

**Community Child Care  
Clearinghouse of Niagara**

**TRAINING POLICIES**

Registration and payment prior to training is mandatory.

Five registrations must be received, complete with payment, prior to the date of the class or the class will be cancelled.

Training fees are non-refundable.

Checks for training must be made payable to:

**Niagara Community Action Program, Inc.**

A \$37.00 fee will be required for returned checks.

If payment is made with an Educational Incentive Payment Award, it must be received prior to the training or the provider must pay with cash or check. The Community Child Care Clearinghouse of Niagara will reimburse for EIP awards submitted following trainings, provided they are submitted within the time limits as required by the EIP program.

Participants arriving late for training will not be admitted.

Fees will not be refunded to late arrivals.

The Community Child Care Clearinghouse of Niagara reserves the right to cancel scheduled child care training when necessary. Payment will be refunded.

There is a \$5.00 charge to replace training certificates.

Upon provider request training database records will be provided to the provider and with the provider's permission to employees of the Office of Children and Family Services such as Registrars and Licensors.