

Child Care Connections

136 US Route 1
Scarborough, ME 04074
1.888.917.1100

Dear _____:

Thank you for your request for **CPR and/or First Aid reimbursement** from Child Care Connections. Partial reimbursements for CPR/First Aid training are allocated to child care providers based on the following criteria:

- > Individuals must be actively providing child care in a licensed family child care home, licensed child care center or nursery school, or operating as a legal, license-exempt child care provider in Cumberland County. (Substitutes are also covered, as well as those in the process of applying for licensure.)
- > Reimbursements are issued on a first come, first served basis until funds are expended.
- > When using a private instructor, the instructor needs to submit evidence of current instructor status, generally through either the American Red Cross or American Heart Association. Child Care Connections has developed a list of instructors and organizations that offer CPR/First Aid training, which we can provide.

Reimbursements can be issued in the following ways:

- > If an individual or program would like to hire a private, certified instructor, reimbursements can be provided to the organization. Child Care Connections will provide reimbursement for a maximum of **\$25 per person**. Child Care Connections will provide reimbursement for **up to 5 staff per program**. A reimbursement request form and proof of payment is required.
- > Child care staff may take CPR/First Aid training at the American Red Cross (**Portland Chapter only**) and **be charged for half the cost of the class**. The American Red Cross bills Child Care Connections for the remaining half. Upon registration, state that you are a child care provider. Child Care Connections will reimburse **up to 5 staff per program**.

Child Care Connections allocates a portion of its training dollars to help offset the costs of CPR/First Aid training for child care providers. Reimbursement requests are available until funds are expended.

If you have questions please call me at 396-6566, ext. 580

Sincerely,

Jenn Wiles
Training and Outreach Coordinator

Child Care Connections

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Scarborough, ME 04074
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CHILD CARE CONNECTIONS CPR/FIRST AID REIMBURSEMENT REQUEST

CHILD CARE CONNECTIONS offers a partial reimbursement to cover the cost of CPR/First Aid training for licensed family child care providers, staff at licensed child care centers, substitutes, and legal unlicensed providers. The reimbursement cannot exceed \$25 per person. In addition, a maximum of 5 staff members per program may receive a reimbursement each year.

Name of program or individual: (Reimbursement check will be made out to this name)

ADDRESS: _____

PHONE: _____

CHECK ONE:

_____ First Aid only _____ CPR only _____ First Aid and CPR

CERTIFIED INSTRUCTOR: _____

DATE CLASS HELD: _____

COST PER PERSON: _____

NAMES OF UP TO 5 STAFF COMPLETING TRAINING: (*REQUIRED*)

PLEASE RETURN THE FOLLOWING TO:
CHILD CARE CONNECTION, ATTN: JENN WILES
136 US ROUTE 1, SCARBOROUGH, ME 04074

THIS FORM _____
RECEIPT OR PROOF OF PAYMENT FOR CLASS _____