



Child Care Resource & Referral

Training Policy

Effective July 1, 2010

- The Division of Child Development has approved all workshops.
- All workshops are \$5.00, unless otherwise specified.
- Workshop registration forms **must** be completed (available at www.dcpfc.org) and sent with payment.
- Any workshop fees will have to be received in the CCR&R office by 4:30pm, two (2) business days prior to the scheduled date of the class. (I.e. Fee for Tuesday workshop must be received by 4:30pm on Friday & fee for Thursday workshop must be received by 4:30pm on Tuesday).
- If you are a no-show..... **NO REFUNDS** will be given.
- If you are unable to attend, and you call by 4:30pm the day **BEFORE** the scheduled workshop, your fee can be credited toward another class or if you are out of work SICK, and it will be verified with your center director, you can have the fee credited toward another workshop.
- If you don't call to cancel, the fee will be considered a donation for the cost of printing and staff preparation time.
- We love our children, but due to space and supervision, children are NOT allowed to workshops.
- And last but certainly not least....

Unprofessional, disruptive or rude behavior will not be tolerated. These issues will be addressed with the individual, as well as the director of the center represented. (Examples include: talking while the presenter is talking, cell phone usage, etc.) If this behavior continues, you will be asked to leave and **NO** credit hours will be given for the class.
- Upon "completion" of each workshop, each participant will receive two (2) copies of their certificate, one for the individual and one for the facility. We encourage teachers to keep a copy of their workshop certificates since there is a fee of \$1.00 (per copy) to reprint them.



Child Care Resource and Referral Workshop Procedures

- To register for a workshop, please complete the following form and mail it, along with payment, by the registration deadline.
- One form must be completed for **EACH** workshop.
- Unless otherwise noted, all workshops will be held at Duplin County Partnership for Children.
- **NO PHONE** registrations, unless specified for a particular workshop/event.
- If you arrive at a workshop without being registered you **will not** be admitted nor will you receive credit hours.
- Workshop session will close 15 minutes after start time; **NO ONE** will be admitted after that time. Division of Child Development requires that we give one (1) hour credit for one (1) hour workshop. Allowing people to enter late is also disruptive to the trainer and the participants.
- If the workshop is cancelled by CCR&R, for any reason, you will receive a workshop credit voucher. CCR&R reserves the right to cancel workshops with fewer than 10 paid registrations received by the deadline date. Cancellation decisions will be made on the deadline date, and you will be notified by telephone.
- If a last minute cancellation must be made due to a severe weather or other emergency, an attempt will be made by CCR&R to notify you as soon as possible. **This is why it is important that you provide a home, work or cell number.**
- Should a workshop be full when we receive your registration, we will call you and give you the option of applying the fee toward another workshop.
- Please sign-in yourself **ONLY** and sign- in using the same name that appears on the registration form and that will appear on the workshop certificate.
- We will follow the local County School System cancellation for inclement weather.
- Mail registration forms and payments to:
Duplin County Partnership for Children
Attention: Toni Hudson, Training Specialist
P O Box 989
Kenansville, NC 28349



Training Registration Form

Please print clearly

Title of Workshop: _____

Date of Workshop: _____

Name of Center or Home: _____

Facility Number: _____

Name(s) of Participant(s)	Daytime Phone	Evening Phone
1.		
2.		
3.		
4.		

Cost of workshop per participant: \$ _____

Total amount sent: \$ _____

(If more than 4 participants complete additional forms)

Registrations that are mailed after the deadline will only be accepted if there is space available. No registrations will be accepted within 24hours of a workshop. You are automatically registered when we receive your completed form(s), along with payment. You will receive a phone call giving you confirmation that all documents have been received. (Cashier checks or money order made payable to DCPC) **NO PERSONAL CHECKS WILL BE ACCEPTED**

- Make copies of this form for future use
- **Please call Toni Hudson at (910) 296-2000 with any questions**

Duplin County Partnership for Children will post the 2011-2012 training schedule as soon as it comes available.