

**LOS RIOS COMMUNITY COLLEGE DISTRICT**

**PURCHASING: (916) 568-3071 ACCOUNTING: (916) 568-3065**

**FAX: (916) 568-3145**

**PURCHASE ORDER NO 0001070957**

*PLEASE SEE REVERSE SIDE FOR SPECIAL INSTRUCTIONS, TERMS AND CONDITIONS.*

<b>Date</b> 04/08/2013	<b>Revision</b>	<b>Page</b> 1
<b>Payment Terms</b> NET 30	<b>Freight Terms</b> Shipping Point	<b>Ship Via</b> Best Metho
<b>Reference:</b> 769386 DALY POONV	<b>Location / Dept</b> 04DOGH135	

**Vendor:** 0000000634  
 CALIFORNIA STATE DEPT OF EDUCATION  
 CDE PRESS SALES OFFICE  
 1430 N STREET, #3207  
 SACRAMENTO CA 95814-5901

**Ship To:** FOLSOM LAKE COLLEGE  
 RECEIVING  
 10 COLLEGE PARKWAY  
 FOLSOM CA 95630  
 United States

**email:**

**Bill To:** 1919 Spanos Court  
 Sacramento CA 95825-3981  
 United States

**Tax Exempt?** N

Line-Sch	Item/Description	Quantity	UOM	PO Price	Extended Amt	Due Date
1- 1	IN OUR HANDS DVD ITEM # 1629	1.00	EA	25.00	25.00	04/15/2013
2- 1	TALKING POINTS DVD ITEM # 1642	1.00	EA	25.00	25.00	04/15/2013
3- 1	RESPECTFULLY YOURS DVD ITEM # 1640	1.00	EA	75.00	75.00	04/15/2013
4- 1	FLEXIBLE, FEARFUL OR FEISTY DVD ITEM # 1638	1.00	EA	75.00	75.00	04/15/2013
5- 1	SHIPPING AND HANDLING	1.00	EA	8.95	8.95	04/15/2013

QUOTE UPDATED JANUARY 2013

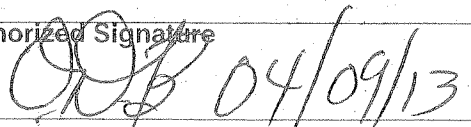
<b>Sub Total Amount</b>	208.95
<b>Sales Tax Amount</b>	16.72
<b>Total PO Amount</b>	225.67

BU	Acct	Fd	Org	Prog	Sub	Proj	Amount	BYear
GENPD	4300	12	PL.VI.AR06	22080	00000	700P	225.67	2013

Verification of this purchase order can be made using the Los Rios Community College District web site listed below. If you have any questions, please contact the Purchasing Office at (916)568-3071.

<http://www.losrios.edu/purchasing/povalidation>

All shipments, invoices, and correspondence must be identified with our Purchase Order Number. Overshipments will not be accepted unless authorized by Buyer prior to shipment.

**Authorized Signature**  


Notice to vendor: You are responsible for delivering goods and delivery documents to the Receiving Department at the site. Failure to do so will delay payment processing. Vendor is responsible for obtaining verification of delivery by authorized Receiving Room personnel. Receipt of goods by other parties and failure to obtain authorized signatures may also delay payment. NOTE: PAYMENT TERMS NET 30 MATERIAL SAFETY DATA SHEETS (MSDS) must be provided with the delivery of product as required by law.

