

## Child Care Resource & Referral, Inc. (CCR&R) Training & Registration Policies

Revised 5/12/22



Please review the information below. By completing registration, you are agreeing to CCR&R's terms and conditions. Click on the button to complete your registration and submit payment (if applicable). Please review all policies carefully.

### Training Enrollment:

- All fees must be paid before the registration is approved and complete. Registrations that are “pending” or “abandoned” are not accepted as a complete registration until payment is submitted.
- Class size is limited, please enroll early. You should consider yourself enrolled in the class once CCR&R has received your registration form, fees, and you have received a confirmation email from our agency.

### Student's Responsibility:

- The Student is responsible for remembering the time, date and place of the class registered for.
- It is the Student's responsibility to be in attendance during the all of the dates and times training is scheduled for.
- The student assumes the responsibility for the printing of all course handouts and materials in a virtual or online training.
- In order to participate in a virtual or online training you will need reliable internet access and a computer, laptop or tablet with audio and video capabilities to be able to participate in the classes.
- All classes have an attendance requirement. Students that do not meet this requirement will not be able to complete the class. Refunds for non-completion due to attendance are not given.
- Students that do not complete or pass the class assignments or test will need to re-register & pay the full class fee.
- Professional and courteous respect for the instructor and fellow students is required.
- Disruptive students will be asked to leave the class and will not receive any refunds or class credit.
- No electronic device is to be used during class (i.e. cell phone, tablets, recording device, etc.). Usage of cell phone should be for emergencies only.
- No children, animals, or visitors are allowed in class. Please notify our office and the instructor if a translator or service animal is assisting you.
- We encourage participants to make CCR&R aware of any modifications needed prior to the start of the class. Some of the ways we support diverse needs include and are not limited to: Virtual training technical assistance, providing additional materials or resources, modifications to activities, meeting with the participant prior to the training to discuss their needs and how those needs can best be met.

### Changes and Cancellations:

- If necessary, CCR&R reserves the right to change the location of a class at any time.
- CCR&R will determine 48 hours (2 business days) before the start date if it has met the minimum capacity to run the class. Training cancellations are listed on the CCR&R Facebook page as well as listed on our website: [www.ccrfoxvalley.org](http://www.ccrfoxvalley.org)
- CCR&R reserves the right to cancel a class at any time due to low enrollment. In that case, registered students will be notified by e-mail and other arrangements will be made.