



Professional Development Terms and Conditions

Registration Policy

Who Should Register?

Early Learning Coalition of Florida's Gateway School Readiness and Voluntary Prekindergarten Providers are given priority. Some trainings may be limited to certain participants for the purpose of a quality initiative. This information will be stipulated in the training announcement.

Anyone outside of ELCFG's service area (Columbia, Hamilton, Lafayette, Suwannee and Union County) will need an invitation to participate when space is available.

When Should I Register?

Class sizes are limited! As early as possible, our classes are small and fill quickly; we recommend you register as soon as possible to get your class of choice. If the class is already full you can register to be on the waiting list, if the instructor has made it available. Not all classes will have a waiting list. We occasionally receive cancellations and you may be able to get into a class at the last minute. Participants are not allowed to register for two classes that are going on at the same time.

Cancellations

Participants that register for classes are kindly asked to cancel their registration as far in advance as possible, so that slots can be used by another participant. Please be considerate of others. Classes will automatically close 5 days before the training date; we ask you cancel prior to the registration deadline to enable others to register in your place.

VERY IMPORTANT

The NO-SHOW participants will be monitored. When a participant has 3 no-shows within the fiscal year, that participant will be placed on a probationary status for training for the remainder of the year and will not be able to attend trainings.

Payment Details

If there is a charge for the class, you must make your payment within 3 days of the date you register. Forms of payment acceptable are: business check, money order, or cash. No personal checks, debit/credit card payments will be accepted. All registration fees are non-refundable.

Materials Fees & Supplies

If there are material fees or costs to the participant, you will be notified on the training event page. All material fees must follow the *Payment Details* Policy above. Material fees and costs are non-refundable. If you purchase materials and cancel or are a no-show, you may pick up your purchased materials at the ELCFG office. You must contact the trainer and arrange pick up within 10 days of the training event.

Guests

Guests are not allowed to attend trainings, unless they have been invited as part of the event.

Also, no children are allowed to attend trainings. These trainings are for adult learners only.



Accessibility

Some of our classes may require you to sit on the floor, be active, etc. Please notify the trainer if you are unable to participate in this manner.

Privacy of the Learner

It is the policy of the Early Learning Coalition of Florida's Gateway, Inc. to maintain your privacy and information contained in any of our training records. Only the learner will have access to their personal information unless they give their permission to their supervisor.

We do not share or sell any part of the personal information that you have provided to us. Occasionally we will email you to inform you of special events, news, and class schedule information. If at any time, you decide that you do not want to receive emails from us, you can let us know by following the opt-out instructions at the end of each email. You can also notify us by email at info@elcgateway.org.

Attendance Requirements

Attendance requirements are made known to the participants in advance on the training event page. These attendance requirements are strictly enforced. **There are no exceptions.**

In any training event, the participants must complete 90% of the training to receive CEUs.

Learners' Responsibilities

- Employed by a School Readiness or Voluntary Prekindergarten Program or invited by ELCFG by an affiliated partner
- Follow registration process and policies.
- Follow attendance requirements as stated on training event announcement
- Be courteous to others during the training event
- Be active participants during the training event
- Each Learner must complete the course assessment for credit
- Each learner must complete the Class Evaluation Survey for credit
- Each learner requesting CEUs must complete any implementation assignments required by the trainer