## PURCHASE ORDER TERMS AND CONDITIONS

1. **APPLICABLE LAW:** The contract resulting from this order shall be governed by the laws of the State of California
2. **COMPLETION OF ORDERS:** LRCCD reserves the right to withhold payment until order is completed.
3. **DISCOUNTS:** Please show cash payment discount offered on your invoice in connection with any discount offered, time will be computed from date of delivery of the supplies or equipment, or from date correct invoices are received in the office specified by LRCCD if the latter date is later than the date of delivery. Payment is deemed to be made for the purpose of earning discount, on the date payment is mailed or on behalf of LRCCD.
4. **INVOICES:** Invoices shall be prepared and submitted in duplicate unless otherwise specified. Invoices shall contain Purchase order number, date, description of items, sizes and quantities, unit prices, extended totals, place and date of delivery. Invoices or vouchers not on printed bill heads shall be signed by the CONTRACTOR or person furnishing the supplies or services. Every invoice shall be properly itemized. If LRCCD has not received billing for product or services within a one year period LRCCD will not be held responsible for satisfying the debt.
5. **CHANGES:** No change or modification in terms, quantities, or specifications may be made without express authorization in writing from the LRCCD Purchasing Office and signed by the parties hereto, and no oral understanding or agreement not incorporated herein shall be binding on any of the parties hereto. If unit cost of any item exceeds the amount shown by 10% or \$250.00 whichever is less do not ship. Contact LRCCD Purchasing at the phone number provided.
6. **BILL OF LADING:** If Bill of Lading is applicable to this order, send originals to "Ship to" address and duplicate Bill of Lading with invoices to "Bill to" address. All correspondence, invoices, bills of lading, shipping memos, packages, etc., must show purchase order number. If factory shipment, advise factory to comply.
7. **TRANSPORTATION CHARGES:** Invoices for prepaid transportation charges must be supported by original receipted expense bills.
8. **FOB POINT AND FREIGHT CHARGES:** Unless otherwise specified on this order, all items shall be delivered FOB Destination. No charge for delivery, drayage, express, parcel post, packing, cartage, insurance, license fees, permits, or for any other purpose will be paid by LRCCD unless expressly included and itemized in the order. Unless otherwise shown, on "FOB Shipping Point" transactions, CONTRACTOR shall arrange for lowest cost transportation, prepay and add freight to invoice and furnish supporting freight bills if the amount exceeds \$50.00. On "FOB Shipping Point" transactions, should any shipments under this purchase order be received by LRCCD in a damaged condition and any related freight loss and damage claims filed against the carrier or carriers be wholly or partially declined with the inference that damage was the result of the act of the shipper such as inadequate packaging or loading or some inherent defect in the equipment and/or material, CONTRACTOR on request of LRCCD shall at CONTRACTOR's own expense assist LRCCD in establishing carrier liability by supplying evidence that the equipment and/or materials was properly constructed, manufactured, packaged, and secured to withstand normal transportation conditions. Shipments that are California intrastate in nature and where freight is to be borne by LRCCD shall be tendered to carriers with written instructions that rate and charges may not exceed the lowest lawful rates on file with the California Public Utilities Commission.
9. **PATENT INDEMNITY:** The CONTRACTOR shall hold LRCCD, its officers, agents and employees harmless from alleged liability of any nature or kind, including costs and attorney fees and expenses, for infringement or use of any copyrighted or uncopyrighted composition, secret process, patented or unpatented invention, article or appliance furnished or used in connection with the contract or purchase order.
10. **TAXES:** Certain articles sold to LRCCD are exempt from certain Federal excise taxes. LRCCD will reimburse the CONTRACTOR for, or pay directly, all California State and local sales and use taxes applicable to this purchase.
11. **EQUAL OPPORTUNITY EMPLOYER:** The acceptance of this purchase order by a supplier of goods and services is a certification that such supplier complies with all provisions of executive order 11246 and is an equal opportunity employer.
12. **GENERAL SAFETY ORDERS:** All materials, supplies and services sold to LRCCD shall conform to the general safety orders of the State of California. All materials, except as otherwise specified, must be new and of the best quality of their respective kinds.
