



# PROFESSIONAL DEVELOPMENT TRAINING CALENDAR

January - March 2025

YOUR ONE-STOP-SHOP FOR 2025 TRAINING  
OPPORTUNITIES IN BROOME, CHENANGO,  
AND TIOGA COUNTIES

SIGN UP HERE!



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FOR MORE INFORMATION CALL:

(607) 723-8313 ext. 829 or 1-800-281-8741

# MEET OUR STAFF!

We are ready to meet your training needs with our knowledgeable and highly experienced trainers



**CATHY LEE**

Cathy has been providing adult professional development training, wellness classes and CPR for most of her career. She has also had the opportunity to teach children in Head Start classes at Family Enrichment Network. Health and Wellness is her area of expertise and is a personal passion. Her background includes a Master's Degree in Public Administration from Penn State and certifications in Personal Training, Pilates and Group Exercise. She is certified through NYAEYC and ASPIRE as a Content Specialist and through National CACFP as a CACFP Child Nutrition Professional. She also holds a certification in Early Childhood Outdoor Learning Environments from North Carolina State University. It is important to keep up with new developments in the field, so she is always increasing her knowledge by attending training programs sponsored by various organizations. It is her goal to continuously offer new, updated and enjoyable classes that will enhance and strengthen early childhood education.



**CORTNEY NORNHOLD**

Cortney has built her career around being an advocate for children and supporting families. Her vision is to foster children's love of learning, to encourage them to try new and exciting things, and to give them a solid foundation to build on. In 2013, Cortney received her degree in early childhood education. In 2022, She earned her T-TAP training credential and her PITC certification. In April of 2023, she became a Pyramid Model Master Cadre trainer. Cortney offers many different trainings throughout the year and teaches the CDA class. When she is not working, she loves to spend time with her three children. Her hobbies include hiking, painting, crocheting, jigsaw puzzles, and playing board games.



**RACHEL DOWD**

Rachel graduated from Ithaca College in 2017 with a degree in psychology where she found a love for and interest in child development. She spent the first few years after college working at Racker Centers in Ithaca, honing her skills and developing a passion for special education and childcare, while also working as a coach for the Ithaca College women's crew team. Since then she has been working in special education programs and preschool programs while spending her free time coaching college and youth rowing. She is now a T-TAP credentialed trainer for FEN. When she's not at work Rachel enjoys hiking, exploring, and reading books ranging from cheesy romance to magical fantasy. She also loves spending time with her wonderful fiancé, Emily, and their three cats and five rats!

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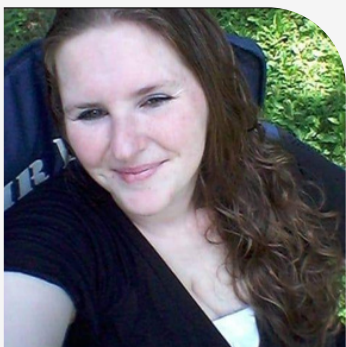
**ALLIE DRAKE**

Allie started at FEN October 2023. She has been in childcare for the last six years mainly working in UPK through both Vestal and Binghamton School district, but she also has experience with all ages. She found she had a passion working with children and decided to pursue her masters in developmental psychology with an ultimate goal in helping children. Allie loves learning new things as well as educating others. In her free time she loves spending time with her friends, board games are her go-to activity. She also loves spending time with her family, including their two-year-old Labrador retriever!



**ISABELLE GORHAM**

Isabelle graduated from the University at Albany in 2017 with a degree in psychology and criminal justice. With a passion for people, she has spent many years working with the public in various settings and for various reasons. While she may be new to the Family Enrichment Network family, Isabelle is not new to working with kids, or to the child care or education systems. Since graduating, she has spent her time working in a variety of roles in child care and retail settings that have allowed her to master the skills required for her job in the CCRC (including child care best practices, social skills, business operations, marketing, branding, and much more)! Over the last few years Isabelle realized that helping others was her true calling in life, and now at FEN, she loves that her main focus is on helping child care providers create safe spaces for children to grow and learn. Outside of work, she likes to be home with her two year-old son, playing games, and stopping to smell the roses.



**LORI GRAHAM**

Lori is a native of Chenango County. Born and raised in Norwich, she graduated Morrisville State College in 2010 with a degree in Early Childhood Education. Lori has worked off and on in school aged childcare for the last 14 years. She enjoys gardening, camping, and spending time with her two daughters and 2 cats.

