

COMMUNITY CHILD CARE CLEARINGHOUSE OF NIAGARA TRAINING CLASS POLICIES

- Registration and payment prior to the date of the training class is mandatory.
- The number of required registrations must be received, complete with payment (or notification of registration and proof of 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 or money orders for training must be made payable to Niagara Community Action Program, Inc.**
- A \$40.00 fee will be required for returned checks.
- Training class 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, money order or check made out to Niagara Community Action Program, Inc.* The Community Child Care Clearinghouse of Niagara will reimburse participants for EIP awards submitted following training classes, provided applications for reimbursement 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 classes will not be admitted.
- Training class fees will not be refunded to late arrivals.
- 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 or to bring a program into compliance with a corrective action plan, there will be a set fee, per class, charged by the Community Child Care Clearinghouse of Niagara to train child care employees. This fee is non-refundable and non-transferrable. Payment or proof of payment must be received one week prior to the training. **Checks or money orders should be made payable to Niagara Community Action Program, Inc.**

NOTE:

At this time, training classes will be conducted using social distancing safety protocols along with using face coverings to comply with the current public mandate. Class registration is limited to a maximum of ten (10) participants. The Community Child Care Clearinghouse of Niagara is taking every precaution to maintain safe social distancing and sanitation procedures to ensure all child care programs have the opportunity to maintain regulatory compliance during these challenging times and to offer on-site trainings as an alternative to virtual classes. Please contact our office at (716) 285-8572 ext. 115 for more information.