13. **INDEMNIFICATION:** CONTRACTOR shall indemnify, defend and hold harmless LRCCD, its trustees, officers, agents, employees and volunteers, from any and all **claims**, demands, suits, causes of action, damages, penalties, breaches of this agreement, infringement of patent rights, costs, expenses, violations of employee occupational health and safety laws, attorney fees, losses or liability, property damage, personal injuries to or death of persons, arising out of, alleged to have arisen out of, or relating in any way to CONTRACTOR's work to be performed under this agreement, except if caused solely by the negligence of LRCCD.
14. **TERMINATION:** LRCCD may terminate this agreement and be relieved of the payment of any consideration to CONTRACTOR should CONTRACTOR fail to perform the covenants herein contained at the time and in the manner herein provided. In the event of such termination LRCCD may proceed with the work in any manner deemed proper by LRCCD. The cost to LRCCD shall be deducted from any sum due the CONTRACTOR under this agreement and the balance if any, shall be paid the CONTRACTOR upon demand.
15. **ASSIGNMENT:** Without the written consent of LRCCD, this agreement is not assignable by CONTRACTOR either in whole or in part.
16. **PUBLIC WORKS PROJECTS:** CONTRACTOR must comply with Public Contract Code.
17. **CA LABOR CODE:** Pursuant to Section 1700, and following, the CONTRACTOR shall pay not less than the prevailing rate of per diem wages as determined by the Director of the California Department of Industrial Relations. Copies of such prevailing rate of per diem wages are on file at the Business Office of the Los Rios Community College District, 1919 Spanos Court, Sacramento, CA 95825. Those copies shall be made available to any interested party upon request. The CONTRACTOR shall forfeit, as penalty to the LRCCD, Fifty Dollars (\$50.00) for each calendar day or portion thereof, for each workman paid less than the stipulated prevailing rates for any work done under the contract by him/her or by any subcontractor under him, in violation of the provisions of such Labor Code.
18. **NOTICE:** Your employees may be exposed to hazardous substances during the course of their work while on LRCCD property. For additional information on the hazardous substances that your employees may be exposed to contact the LRCCD General Services Department at (916) 568-3048.
19. **INSURANCE:** CONTRACTOR shall, at all times, maintain in full force and effect the following insurance: Workers' Compensation, Commercial General Liability, Auto Liability, and Professional Liability if licensed professional. Policy limits for each shall be at least \$1,000,000 AND \$3,000,000 AGGREGATE for bodily injury, personal injury and property damage. Any combination of General Liability and Excess Coverage can be combined to meet the Aggregate. LRCCD shall be named as an additional insured on CONTRACTOR's policies. The CONTRACTOR shall provide a certificate of insurance and required endorsements to comply with this section at least 15 days prior to commencement of work under this contract. The certificate shall state that LRCCD will be given 30 days notice of any material change or cancellation in coverage.
20. **DISQUALIFIED EMPLOYEES:** CONTRACTOR shall ensure that persons who perform services on LRCCD property have not been convicted of any felony, or any controlled substance offense or any sex offense as those terms are defined by Education Code section 87008-87010. If LRCCD determines that any person employed by CONTRACTOR to work on LRCCD property is incompetent, unfaithful, intemperate, disorderly, abusive or is otherwise unsatisfactory, CONTRACTOR shall cause that employee to be removed from working on LRCCD property immediately, and that person shall not be employed again on LRCCD property.
21. **WORK AUTHORIZATION:** Prior to LRCCD's acceptance of this Agreement, CONTRACTORs who are not U.S. citizens must provide verification of (a) work authorization status from the appropriate U.S. Department of State; (b) a copy of their U.S. visa; (c) the number of days present in the U.S.; and (d) tax treaty status. LRCCD shall not make any payments to CONTRACTOR unless CONTRACTOR holds the appropriate U.S. visa. CONTRACTOR is responsible for ensuring they are in possession of the appropriate visa.
22. **WARRANTY:** CONTRACTOR expressly warrants that all materials, goods, equipment, services, and/or labor shall conform to the requirements set forth or incorporated into this order and any applicable industry standards or requirements, shall be merchantable and free from defects in workmanship, materials and/or design (including latent defects), and shall perform as specified. CONTRACTOR further warrants that all materials, goods, equipment, services, and/or labor will be fit and sufficient for the particular purposes intended by LRCCD. Unless agreed upon otherwise between LRCCD and CONTRACTOR, the warranty period shall be the longer of: (a) any express warranty included in this service agreement; (b) one year after the materials, goods, equipment, services, and/or labor are accepted by LRCCD; or (c) any warranty period provided under any applicable California law.

