

EARLY LEARNING COALITION OF OSCEOLA COUNTY

STAFF DEVELOPMENT REGISTRATION & ATTENDANCE

ITEM: 220A.03

EFFECTIVE DATE: 7-1-05

REVISED: 01-11-10

Page 1 of 2

POLICY STATEMENT

In order to maximize training space and training resources, pre-registration and associated fees will be required for each staff development opportunity sponsored by the Coalition.

PROCEDURE

1. Training Registration

- A. Class participants must pre-register for all Coalition-sponsored staff development initiatives by completing and submitting a Training Registration Form for each class and/or series that they wish to attend. Multiple registrants may be registered on one form.
- B. The Training Registration Form and Credit Card Authorization Form may be downloaded from the Coalition's website (www.elcosceola.org) or may be requested from the Coalition or its respective contractors (4C, Osceola County Schools Pre-K).
- C. Registrants may mail or hand deliver the Training Registration Form and check/money order to the Early Learning Coalition of Osceola County at 1631 E. Vine Street, Suite E, Kissimmee, FL 34744 or they may fax the Training Registration Form with the Credit Card Authorization Form to (407) 933-5012. Registrants are encouraged to submit their Training Registration Form at least one week prior to the training and/or class series start date and to retain a copy of their Training Registration Form if it is mailed. Registration is not considered complete until the Training Registration Form and payment is received.
- D. Training registrants will receive a *Registration Receipt* to confirm acceptance into the training with directions to the training location if 1) space is available; and 2) the Training Registration Form and check/money order are completed properly, sent to the correct location, and received on time.
- E. If the class is filled or the registration arrives late, checks/money orders will be returned.

2. Method of Payment

- A. Check, money order, or credit card is the only acceptable form of training registration payment. Cash will not be accepted. Registration fees are non-refundable but may be transferable if written notification is received by the Coalition within 72 hours of the class/series start date.
- B. A \$15.00 fee will be charged on all checks returned for insufficient funds.
- C. Child care providers will not be considered for quality initiative incentives and/or staff development opportunities until any debt owed to the Coalition is paid in full.

3. Staff Development Class/ Series Attendance & Conduct

- A. Class participants are encouraged to bring their *Registration Receipt* to the training in the event that it is requested by the facilitator as proof of registration and to receive a training certificate.
- B. Walk-ins on the day of the class are not allowed and will be turned away, unless special arrangements have been made.
- C. Registrants that do not receive their *Registration Receipt* at least 72 hours before the class/series start date must contact the Coalition office (407-933-5353) to attain the necessary documentation and information for the class.
- D. The Coalition will accept the transfer or substitution of registered participants, if notified in writing within 72 hours of the class start/series start date.
- E. Participants must arrive on time to receive any applicable in-service and/or CEU hours. In-service and CEU hours will not be given if you arrive late or leave early.

EARLY LEARNING COALITION OF OSCEOLA COUNTY

STAFF DEVELOPMENT REGISTRATION & ATTENDANCE

ITEM: 220A.03

EFFECTIVE DATE: 7-1-05

REVISED: 01-11-10

Page 2 of 2

- F. To maximize the learning experience for all participants, children are not allowed at Coalition-sponsored trainings and events. Because child care is not offered, participants bringing children to a class will be asked to leave.
- G. Disruptive and/or non-participative behavior at any Coalition-sponsored staff development initiative will not be tolerated. Participants that are found to be disruptive, at the discretion of the facilitator, will be asked to leave the class and/or class series accordingly.

4. Miscellaneous

- A. All early learning materials received as part of Coalition-sponsored staff development initiatives must be used as intended. Participants that drop out or that are asked to leave a Coalition-sponsored staff development initiative, for whatever reason, are required to return any early learning materials received as part of their participation in that respective initiative.
 - B. Additional limitations stated in the School Readiness Provider Eligibility Determination Policy (408A.01) may be enforced at will.
 - C. Participation in the Coalition's quality initiatives may be contingent upon the participating early learning provider's compliance with their School Readiness Provider Agreement and/or their Statewide VPK Provider Agreement.
-

PARTIES AFFECTED

All Child Care Providers attending staff development and training opportunities sponsored by the Early Learning Coalition (ELC) of Osceola County including those provided by Community Coordinated Care for Children (4C), and/or the School District of Osceola County in conjunction with Early Learning contract requirements.

ASSOCIATED DOCUMENTS / FORMS

Training Registration Form

Credit Card Authorization Form

Professional Development Reimbursement Form

School Readiness Provider Eligibility Determination Policy (408A.01)