

Professional Development Policies

By registering for a training/workshop/course, participants declare they have read, understood and agree with all policies. Participants/individuals who are unable to conduct themselves in accordance with the policy will be asked to leave the premises or will have their attendance at any future events be reconsidered.

Training / Course Policies

1. It is the participants' responsibility to read the training/workshop/course description and objectives and make sure the training selected is suitable for their learning needs.
2. Participants must be 18 years of age at the time of registration but some accommodations may be considered.
3. The equivalent of Grade 5 high-school English understanding, written and oral skills are necessary to actively participate in class.
4. Participants must stay for the full training/workshop/course to receive a certificate.
5. Doors close 15 minutes after start time in respect to presenter and participants.
6. We are unable to accommodate children during workshop/course time, unless otherwise specified. Please make childcare arrangements.
7. Payment must be made at the time of registration to confirm a seat. *If a workshop is FREE a \$5.00 administration fee per person per session will be charged.*
8. Receipts will be printed or sent by email.
9. Handouts (if any) will be sent by email upon request and dependent on presenter's preferences for sharing resources.
10. There is a \$5 charge to reprint a certificate for up to 5 years from the workshop/course date.
11. Everyone in the class must abide by the Classroom Code of Conduct.
12. These are non-credit workshops/courses, meaning they cannot be applied towards the completion of a university or college certificate, diploma or degree.



13. If you have questions about a certificate being accepted by the ECE Registry, please contact them at 1-888-338-6622 or look on their website here: [Find your renewal application pathway - Province of British Columbia \(gov.bc.ca\)](https://www2.gov.bc.ca/gov/content/education-training/early-childhood-education/registration-renewal)
14. Please do a personal health check before attending any of our in-person workshop or training opportunities. If you feel unwell or have any cold or flu symptoms, please do not attend any in-person workshop or training sessions.

Refund & Cancellation Policy

1. If the training/event is free, you'll be charged a \$20 cancellation fee for no-shows. To avoid this cancellation fee, cancellations must be received at least 24 hours prior to the training/course date.
2. Sorry we do not offer refunds.
3. Childhood Connections may cancel a workshop/course at any time. Registrants will be notified and receive a full refund only if Childhood Connections has to cancel.
4. If two weeks prior to the event, if there is less than half the participants registered Childhood Connections will cancel or reschedule the workshop. Registrants will be notified by Childhood Connections if this occurs.

Classroom Code of Conduct

We are all guests in the training room. In an effort to maintain a safe and welcoming environment, we ask that we follow these guidelines:

1. Respect people's property, choices, ethnicity, cultural background, religious practice, experiences and feelings.
2. Respect the harassment free environment: no verbal abuse, hurtful or humiliating comments, intimidation, or unnecessary and unwelcome physical contact.
3. One person speaks at a time.
4. Participate actively by including your voice and make space for other voices to be heard.



5. Respect confidentiality, what is said in the group, stays in the group. Speak in private with the instructor if necessary.
6. Assume the best intent. This is a space to learn and sometimes that means making mistakes.
7. Be scent aware because we share the air. Visitors are encouraged not to wear or use any scented products; these may aggravate health problems for some people.
8. Take care of yourself, whatever that may look like.
9. Silence or turn off electronic devices.

At Our Training Sessions

In keeping with our eco-conscious goal of reducing paper use, **handouts**, if any will be sent by email after each training. In this way, participants will have a resource that can be saved and viewed across various devices, shared and printed anytime.

We may take some **photographs** during trainings/courses with the purpose of promoting our training. By registering you consent to allow us or others attending to take your photograph. If it's okay with the facilitator, you may photograph materials, slides, books, etc., but not film the workshop. If you DO NOT wish to be photographed, let the training host know.

Early Childhood Educators (ECEs) require a minimum of 40 hours of professional development to renew a certificate to practice. Select topics you would like to expand on or that you're passionate about.

Registered Family Child Care Providers (RLNR) are required to complete a minimum of two professional development/training sessions before their annual renewal date.

Questions? Please call or text us at 250-762-3536 or email resource@childhoodconnections.ca