



The Family Conservancy Professional Development Training Guidelines & Procedures

The following guidelines and procedures are based on feedback from our early education partners, early education providers and The Family Conservancy staff. They apply to all trainings conducted by the staff in the Professional Development Department.

1. **Pre-registration:** Pre-registration is required, and payment is what guarantees your seat at the event. Please follow the registration instructions on the event flier. **Payment will not be accepted onsite of the training.** We do reserve the right to cancel a class if a minimum enrollment is not met.
2. **If you cannot attend once you have registered:** There are times when you may not be able to attend an event, and we understand that! If you call and cancel a **minimum of 48 hours prior** to the start of the training, a coupon will be issued to you or the class fee will be transferred to another professional development event for you. **There will be no refunds for no-shows, late cancellations, or late arrivals.** Cancel by calling Leanne Hilligas, Training Coordinator, at 913-342-1110 ext. 1913, or email lhilligas@thefamilyconservancy.org
3. **Cancellation of a class:** Canceling a professional development event may be necessary, and we will make every effort to notify participants who provide contact information with their pre-registration. Participants can also call our **Weather Cancellation Line (913-573-1106 ext 1893)** to check the status of a training during inclement weather.
4. **Children may not attend professional development events:** Additionally, children may **not** be left unattended in another part of the training location/building.
5. **Disruptive behavior:** Disruptive behavior is behavior which interferes with the learning activities of other participants. This can include (but is not limited to) physically, verbally or psychologically harassing, threatening or acting abusively toward an instructor, staff member or other participants. Disruptive behavior also includes the use of cell phones, texting, leaving multiple times or sleeping during a professional development event. If any disruptive behaviors are observed, the participant will be asked to leave without receiving a certificate of attendance and may result in no longer being able to attend training sessions sponsored by The Family Conservancy.
6. **15 minute rule:** Due to state licensing requirements, if a participant misses more than 15 minutes of a training for any reason (including but not limited to arriving late, leaving early, or stepping out for a phone call) they will not receive an attendance certificate, and their registration fees will not be refunded.

**If you have any questions about these guidelines and procedures, please contact:
Leanne Hilligas, Training Coordinator, at 913-742-4113 or lhilligas@thefamilyconservancy.org**