



Training Policies and Procedures

Due to the ongoing Pandemic our Policies & Procedures have changed.

Changes are listed in Red.

Pandemic Safe Training Plan

Compliance with social distancing and other safety procedures will be used during this training.

- Face Coverings **MUST** be worn at all times. No exceptions. You will be turned away if you do not have a face covering.
- Location Health Screenings are mandatory on the day of training. Please watch your emails for links to the location specific screenings.
- Walk ins are **NOT** allowed. If you are not on the registration sheet, you will not be admitted into the training.
- Trainers will dismiss the class to control traffic. Please limit movement while in your training.
- No eating will be allowed in class.
- If you are feeling ill, stay home. Our contact information is below. Please connect with us and we will assist you to find another training.

Registration and Payment

- A Develop account or membership is required for registration. Create an account and register for training on Develop at www.developtoolmn.org
- Technical assistance with Develop is available through Child Care Aware of Minnesota Northeast by email at ccapd@pine.edu and by phone at 320-629-5164.
- Registrations will be accepted up to 7 days prior to the start-date of a training.
- Pre-registration is required. No walk-ins are allowed.

Cancellation Policy

- **All registrations are final.**
- For a variety of reasons, Child Care Aware of Minnesota may need to cancel classes. In the event that a class is canceled, participants will be notified as soon as possible. **If the course cannot be rescheduled, then the registration fee will be refunded.**
- Weather related cancellations will be made by 2 p.m. the business day of the training. Child Care Aware of Minnesota will notify participants via email.
- **Cancellations due to COVID may happen at any time due to health and safety concerns.**

Multi-Session Training

- For multi-session training, participants must complete **all** sessions in order to receive in-service credit. No partial credit will be given.

Attending Class

- Training will start and end on time; participants who miss 15 minutes or more of the training will **NOT** receive credit for attending. This includes excessive cell phone use.
- *No children are allowed to come to training*, attendees must be over the age of 13 to be registered as a class participant.
- **Due to the Pandemic, at this time, no Infants will be allowed in training.** Breastfeeding/Nursing mothers whose newborns are solely dependent on their mother for nutritional needs can bring their nursing babies (under the age of 7 months) to a Child Care Aware training. If the child becomes disruptive to the training in the opinion of the trainer, the child will need to be taken from the classroom. All other rules around attendance will continue to apply.
- **Trainers will not be providing any fidgets, or learning tools. Please be sure you bring your own. This includes any applicable guides for training.** Please print or download them prior to class. Bring appropriate learning tools (paper, writing utensil, and/or laptop or tablet).
- Child Care Aware of MN staff, trainers, and training participants must follow the guidelines of the NAEYC Code of Ethical Conduct: www.naeyc.org/files/naeyc/file/positions/PSETH05.pdf

Contacts

Kelly Darwin

Registration and General Questions

Kelly.darwin@pine.edu

320-629-5164

Annette Weaver

Education Coordinator

Annette.Weaver@pine.edu

320-629-5134

Tiffany Sullivan

Professional Development Advisor

Tiffany.sullivan@pine.edu

320-227-3069



Pine Technical &
Community College