

Dr. Cindy J. Berck
Executive Director
Human Resources & Labor Relations

Kelly Walter
Executive Assistant

MEMORANDUM

TO: TCAPS Employees

FROM: Dr. Cindy J. Berck, Executive Director
Human Resources and Labor Relations

DATE: September 25, 2019

SUBJECT: REQUIRED TRAINING - DARKNESS TO LIGHT, STEWARDS OF CHILDREN

Darkness to Light, Stewards of Children training will continue to be offered throughout the 2019/20 school year. Based on previous positive feedback of the training, the District is **requiring** all employees in regular positions **who have not already completed the training** to complete the two (2) hour training. **IF YOU HAVE ALREADY TAKEN THIS TRAINING IN PAST SCHOOL YEARS, YOU DO NOT NEED TO RETAKE IT.** Employees attending this training for the first time will be paid (at their hourly rate) for their attendance. The next available training dates will be:

Friday, November 1, 2019 (half day for students)	3:00pm-5:00pm	Tompkins Boardman Admin. Center - Conf. Room C
Tuesday, January 28, 2020	6:00pm-8:00pm	Tompkins Boardman Admin. Center - Conf. Room C
Wednesday, April 29, 2020	6:00pm-8:00pm	Tompkins Boardman Admin. Center - Conf. Room C

Please note, substitute/intern, temporary, and voluntary TCAPS personnel are welcome to attend the training; however, they will not be paid for their attendance.

The **Darkness to Light, Stewards of Children** training is a comprehensive sexual abuse prevention education program that educates adults to prevent, recognize, and react responsibly to child sexual abuse. The **Stewards of Children** program is designed for organizations that serve children and adolescents. Thanks to the generous funding support from the Grand Traverse Regional Community Foundation, the Traverse Bay Children's Advocacy Center is able to provide this training without charge to the District.

Employees are given the option to register for the training session that best accommodates their schedule. Please register for the training at <https://forms.gle/Ean4QeJyPNBpcRNE6> (copy and paste this link into the Google Chrome web browser). If you would prefer to verbally register, please contact Kelly Walter in Human Resources at 231-933-1713 or walterke@tcaps.net with your name, email address, and preferred training session. After you register, you will receive an email confirmation to the email provided. If you have any questions, please contact Kelly Walter.