

other training changes...

- We're rolling out new certificates! Our certificates will have a different look the next time you're in class. Printed on special certificate paper, with perforation to easily separate, you'll be proud to display your certificates in your classroom.
- We're using a new database system to better track the classes you've attended. In light of this, we'll be asking you to complete a form at the beginning of each class to collect your information and update your classes in the system. This will allow us to assist you when you contact us with questions about past trainings.
- We'll be offering more trainings related to your every day work in early childhood. From math and science activities to being a professional in the field, as well as the outdoor learning environment and child development, we're sure you'll enjoy new classes to continue your education in early childhood.
- In an effort to help you continue your learning from the training, our trainers will be available to visit your room to help you implement the techniques you learned. We hope you'll take advantage of this opportunity to extend your learning.

New Procedures for Training Classes

We've developed new procedures to help our trainings run more smoothly. We know there will be a learning curve as we begin to implement these changes with our trainings this quarter, but please be sure to read through them for yourself and with staff to help us all get more out of our trainings. We appreciate your patience as we make these changes.

- **Registration and/or making changes for registered participants will have a deadline of 5pm the day before the training class.** This means that no registrations will be accepted nor will directors be able to call to switch staff who are enrolled in a class.
- **No walk-ins to trainings will be allowed.** If you have not registered for a class, you will not be able to sign up the night of class. We'd encourage you to bring your confirmation email for proof of registration, should there be any questions.
- **Late-comers may not be able to attend class.** We understand that parents may pick up late or traffic is heavy, so we allow you to be up to 15 minutes late for class. However, if you are more than 15 minutes late for a DCD required class, you will not be permitted to attend, but you can use your class fee as credit toward another class. For classes that are not DCD required, you may enter class after the 15 minutes mark, but your certificate will reflect less credit hours. You may choose to not attend and use the fee for credit toward another class. To receive a credit for a future class, you must contact our office the next day after training.
- **Certificates will be corrected the next day.** You'll still get your certificate the night of class, but if you find an error (please let us know), we'll correct it the next morning and mail it or you can pick it up.