# Los Rios Community College District

Page \_\_\_\_\_ of \_\_\_\_\_

## Requisition

FLC BUSINESS SERVICES

Req. No. <b>769386</b>
P.O. NO.

Vendor Code	DATE <b>2-13-13</b>
Approved	VENDOR <b>CA Dept. of Education</b>
Terms	ADDRESS <b>CDE Press Sales Office 1430 N Street, Suite 3705</b>
F.O.B.	CITY <b>Sacramento</b> STATE <b>CA</b> ZIP _____
	PHONE <b>(800) 995-4099</b> FAX _____

DELIVERY INSTRUCTIONS	
<b>04006H135</b>	
<b>04006H135</b>	
Location Code	Date Required
<b>FLC</b>	<b>ECE</b>
College/District Location	Department
<b>Instructional</b>	
Division	Date Required

ITEM	DESCRIPTION	ORDERED		AMOUNT	
		QUANTITY	UNIT	UNIT PRICE	TOTAL PRICE
	*Use additional paper if necessary and please reference requisition number. <b>DO NOT USE A SECOND REQUISITION.</b>				
1	item#1629 In Our Hands-DVD*	1	1	\$25.00	\$25.00
2	item#1642 Talking Points-DVD*	1	1	\$25.00	\$25.00
3	item#9958 Respectfully Your DVD*	1	1	\$75.00	\$75.00
4	item#1638 Flexible, Fearful or Feisty DVD*	1	1	\$75.00	\$75.00
5					
6					
7					
8					
9					
10					
11					
12					
13	*closed caption			sub total -	\$200.00
				shipping & handling -	\$8.95
				8% Sales Tax	\$16.72
				<b>Total</b>	<b>\$225.67</b>

Purchases Charged to Categorical Programs, Grants or Special Projects  
This purchase is in compliance with the requirements of \_\_\_\_\_

Program Name: **Woten** Project/Grant Number: **700P**

Program Director/Coordinator Signature: \_\_\_\_\_ For grants/special projects

Program Goal/Objective Number/Explanation: **Instructional materials**

I hereby certify the items/services listed above are to be obtained in accordance with District Regulation 8323, Section 4, Conflict of Interest, and all other applicable district, state, and federal policies, rules, regulations and laws.

REQUESTED BY: **Lisa Davis** TYPED/PRINT DATE: **2.25.13**

REQUESTED BY: \_\_\_\_\_ SIGNATURE DATE: **2.25.13**

AUTHORIZED: \_\_\_\_\_ DEAN OR AUTHORIZED SIGNATURE DATE: **3/6/2013**

APPROVED: \_\_\_\_\_ VICE PRESIDENT, ADMINISTRATION DATE: \_\_\_\_\_

GENERAL / 4300 / 12 / FL-VI. ARCO					
Bus. Unit	Account*	Fund	Org		
22080	100000	12013	700P	\$	225.67
Program	Sub-Class	BY	Proj/Grnt	Amount	
/	/	/	/		
Bus. Unit	Account*	Fund	Org	\$	
/	/	/	/		
Program	Sub-Class	BY	Proj/Grnt	Amount	
* Asset Location - For equipment purchases over \$200 (Accounts 6490, 6495 and computers) complete the area below indicating the final location where equipment will be housed.					
Location Code			Dept.		
Building			Room No.		

Instructions on Reverse



# MODULE I

## Social-Emotional Growth and Socialization

<i>Title</i>	<i>Item no.</i>	<i>Quantity</i>	<i>Price</i>	<i>Total</i>
<b>Audiovisual Materials</b>				
DVD (Each DVD includes a booklet in the same language as the DVD.)				
First Moves (1988)	1636		\$75.00	\$
Los primeros pasos (1988)	1637		75.00	
Flexible, Fearful, or Feisty (1990)	1638		75.00	X
Flexible, cauteloso, o inquieto (1990)	1639		75.00	
Getting in Tune (1990)	1644		75.00	
Llevar el compás (1990)	1645		75.00	
<b>Print Materials</b>				
<b>Caregiving Guides</b>				
A Guide to Social-Emotional Growth and Socialization (Second edition) (2011)	1711		\$18.00	
Una guía para el crecimiento socioemocional y la socialización (2005)	1606		18.00	
Module I Trainer's Manual (1993)	1084		25.00	
Manual pedagógico, Módulo I: El crecimiento socioemocional y la socialización (2007)	1660		25.00	
<b>DVD Booklets (in packages of 50)</b>				
First Moves	9960		\$23.00	
Los primeros pasos	9736		23.00	
Flexible, Fearful, or Feisty	9956		23.00	
Flexible, cauteloso, o inquieto	9737		23.00	
Getting in Tune	9957		23.00	
Llevar el compá	9738		23.00	
<b>MODULE I: SOCIAL-EMOTIONAL GROWTH AND SOCIALIZATION</b>				
<b>PACKAGE—\$239</b>				
Price includes 3 DVDs, 3 accompanying booklets, 1 caregiving guide, and 1 trainer's manual.				
English DVDs, guides, manual	9696		\$239.00	
Spanish DVDs, guides, manual	9695		239.00	
SUBTOTAL				\$



