



Early Learning Coalition of the Nature Coast

Serving Citrus – Dixie – Gilchrist – Levy – Sumter Counties

Provider Alert #32

Date: July 16, 2008

Subject: Training Participants

As you are aware, the Early Learning Coalition of the Nature Coast offers a variety of early education training each fiscal year.

To maintain the quality of training the Coalition has determined a maximum number of students for each class. When a training registration period opens the Coalition enrolls teachers in the class on a first come first served basis. After the maximum numbers of teachers are enrolled in the training the Coalition begins a waiting list.

Recently, the Coalition noted an issue with teachers registering for training and not attending the training. As a result, teachers who are on the waiting list miss a training opportunity and the Coalition's preparation and cost associated with training material for the absent teacher is wasted.

As a result the Coalition will implement the following process effective immediately.

1. The Coalition's trainers (Education Specialists) will maintain a master list of teachers who register for training.
2. The master list will include each teacher's attendance.
3. If a teacher registers and does not attend two trainings the teacher will be designated "alternate only" which means the teacher will be automatically placed on the training waiting list regardless if the class enrollment has reached capacity or not. If the enrollment does not reach capacity the teacher will be notified 48 hours prior to the class if they are enrolled.

Understanding that emergencies and unexpected circumstances occur the Education Specialist will have the authority to waive this internal policy at their own discretion.

Registered teachers who call to cancel their registration 48 hours prior to the class will not be subject to this internal policy.

If you have any questions or concerns please contact your District Manager.

Thank you

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