



**KidSource Child Care Resource & Referral
Training Policies
Effective January 1, 2012**

The Division of Child Development and Early Education (DCDEE) has approved all trainings. A certificate will be awarded upon completion of the session. Duplicate or replacement certificates are available for \$3.00.

All trainings are \$7.00 each unless otherwise specified. Please visit www.stokespfc.com to view training calendar and access registration form.

Reserving Slots: Please call **985-2676** to verify training availability. Your slots are not guaranteed until the registration fee has been received. Training registration forms **MUST** be completed (available at www.stokespfc.com) and sent with payment. You will be registered when we receive your completed registration form(s) along with payment. **We cannot accept registration by phone.**

Make checks or money orders payable to and send with registration form to:

**Stokes Partnership for Children
P.O. Box 2319
King, NC 27021**

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) **No refunds will be given.** Credit for another workshop will be given only for emergency cancellations when we are notified by 5:00pm the day **before** the scheduled training. (Substitutions are allowed if requested in advance.) Workshop credits must be used within one year of date issued (they may be transferred to another individual, but original owner must notify SPC). No registrations will be accepted within 24 hours of the training.

You will be called only if the workshop is canceled or is too full to accept your registration in which case payment will be returned to you.

Participants must pre-pay, **registrations fees cannot be accepted at the trainings.**

Late Arrivals - Participants should be on time to receive full-credit. Participants arriving more than 15 minutes late or leaving more than 15 minutes early will not be given credit unless previously approved by the CCR&R Coordinator.

If you arrive 15 minutes late or later, you may stay for the class, but you will not receive training credits.

Child Care - We love your children, but children are not allowed in the workshops due to lack of adequate space or supervision. We want participants to be able to focus full attention on the professional development activities. Participants arriving with children will not be admitted to workshops. It will be indicated in the workshop description for those occasional workshops when child care is available.

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.

Training Locations - Unless otherwise noted, all trainings are held in the Stokes Partnership for Children conference room.