## MODULE II Group Care

<i>Title</i>	<i>Item no.</i>	<i>Quantity</i>	<i>Price</i>	<i>Total</i>
<b>Audiovisual Materials</b>				
DVD (Each DVD includes a booklet in the same language as the DVD.)				
It's Not Just Routine (Second edition) (2000)	1648		\$75.00	\$
No es sólo una rutina (Segunda edición) (2000)	1649		75.00	
Respectfully Yours (1988)	1640		75.00	
Con respeto (1988)	1641		75.00	
Space to Grow (Second edition) (2004)	1646		75.00	
Un lugar para crecer (Segunda edición) (2004)	1647		75.00	
Together in Care (1992)	1632		75.00	
Unidos en el corazón (1992)	1633		75.00	
<b>Print Materials</b>				
<b>Caregiving Guides</b>				
A Guide to Routines (Second edition) (2000)	1510		\$18.00	
Una guía para las rutinas cotidianas del cuidado infantil (Segunda edición) (2004)	1602		18.00	
A Guide to Setting Up Environments (Second edition) (2009)	1701		18.00	
Una guía para crear los ambientes del cuidado infantil (2006)	1614		18.00	
Module II Trainer's Manual (1993)	1076		25.00	
Manual pedagógico, Módulo II: El cuidado infantil en grupo (2007)	1661		25.00	
<b>DVD Booklets (in packages of 50)</b>				
It's Not Just Routine (Second edition)	9724		\$23.00	
No es sólo una rutina (Segunda edición)	9723		23.00	
Respectfully Yours	9958		23.00	
Con respeto	9740		23.00	
Space to Grow (Second edition)	9709		23.00	
Un lugar para crecer (Segunda edición)	9710		23.00	
Together in Care	9873		23.00	
Unidos en el corazón	9742		23.00	
<b>MODULE II: GROUP CARE PACKAGE—\$319</b>				
Price includes 4 DVDs, 4 accompanying booklets, 2 caregiving guides, and 1 trainer's manual.				
English DVDs, guides, manual	9694		\$319.00	
Spanish DVDs, guides, manual	9693		319.00	
SUBTOTAL				\$

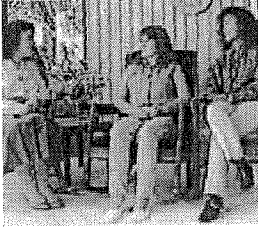


## MODULE III

### Learning and Development

Title	Item no.	Quantity	Price	Total
<b>Audiovisual Materials</b>				
DVD (Each DVD includes a booklet in the same language as the DVD.)				
The Ages of Infancy (1990)	1634		\$75.00	\$
Las edades de la infancia (1990)	1635		75.00	
Discoveries of Infancy (1992)	1623		75.00	
Descubrimientos de la infancia (1992)	1624		75.00	
Early Messages (1998)	1625		75.00	
El comenzar de la comunicación (1998)	1626		75.00	
The Next Step (2004)	1621		75.00	
El siguiente paso (2004)	1622		75.00	
<b>Print Materials</b>				
<b>Caregiving Guides</b>				
A Guide to Cognitive Development and Learning (Second edition) (2012)*	1732		\$18.00	
Una guía para el desarrollo cognitivo y el aprendizaje (2006)	1616		18.00	
A Guide to Language Development and Communication (Second edition) (2011)	1712		18.00	
Una guía para el desarrollo del lenguaje y la comunicación (2006)	1608		18.00	
Module III Trainer's Manual (1993)	1108		25.00	
Manual pedagógico, Módulo III: Aprendizaje y desarrollo (2007)	1662		25.00	
<b>DVD Booklets (in packages of 50)</b>				
The Ages of Infancy	9954		\$23.00	
Las edades de la infancia	9732		23.00	
Discoveries of Infancy	9874		23.00	
Descubrimientos de la infancia	9733		23.00	
Early Messages	9747		23.00	
El comenzar de la comunicación	9734		23.00	
The Next Step	9715		23.00	
El siguiente paso	9697		23.00	
<b>MODULE III: LEARNING AND DEVELOPMENT PACKAGE—\$319</b>				
Price includes 4 DVDs, 4 accompanying booklets, 2 caregiving guides, and 1 trainer's manual.				
English DVDs, guides, manual	9692		\$319.00	
Spanish DVDs, guides, manual	9691		319.00	
SUBTOTAL				\$

\*Second edition expected in fall 2012. Limited quantities of the first edition (1995, item no. 1055) are available for purchase.



