**IMPORTANT NOTICE**

<Provider First/Last name>

<Address>

<City, State, Zip>

<cc: substitute’s name>

<Date>

Dear Ms. <Provider Last name>**:**

It has come to our attention that you and/or your substitute’s Pediatric CPR/First Aid certification has **expired** or **will be expiring** on <Date>. We are currently offering Pediatric CPR/First Aid trainings in person at our agency. The dates and times we will be offering classes are as follows:

* Tuesday, May 2nd at 5:00-9:00pm (payment due April 27)
* Tuesday, June 6th at 5:00-9:00pm (payment due June 1)
* Tuesday, July 11th at 5:00-9:00pm (payment due July 6)
* Tuesday, August 8th at 5:00-9:00pm (payment due August 3)

**It is a requirement that all providers and provider substitutes are current with their Pediatric CPR/First Aid.  Failure to do so can potentially affect your active child care agreements.**

In order to be in compliance with the Manual of Requirements for Family Child Care Registration, **please call our office @ 732-918-9901, Eduardo Magliulo @ ext 125 or Kelly Acanfora @ ext 135 or email at** **kacanfora@ccrnj.org** **at your earliest convenience to register**.

Please submit the **$55.00** payment via mail or office drop box to Kelly Acanfora five days prior to your scheduled date to secure a place in the class. **If payment is not received by that date, you may be asked to reschedule**. This payment is reimbursed after the course is taken and completed. Payment can be made in the form of check, money order payable to Child Care Resources or cash or ask about our online payment system.

If you have any questions, please do not hesitate to reach out. We look forward to assisting you!

Respectfully,



Eduardo Magliulo

Home-Based Child Care Coordinator

emagliulo@ccrnj.org

732-918-9901 Ext. 125