



## Early Learning Coalition of the Nature Coast

Serving Citrus – Dixie – Gilchrist – Levy – Sumter Counties

### Provider Alert #69

**Date:** July 6, 2009

**Subject:** Training Attendance Policy

In an effort to best meet the training needs of early learning teachers throughout the Coalition's service area, staff have developed a training attendance policy. In the past, there have often been issues with teachers pre-registering for the Coalition's free trainings and not attending the training. In some instances, there have been teachers on a waiting list that have been turned away that could have attended if they knew that a slot had opened. In addition, Coalition staff prepare materials for pre-registered teachers that are wasted, resulting in needless cost to the Coalition's budget.

After considering options to encourage teachers to be more responsible for their training attendance, the following procedures will be implemented for FY 09-10, beginning July 1, 2009.

1. Training attendees will be required to register in advance for all Coalition-sponsored training events. All training flyers will include a registration deadline. Training packets/materials will be prepared ONLY for teachers that pre-register according to established deadlines. The trainer will have the option to dismiss a participant should the teacher fail to register in advance.
2. Understanding that unexpected conflicts may occur, the Coalition will institute a 48 hour cancellation policy. This will allow someone from the wait list to be notified that a spot has become available, giving them sufficient time to arrange for child care or to resolve other scheduling issues.
3. If a teacher DOES NOT notify the Coalition that they will be unable to attend 48 hours in advance and DOES NOT attend the training, their name will be entered into a tracking system developed by Coalition staff. If a teacher chooses to miss two training events he/she has pre-registered for without following the 48 hour cancellation policy, they will not be allowed to sign up for any Coalition-sponsored trainings for the remainder of the fiscal year. That teacher will then need to rely on other options for earning the required in-service hours.

The purpose of the training attendance policy is to ensure that teachers that are truly interested in attending training have the opportunity to do so. Please share this information with your teachers, and work with them to insure they understand the pre-registration and 48 hour cancellation requirements.

If you have any questions, please contact the Program Manager for your county.

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