

# COMMUNITY CHILD CARE CLEARINGHOUSE OF NIAGARA TRAINING POLICIES

- Registration and payment prior to training is mandatory.
- The number of required registrations must be received, complete with payment, prior to the date of the class or the class will be cancelled.
- The Community Child Care Clearinghouse of Niagara reserves the right to cancel scheduled child care training when necessary. Payment will be refunded.
- Checks for training must be made payable to:  
Niagara Community Action Program, Inc.  
A \$38.50 fee will be required for returned checks.
- Training fees are non-refundable.
- If payment is made with an Educational Incentive Program (EIP) Award, it must be received prior to the training or the provider must pay with cash or check made out to Niagara Community Action Program, Inc. The Community Child Care Clearinghouse of Niagara will reimburse for EIP awards submitted following trainings, provided they are submitted within the time limits as required by the EIP program.
- If payment is made with a coupon, the coupon must accompany the registration form. The coupon must have a non-expired date.
- Participants arriving late for training will not be admitted.  
Fees will not be refunded to late arrivals.
- There is a \$5.00 charge to replace lost training certificates.
- Upon request, training database records will be given to the provider or to representatives of the New York State Office of Children and Family Services.
- For training at a child care facility, a fee commensurate with the current training fee per person will be charged by the Community Child Care Clearinghouse of Niagara to train ten or more child care employees. This fee is nonrefundable and nontransferable. Payment or proof of payment must be received one week prior to the training. Checks should be made payable to Niagara Community Action Program, Inc.
- The number of required participants does not apply to a training that is mandated by the New York State Office of Children and Family Services in order to bring a program into compliance with a corrective action plan.

Revised 5/4/2017

