

CCK Training Tips & Registration Policies

- 👉 As the school year begins, set one or two professional development goals for yourself. Choose topics that you find interesting and relate to your professional goals . If you don't see a topic you want, give our Training Department a call.
- 👉 All trainings offered through CCK are designed to help you fulfill the Department of Early Education & Care's (EEC) training requirements for center-based, school age and family child care programs.
- 👉 All training information can be found on our website at <http://www.communitycareforkids.net>. Download a copy of our Training Calendar or a Registration Form. Take a look at all of our sponsored events; including playgroups, parent trainings and family events by clicking on our Events Calendar!
- 👉 Registration in all courses is required. Participants are registered upon receipt of the registration form & payment on a first come, first serve basis. Registrations are NOT accepted at the door.
- 👉 Confirmation letters will no longer be mailed to confirm receipt of your registration for a course. Please remember to mark your calendar with the date, time, and place before mailing your registration form!
- 👉 Registrations are non-refundable unless the workshop/course is full or cancelled by CCK. Workshops may be cancelled due to weather or insufficient enrollment.
- 👉 As a courtesy to others, please notify us if you are unable to attend. Workshops fill up quickly and you may be opening a space up to someone else.
- 👉 Make checks payable to Community Care for Kids and mail to CCK at 1509 Hancock Street, Quincy, MA 02169.
- 👉 Plan to arrive at the workshop/course 10 to 15 minutes early so that the presenter can start on time. You may not be admitted once the course begins.
- 👉 Hold on to your training certificate for your licenser. If you lose it there is a \$5.00 service charge to re-issue a lost training certificate.
- 👉 Call us to help with a specialized trainings for your staff. We can help you find a facilitator for a meeting, a presenter for your staff professional development day or an expert in the area of the new NAEYC Early Childhood Program Standards & Accreditation Criteria. Call our Training Department at (617) 657-5322 or (617) 657-5302.
- 👉 Take advantage of our Resource Library which is open Monday - Friday 9:00 AM to 4:30 PM, and evening hours are available by appointment. We have added numerous resources, including books, videos, materials, and curriculum kits. The materials in the library can greatly enhance your curriculum.

REMEMBER . . . ALL WORKSHOP FEES ARE TAX DEDUCTIBLE