



Guidelines for Coalition Training and Training Fees

All Coalition-sponsored trainings will have a fee. Fees will be either \$10 or \$25 depending on the length of the training. Please read these instructions carefully.

1. PAYMENT & REGISTRATION:

- Check the Coalition's website for training availability and registration form. Review the training descriptions and select the training(s) you wish to attend.
- Registrations are accepted on a space available basis.
- Registration form must be included with payment. Registration is not final until payment is received.
- Registrants may pay for trainings by check, money order, or cash. Cash payment should be made in person to the Coalition office fiscal person only; please **DO NOT** send cash via the mail. Please do not give payment of any kind to a staff member outside of the Coalition office. Checks and money orders should be made payable to Polk County School Readiness Coalition, Inc. Any fees or insufficient fund charges are the sole responsibility of the check writer.
- Mail (or bring) payment to:
Early Learning Coalition of Polk County
1765 N. Broadway Avenue
Bartow, FL 33830
- When payment is received by mail, you will be sent a receipt.
- If your payment/registration arrives after the session is full, your payment will be returned.
- Please **DO NOT** send staff to any training sessions unless the registration and payment have been made. The number of personnel able to attend per site will be based on the training capacity.
- All training sessions have been designed for adults only. Please make necessary child care arrangements.

2. CANCELLATION POLICY:

- If you register for a session and are not able to attend, call the Coalition office at 863-733-9064 at least 48 hours prior to the training in order to receive credit toward a future training. If cancellation is not 48 hours in advance, the training payment is forfeited.
- In the event that the Coalition must cancel a training, the registration fees will be held as credit toward future trainings.

3. LATE ARRIVAL/EARLY DEPARTURE POLICY:

- To honor and respect the professionalism of the instructors and other participants, participants should be ready to begin training sessions at the time advertised. Training leaders will begin each session at the advertised time. Participants arriving more than 15 minutes late **WILL NOT BE ADMITTED INTO THE SESSION**, and fees will not be refunded. Participants leaving more than 15 minutes before the conclusion of a training event will not receive credit for attending.