

To All Child Care Providers:

When child care facilities request trainings from the Child Care Nurses, they must agree to the guidelines listed below:

- Request must be made four weeks in advance.
- Most trainings will be grouped with participants from multiple child care facilities and will be offered on scheduled dates at various locations (example: centers, the health department, etc.). Participants must be willing to travel to other locations if multiple facilities are requesting the same training.
- If you are the hosting facility you must be willing to open the training up to providers from other child care facilities.
- The hosting facility must have adequate adult-sized chairs for the participants.
- The hosting facility must have the technical equipment for the training or must make arrangements with the Child Care Nurse for this equipment to be brought to the training (example: DVD, VHS, TV, etc.).
- There must be a minimum of eight to ten people in attendance. (Nurses may cancel on arrival if minimum attendance is not met.)
- If a facility needs to cancel a scheduled training it must give 48 hours advance notice to the Child Care Nurse. (Extenuating circumstances will be taken into consideration.)
- If a facility has canceled sessions three times, we will not schedule any additional training at that facility.
- If a participant is more than fifteen minutes late or leaves early she will not receive full credit for the training.
- There must be a designated staff member that remains on the premises until all of the participants have left. This person is responsible for securing the building, not the Child Care Nurse.
- Some unique, special needs or DCD required workshops will be done on an individual basis.

- Participants must be respectful of the presenter as well as the other participants and keep talking, and joking to a minimum while the presenter is talking.
- Children **are not** allowed in the training sessions and cell phones and/or pagers **must be** turned off or put on vibrate.
- The Department of Public Health reserves the right to cancel workshops under extenuating circumstances such as inclement weather, illness, low attendance, or violation of the Guidelines listed above, etc.