## MODULE IV

### Culture, Family, and Providers

<i>Title</i>	<i>Item no.</i>	<i>Quantity</i>	<i>Price</i>	<i>Total</i>
<b>Audiovisual Materials</b>				
DVD (Each DVD includes a booklet in the same language as the DVD.)				
Essential Connections (1993)	1627		\$75.00	\$
Relaciones indispensables (1993)	1628		75.00	
Protective Urges (1996)	1630		75.00	
El instinto protector (1996)	1631		75.00	
<b>Print Materials</b>				
<b>Caregiving Guides</b>				
A Guide to Creating Partnerships with Families (Second edition) (2010)	1705		\$18.00	
Una guía para establecer relaciones de colaboración con las familias (2006)	1615		18.00	
A Guide to Culturally Sensitive Care (1995)	1057		18.00	
Una guía para el cuidado infantil culturalmente sensible (2006)	1617		18.00	
Module IV Trainer's Manual (1995)	1109		25.00	
Manual pedagógico, Módulo IV: La cultura, la familia y los proveedores (2007)	1663		25.00	
<b>DVD Booklets (in packages of 50)</b>				
Essential Connections	9869		\$23.00	
Relaciones indispensables	9735		23.00	
Protective Urges	9778		23.00	
El instinto protector	9739		23.00	
<b>MODULE IV: CULTURE, FAMILY, AND PROVIDERS</b>				
<b>PACKAGE—\$189</b>				
Price includes 2 DVDs, 2 accompanying booklets, 2 caregiving guides, and 1 trainer's manual.				
English DVDs, guides, manual	9690		\$189.00	
Spanish DVDs, guides, manual	9689		189.00	
<b>Supplemental Materials to Module IV</b>				
<b>DVD (Each DVD includes a booklet.)</b>				
Talking Points for Essential Connections — English (1998)	1643		\$35.00	
Talking Points for Protective Urges — English (1998)	1642		25.00	
<b>DVD Booklets (in packages of 50)</b>				
Talking Points for Essential Connections — English	9744		\$23.00	
Talking Points for Protective Urges — English	9743		23.00	
SUBTOTAL				\$

# Additional Materials

Title	Item no.	Quantity	Price	Total
<b>PITC Audiovisual Materials</b>				
DVD (includes a booklet)				
In Our Hands — English (1997)	1629		\$25.00	\$
<b>PITC Print Materials</b>				
The Family Child Care Supplement to Trainer's Manual Modules I-IV (2007)	1683		25.00	
Addendum to Trainer's Manuals I, II, III, IV: Spanish Handouts/Transparencies	1679		25.00	
DVD Booklets (in packages of 50)				
In Our Hands — English (1997)	9749		23.00	
<b>Materials from the California Department of Education</b>				
California Infant/Toddler Learning and Development Foundations (2009)	1693		17.95	
Fundamentos del aprendizaje y el desarrollo infantil de California (2010)	1709		17.95	
California Infant/Toddler Learning and Development Foundations DVD (2009)	1700		29.95	
Infant/Toddler Learning and Development Program Guidelines (2006)	1619		19.95	
Guias para programas de aprendizaje y desarrollo infantil (2010)	1707		19.95	
Infant/Toddler Learning and Development Program Guidelines DVD (2009)	1690		29.95	
Infant/Toddler Learning and Development Program Guidelines: The Workbook (2009)	1691		35.00	
Guidelines for Early Learning in Child Care Home Settings (2010)	1699		21.95	
Inclusion Works! Creating Child Care Programs That Promote Belonging for Children with Special Needs (2009)	1689		19.95	
New Perspectives on Infant/Toddler Learning, Development, and Care (DVD) (2006)	1665		29.00	
California Infant/Toddler Curriculum Framework (2012)	1723		18.95	

SUBTOTAL	\$
California residents add sales tax.	
Shipping and handling charges (See chart.)	
<b>TOTAL</b>	<b>\$</b>

**To order, call: 1-800-995-4099** From outside the United States: 916-445-1260

Web site: <http://www.cde.ca.gov/re/pn/rc/>

Business hours: Monday-Friday, 8 a.m. to 4:30 p.m. PST

NAME/ATTENTION \_\_\_\_\_

ADDRESS \_\_\_\_\_

CITY \_\_\_\_\_ STATE \_\_\_\_\_ ZIP CODE \_\_\_\_\_

COUNTY \_\_\_\_\_ DAYTIME TELEPHONE \_\_\_\_\_

**PAYMENT METHOD:**

- VISA
- MASTERCARD
- CHECK (Payable to California Department of Education)
- PURCHASE ORDER