# DAP TRAINING SERIES

WITH ALLIE DRAKE

Don't miss this virtually training opportunity to get the latest DAP related information! Each session is an individual training with different information and must be signed up for separately. You may take all sessions or pick and choose!

## **Session 1**

January 14 from 6:00 PM to 8:00 PM

Virtual

*Introduction to the 2020 NAEYC Developmentally Appropriate Practice Position Statement: This session focuses on familiarizing participants with the 2020 NAEYC Position Statement on Developmentally Appropriate Practice. Content focuses on the key components of the statement as well as shifts and changes in the document from previous versions.*

Cost: Free  
OCFS Category: 1, 3

## **Session 2**

January 21 from 6:00 PM to 8:00 PM

Virtual

*Complex Decision-Making and the Core Considerations: This session is a reflection on the content in Chapter 1 of the book Developmentally Appropriate Practice in Early Childhood Program Serving Children from Birth Through Age 8 (Fourth Edition). Chapter 1 discusses the many choices educators make throughout the day and across time, balancing what they know about child development and learning with information about the individual children they teach and consideration of the specific contexts.*

Cost: Free  
OCFS Category: 1, 3

## **Session 3**

January 28 from 6:00 PM to 8:00 PM

Virtual

*Guidelines for Appropriate Practice: DAP In Action Creating a Caring Equitable Community of Learners: This session is a reflection on the content in Chapter 6 of the book Developmentally Appropriate Practice in Early Childhood Program Serving Children from Birth Through Age 8 (Fourth Edition). Chapter 6 explores what is involved in creating a sense of belonging for each child and family in early childhood settings.*

Cost: Free  
OCFS Category: 1, 3

## **Session 4**

February 4 from 6:00 PM to 8:00 PM

Virtual

*Guidelines for Appropriate Practice: DAP In Action Engaging in Reciprocal Partnerships with Families and Fostering Community Connections: This session is a reflection on the content in Chapter 6 of the book Developmentally Appropriate Practice in Early Childhood Program Serving Children from Birth Through Age 8 (Fourth Edition). Chapter 6 explores what is involved in creating a sense of belonging for each child and family in early childhood settings.*

Cost: Free  
OCFS Category: 3

## **Session 5**

February 11 from 6:00 PM to 8:00 PM

Virtual

*Guidelines for Appropriate Practice: DAP In Action Planning and Implementing an Engaging Curriculum to Achieve Meaningful Goals: This session is a reflection on the content in Chapter 10 of the book Developmentally Appropriate Practice in Early Childhood Program Serving Children from Birth Through Age 8 (Fourth Edition). Chapter 10 explores what curriculum is and how it includes goals for learning and development while allowing for adaptations and modifications for children's interests and need*

Cost: Free  
OCFS Category: 1, 3

# JANUARY TRAININGS

Training Title	Date	Location	OCFS Training Categories									
			1	2	3	4	5	6	7	8	9	10
Directors Health and Safety	1/13, 1/14, 1/15, 1/16	Johnson City					X		X	X		
ACEs 201	1/15	Virtual	X		X							X
Lesson Planning and Curriculum Building	1/16	Norwich	X		X							
CACFP Y25	1/21	Binghamton		X			X					
Understanding Insurance	1/22	Johnson City					X					
CPR/First Aid/ AED	1/22	Binghamton				X						

## Office of Children and Family Services (OCFS) Categories:

- |  |  |
|--|--|
| 1 - Principles of Childhood Development  | 6 - Child Abuse & Maltreatment Identification/Prevention |
| 2 - Nutrition & Health Needs of Children | 7 - Statutes & Regulations Pertaining to Child Day Care  |
| 3 - Child Day Care Program Development   | 8 - Statutes & Regulations Pertaining to Child Abuse     |
| 4 - Safety & Security Procedures         | 9 - Education & Prevention of Shaken Baby Syndrome       |
| 5 - Business Record Maintenance & Mgmt.  | 10 - Adverse childhood experiences, trauma & resiliency  |

## QUALITYstarsNY Categories:

- Child Observation and Assessment (COA 6 / COA8)
- Curriculum Planning & Implementation (CPI 6)
- Environmental Rating Scales (ERS) Training (HE 1 / CE1)
- Obesity Prevention Training (PH 6)
- Supporting English Language Learners (FIS 9 / FIS 10)

