



CCOT Class Invitation

Dear Early Care Professional:

The purpose of this letter is to invite you to a **Child Care Orientation Training (CCOT)** training: a specialized training course that is offered through the Division of Child Care & Early Childhood Education **FREE** of charge. **CCOT** is recommended for caregivers in child care facilities who have had little or no previous training.

CCOT training combines basic information, activities and resources that will provide a broader understanding of the following important lessons.

- ★ Early Care and Education as a Profession
- ★ Best Practice for the Developing Child
- ★ Guiding Children
- ★ Children's Health
- ★ Children's Safety

Participants will receive a manual free of charge. Graduates will be awarded certificates upon completion of 10 hours of training. Enclosed with this letter, you will find more information about the times, dates and location of the **CCOT** training course and a registration form.

Sincerely,

Child Care Orientation Training Trainer