\_\_\_\_\_  
CREDIT-CARD NUMBER

\_\_\_\_\_  
EXPIRATION DATE

\_\_\_\_\_  
AUTHORIZED SIGNATURE

**SHIPPING CHARGES**

Number of Items	Shipping Charge
1-50	\$4.95 per order plus \$1.00 per item
51+	Call 1-800-995-4099 for discounted rate

All orders to be delivered within the continental United States are shipped via ground service unless expedited shipping is requested. Additional charges apply on shipments to Alaska and Hawaii.

**ADDITIONAL NOTES:**

- Shipping and handling charges for complete modules are \$5.95 per module.
- Please do not send cash.
- Orders placed from outside the United States must be paid with a Visa or MasterCard; no other forms of payment are accepted. Please call for shipping rates.
- Mail orders from U.S. customers must be accompanied by a check, purchase order, or a Visa or MasterCard credit-card number (including expiration date and signature).
- Purchase orders without checks are accepted from educational institutions, businesses, and government agencies. Purchase orders may be faxed to 916-323-0823.
- Stated prices are subject to change.
- Please order carefully; include correct item number and quantity for each product ordered.
- All sales are final.

Mail completed order form to:  
**California Department of Education**  
**CDE Press Sales Office**  
**1430 N Street, Suite 3705**  
**Sacramento, CA 95814-5901**



# The Program for Infant/Toddler Care

## Price List and Order Form



### MODULE I

#### Social-Emotional Growth and Socialization

##### DVDs and Booklets

First Moves:  
Welcoming a Child to a New Caregiving Setting

Flexible, Fearful, or Feisty:  
The Different Temperaments of Infants and Toddlers

Getting in Tune:  
Creating Nurturing Relationships with Infants and Toddlers

##### Print Materials

Infant/Toddler Caregiving:  
A Guide to Social-Emotional Growth and Socialization (Second edition)

Trainer's Manual



### MODULE II

#### Group Care

##### DVDs and Booklets

It's Not Just Routine:  
Feeding, Diapering, and Napping Infants and Toddlers (Second edition)

Respectfully Yours:  
Magda Gerber's Approach to Professional Infant/Toddler Care

Space to Grow:  
Creating a Child Care Environment for Infants and Toddlers (Second edition)

Together in Care:  
Meeting the Intimacy Needs of Infants and Toddlers in Groups

##### Print Materials

Infant/Toddler Caregiving: A Guide to Routines (Second edition)

Infant/Toddler Caregiving: A Guide to Setting Up Environments (Second edition)

Trainer's Manual



### MODULE III

#### Learning and Development

##### DVDs and Booklets

The Ages of Infancy:  
Caring for Young, Mobile, and Older Infants

Discoveries of Infancy:  
Cognitive Development and Learning

Early Messages:  
Facilitating Language Development and Communication

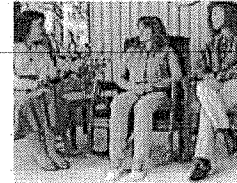
The Next Step:  
Including the Infant in the Curriculum

##### Print Materials

Infant/Toddler Caregiving:  
A Guide to Cognitive Development and Learning (Second edition)

Infant/Toddler Caregiving:  
A Guide to Language Development and Communication (Second edition)

Trainer's Manual



### MODULE IV

#### Culture, Family, and Providers

##### DVDs and Booklets

Essential Connections:  
Ten Keys to Culturally Sensitive Child Care

Protective Urges:  
Working with the Feelings of Parents and Caregivers

##### Print Materials

Infant/Toddler Caregiving:  
A Guide to Creating Partnerships with Families (Second edition)

Infant/Toddler Caregiving:  
A Guide to Culturally Sensitive Care

Trainer's Manual

##### Supplemental Material

##### DVDs and Booklets

Talking Points for Essential Connections  
Talking Points for Protective Urges



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Each module includes DVDs, booklets, caregiving guide(s), and a trainer's manual. All modules are available in English and Spanish. Additional PITC materials and other infant/toddler items available from the California Department of Education are listed on the last page of this order form.