



ELC Polk Training Academy Classes & Fees

All Coalition sponsored trainings will have a fee.

ELC Polk Training Academy Fees (Effective October 1, 2014):

Two (2) hour trainings – \$15

Three (3) hour trainings – \$20

Four (4) hour trainings – \$25

Please read these instructions carefully.

1. Review the training descriptions and select the training(s) you wish to attend. Call the Coalition office for availability of training.
2. Registrations are accepted on a space-available basis.
3. Registration is not final until payment is received. **Payment must be received within 5 days of registration by mail, PayPal, or brought in person to the Coalition office.**
4. Registrants may pay for trainings by check, money order, PayPal or cash. Cash payment should be made in person to the Coalition office fiscal person only; please DO NOT send cash via the mail. 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. Payments made through the Coalition's website using PayPal must indicate that the payment is for "ELC Polk Training Academy". Please do not give payment of any kind to a staff member outside of the Coalition office.
5. **Mail (or bring) payment to:**
Early Learning Coalition of Polk County
115 S. Missouri Avenue, Suite 501
Lakeland, FL 33815
6. When payment is received by mail, you will be called to confirm your registration.
7. If your payment/registration arrives after the session is full your payment will be returned.
8. Please DO NOT send staff to any training sessions unless the registration has been made with the payment. The number of personnel able to attend per site will be decided on the capacity of each training.
9. All training sessions have been designed for adults. Please make necessary child care arrangements.
10. **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 and so that the Coalition can fill your spot with someone from the waiting list. If you are unable to attend and do not cancel 48 hours prior to the training date, you will not be credited the training fee, and you will be responsible for the before you can register for future trainings.
11. **LATE ARRIVAL/EARLY DEPARTURE POLICY:** To honor and respect the professionalism of both 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 TO THE SESSION. Fees will not be refunded if you miss the training due to being late to the session. Participants leaving more than 15 minutes before the conclusion of a training event will not receive credit for attending.