

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.
- Cash, checks and money orders are accepted for training. Checks must be made payable to Niagara Community Action Program, Inc.
- A \$45.00 fee will be required for returned checks.
- Training class fees are non-refundable.
- If payment is made with an Educational Incentive Program (EIP) Award, the award must be received prior to the training or *the provider must pay with cash, money order or check made payable to Niagara Community Action Program, Inc.* The Community Child Care Clearinghouse of Niagara will reimburse participants for EIP awards received 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. Coupons must be for the full cost of the class or supplemented by check, cash or money order. The coupon must have a non-expired date.
- Family/Group Family and Legally Exempt providers may use CSEA/VOICE funds for their CPR/First Aid training. Visit <https://voiccecsea.org/training/> for more information.
- Participants arriving more than 5 minutes 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 date of the training. Cash, checks and money orders are accepted for training (Checks must be made payable to Niagara Community Action Program, Inc.)