



Training Policies Effective January 1, 2006

- The Division of Child Development has approved all trainings.
- All trainings are \$5.00 each unless otherwise specified.
- Please call Dianne or Nann at **985-2676** to verify training availability. Training registration forms must be completed (available at www.stokespfc.com) and sent with payment.
- Make checks payable and send with registration form to:
Stokes Partnership for Children
Attn: Training
P.O. Box 2319
King, NC 27021
- Any training fees will have to be received in the CCR&R office by 5:00pm 2 (two) business days prior to the scheduled date of the class. (i.e. Fee for Thursday training must be received by 5:00pm on Tuesday)
- Participants must pre-pay. Money will no longer be accepted at the training.
- If you are a no-show...no refunds will be given. (Substitutions are allowed if requested in advance.)
- If you arrive 15 minutes late or later, you can stay for the class, but you will not receive training credits.
- If you are not able to attend, and you call by 5:00pm the day before the scheduled training, your fee will be credited toward another class.
- If you don't call to cancel, the fee will be considered a donation for the cost of printing and staff preparation time.
- Upon "completion" of each training, each participant will receive a certificate of DCD approved credit hours.
- We love your children, but children are not allowed to attend trainings.
- And last but certainly not least...
Unprofessional, disruptive or rude behavior of any participant will be addressed with the individual, as well as the director of the center represented. (Examples include: talking while presenter is talking, cell phone usage, etc.) If the behavior continues, you will be asked to leave and no credit hours given for the class.