



Harnett County Child Care Resources Training Policies

TRAINING REGISTRATIONS

- Use one registration form per training.
- Print clearly and provide all the requested information.
- The registration form and fee (if any) must be received 3 days prior to training.
- Walk-in registration forms and fees will not be accepted on the night of the training.
- Registration by telephone or fax will be accepted. The office staff may be out in the field or working with providers, parents, or other community members when a call is received. Please leave your name, center, and contact phone number on the message and your call will be returned as soon as staff is available.
- Substitutions are allowed if requested.
- Completed registrations and payments will be accepted on a first-come, first serve basis.

FEES

- Training costs vary and are located on the training calendar.
- If payment is required, please make money order or cashier's check payable to HCDCA (Harnett County DayCare Association). *Cash also accepted but must be hand delivered.*
- There will be a \$5.00 fee to do a certification letter if you lose or misplace your certificate.

CANCELLATIONS

- If you cannot make a training, you must call before 5pm on the day of the training to be eligible for a credit that will be transferable to another training event.
- NO REFUNDS & NO CREDITS will be issued for no-shows.
- There is a minimum participant number required for trainings. If that number is not reached, HCCCR reserves the right to cancel or reschedule the training. Participants will be notified.
- If a last minute cancellation must be made due severe weather or other emergency, an attempt will be made by HCCCR to notify you as soon as possible. This is why it is important that you provide accurate contact information.

Contact Information for Training Events

- Mail registration forms and payments for general trainings to: Harnett County Child Care Resources, 126 Alexander Drive, Lillington, NC 27546. Please only send money order or cashier's check. **If payment is required, please make checks payable to HCDCA. Cash may be accepted but must be hand delivered!**
- Hand deliver forms and payments if needed to the address above.
- Fax forms for free trainings to: 910-893-3195
- Call with questions, to register, or with cancellations to 910-814-6037 or 910-814-6040
- Email with questions, to register, or with cancellations to shumphrey@harnett.org or mgraham@harnett.org

Important General Training Guidelines

- **Please make prior arrangements for child care, as children are not allowed at any of the training sessions.**
- Please arrive on time for training events. Participants arriving more than 15 minutes late will NOT be allowed to receive training credit, due to DCDEE requirements for issuing credit.
- All cell phones should be turned off or set on silent during the training session.
- Participants will be provided with 1 training certificate. If original certificate is lost or misplaced, there will be a \$5.00 fee per person to do a certification letter or to provide another certificate.
- HCCCR will follow Harnett County School System closings for inclement weather.