listed in these guidelines.

We look forward to working with you and appreciate your assistance in facilitation of the Family Child Care at Its Best program.

Important Things to Remember

- Contact the FCCB staff directly for scheduling changes, including cancellation requests. **facilitators cannot make any changes without FCCB approval.**
- If you have not received the box of materials by Wednesday prior to the workshop, call FCCB team member.
- Please check the materials in the box with the included “Box Contents Checklist” to ensure that the correct materials arrived prior to the date of the workshop.
- Minimum workshop size is five participants – maximum is 30 participants. One week prior to the workshop, if you have fewer than five participants registered, contact our office to verify that we can still accommodate your needs.
- If you have more than 30 enrolled, contact FCCB immediately to request another workshop date, find a larger room, and so FCCB can contact a second facilitator with supplies.
- A representative from your agency must be available during a Family Child Care at Its Best workshop.
- Inform us of any changes in your address, phone number or contact person.
- Remember to have the participants enroll themselves through the Registry or you can enroll them through the Registry to avoid duplication of enrollment

Agency Evaluation of Family Child Care at Its Best Program

Shortly after the workshop, a brief online satisfaction survey is emailed to the agency host contact to solicit your input, comments, and feedback about our services. This is part of our ongoing effort to enhance the quality of services that you receive, and an opportunity for you to share ways for us to improve your experience. Thank you in advance for completing the surveys in a timely manner. You are always welcome and encouraged to contact the Director with feedback regarding workshops or team communications. We look forward to hearing from you and build on these relationships.

Sample Box Label

A FCCB training materials box is labeled (see below example). When you receive the box of materials, it is important that you check it for accuracy. If there is a problem or you have questions, please contact us immediately.

Family Child Care at Its Best

Workshop Title - Language Workshop Materials

Name, Facilitator

Project Code 191FCCB001

Workshop Date

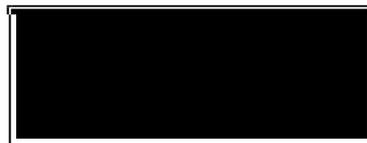
Time

Example County: *Agency Name*

Sample Box Contents Checklist

This form is shipped with the box of materials for each workshop. It describes the contents of the shipment. Our staff will contact the agency prior to the workshop to confirm that you have received the correct materials. This form should remain in the box for the facilitator to verify the materials that have been sent.

Dear Agency Contact,
Please keep this checklist in
the box for the instructor.
Thank you.



To: **[Name]**, Facilitator

Re: Materials for [Workshop Title]– [Language]
[Workshop Date], [Workshop Time]
Project Code: 191FCCB001

FAMILY CHILD CARE AT ITS BEST INSTRUCTORS

2019-2020 TRAINING YEAR

Direct participants to sign the blue pre-enrollment sign-in roster. Participants who do not have a Registry ID need to fill out a purple enrollment form and *also* print their name and sign the roster.

At the end of the workshop, ask a volunteer to collect the evaluations and seal in the envelope provided. An evaluation summary report will be emailed to you as soon as possible after materials are returned. Place forms in the Tyvek envelope and return with the leftover materials *within one week of your class* by dropping it off at a **UPS Ground** drop-off location using the prepaid label provided.

The Tyvek envelope should include: [1] blue pre-enrollment sign-in roster, [2] purple on-site enrollment forms, and [3] evaluation forms in sealed envelope. *The instructor is responsible for ensuring these items get returned to the FCCB office.*

For any questions, contact Tommy Gunton-Bell at JGunton-Bell@placercoe.org or [530-745-1454](tel:530-745-1454)

ALL WORKSHOPS

- 1 Pre-enrollment sign-in roster (blue)
- 1 UPS return label
- 1 Return Materials form (goldenrod)
- 30 On-site enrollment forms (purple)
- 30 Stick-on nametags
- 30 Evaluation forms
- 1 Tyvek envelope

ADDITIONAL MATERIALS FOR: **[Workshop Title] – [Language]**

- 30 Workbooks
- # [Any Additional Materials Here]

Sample Workshop Flyer

(Page 2 of the flyer provides short descriptions of each workshop)

Family Child Care at Its Best

Early Learning and Care Workshops



The Family Child Care at Its Best workshops are intended for licensed and license exempt child care providers, family, friend, and neighbor, and other providers who care for mixed aged children.

To register for this **FREE** workshop or for more information:

- Register: www.caregistry.org
- Call: [agency host contact person]
- Email: [agency host email address]

Please enroll at least two (2) weeks before the workshop.

- [Example of agency request: Please do not bring children]
- [Example of agency request: Please bring a bag lunch]

[Workshop Title]

[Workshop Date]

[Workshop Time]

Workshop Location

[Agency Name]

[Agency Address]

Description:

[Insert Description Here]



Funded by The California Department of Education | Early Learning and Care Division
Administered by Placer County Office of Education | Early Childhood Education

PCOE
GOLD IN EDUCATION

Additional Services Available – contractual terms and fees will apply

- Customized workshops on site or in your local area
- Program evaluation and consultation
- Dissemination of research
- Forums and presentations by key leaders in the field
- Other technical assistance

Contact Information

FCCB Team

Dianne Thompson <i>Program Director</i>	dthompson@placercoe.k12.ca.us (916) 740-1634
Darcy Roenspie <i>Program Administrator</i>	droenspie@placercoe.k12.ca.us (916) 740-1641
Tommy (John) Gunton-Bell <i>Administrative Secretary</i>	jgunton-bell@placercoe.k12.ca.us (530) 745-1454
Alicia Cuccia <i>Staff Secretary</i>	ACuccia@placercoe.k12.ca (916) 740-1650