



Alexander County Partnership for Children Training Procedures

DATE: July 1, 2011

- A training calendar will be made available online in July of each year.
- Quarterly calendars will be sent out to remind child care providers of upcoming trainings.
- Only the individual child care provider can sign up for the training.
- Registration can be done by calling the ACPC and/or leaving a message on the training extension.
- If a child care provider does not give 24 hour notice when canceling registration for the training a no show fee will be assessed for the next training they register for. The fee will be \$5.00 for a 2 hour training and \$15 for all trainings 2.5+hrs. CPR/First Aid no show fee is \$20. No show fees are assessed for the next registered training regardless of the number of hours. Example: Child care provider is a no show to CPR/First Aid. A \$20 fee is assessed when the provider registers for 2 hour training.
- Out of county providers may attend trainings at the cost of \$5.00 for 2 hour training.
- CPR/First Aid registrations are as follows based on CPR/First Aid Policy and Procedure: The director/staff of a child care center or owner/operator of the family child care home will contact the CCR&R Coordinator at ACPC to register staff for training. Name of the employee, center employed, and contact information will be provided. Once the individual is scheduled a 24 hour notice of cancellation is required. Individuals who do not adhere to this request will be assessed at \$20 no show fee.

Individuals who are not employed in a licensed child care facility but are in the licensing process along with preschool employees at an unlicensed child care facility will be allowed to participate in CPR/First Aid training but must pay a \$20 fee to ACPC. The ACPC Fiscal Manager is responsible for collecting this money prior to the training and providing a receipt. Individuals who are employed outside licensed child care and interested in attending CPR and/or First Aid training will be referred to an outside agency. Out of county registrations for CPR/First Aid will not be accepted since this training is funded by United Way of Alexander County.

- On site trainings are limited to two per year per child care center. To qualify for an on-site training a minimum of 10 child care providers must participate. To request an on-site training contact the ACPC Executive Director.