# JANUARY TRAININGS

## BROOME

### **Directors Health and Safety** Allie Drake

January 13, 14, 15, & 16 from 8:30 AM to 12:30 PM

Cherry St, Johnson City

*Directors are responsible for hiring, training, and maintaining staff who provide a healthy and safe environment for children. This 15-hour course will help CCC/SACC directors look at policies and procedures that reinforce high-quality health and safety practices. Directors will receive in-depth information from Caring for Our Children, the national standard of Best Practice, and will be encouraged to examine their policies in order to make positive changes that promote best practice care.*

Cost: \$250 or EIP/Voice  
Scholarships  
OCFS Category: 5, 7, 8  
\*\*\*Registration: MUST call  
to register

### **CACFP Y25** Cathy Lee

January 21 from 6:00 PM to 7:30 PM

Fayette St, Binghamton

*This training session will review annual requirements for participating in the CACFP ( Child and Adult Food Care Program) for those who already have basic knowledge of the program. Participants will become familiar with all procedures needed to successfully manage their food program in order to obtain the highest possible reimbursement for healthy meals served to children in their care. This program includes updates for the year 2025 and encourages participant interaction.*

Cost: Free  
OCFS Category: 2, 5

### **Understanding Insurance** Isabelle Gorham

January 22 from 6:00 PM to 7:00 PM

Cherry St, Johnson City

*This training is for providers who are looking to better understand the insurance choices available to them. Participants will learn about the most relevant types of insurance available to childcare providers, how to get insurance, and what to look for when reading your own policy. Participants will leave feeling confident that they know some of the best ways to protect themselves and their respective businesses.*

Cost: Free  
OCFS Category: 5



# JANUARY TRAININGS

## **CPR/First Aid/ AED** Cathy Lee

January 22 from 5:30 pm until complete

Fayette St, Binghamton

*This is an instructor-led, in-person, classroom based approach to training where the core knowledge content is provided by using scenario based video segments or slide presentation, followed by demonstration of skills and the opportunity for instructor facilitated student practice. CPR/AED and First Aid skills will be taught and practiced as they relate to adults, children and infants. Participants will be able to perform effective CPR, use an AED and be trained in basic first aid techniques. Space is limited.*

Cost: \$80 per person or  
EIP/Voice Scholarships

Group discounts are  
available

OCFS Category: 4

\*\*\*Registration: MUST call  
to register

## CHENANGO

## **Lesson Planning and Curriculum Building** Lori Graham

January 16 from 6:00 PM to 7:30 PM

The Place, Norwich

*In this training, individuals will review the basics of child development as well as creating a roadmap for effective teaching and learning. We will be discussing the benefits of lesson planning and why planning matters in the learning environment. Lesson planning materials will be provided and together we will work on different methods of planning.*

Cost: Free

OCFS Category: 1 & 3

## VIRTUAL

## **ACEs 201** Rachel Dowd

January 15 from 5:30 PM to 8:30 PM

Virtual

*This training aims to broaden the state's understanding of ACE's and their impact on young children, their families, and the field of early childhood education. The 201-Level ACE Institute training for Child Care Providers and Educators is the second training in a series designed to broaden the awareness of the effects of ACE's. This workshop begins to unpack science-aligned interventions for both children and adults to create regulated spaces in child care programs. Providers will practice the key relational skills of co-regulation and reframing of behavior to strengthen a provider's response to children's stress behavior.*

Cost: Free

OCFS Category: 1, 3, & 10

# FEBRUARY TRAININGS

Training Title	Date	Location	OCFS Training Categories											
			1	2	3	4	5	6	7	8	9	10		
Supporting Children with Special Needs	2/11	Johnson City	X		X									
CACFP Y25	2/18	Binghamton		X			X							
CPR/First Aid/ AED	2/19	Binghamton				X								
Web Design and Development	2/19	Johnson City					X							
Implementing Educational Theories into Your Program	2/20	Sherburne	X		X									
Sensory Play with Infants and Toddlers	2/20	Virtual	X		X									
Active Play in Cold Weather: Supporting Outdoor Play in ECE Settings	2/20	Binghamton			X					X				

**Office of Children and Family Services (OCFS) Categories:**

- 1 - Principles of Childhood Development
- 2 - Nutrition & Health Needs of Children
- 3 - Child Day Care Program Development
- 4 - Safety & Security Procedures
- 5 - Business Record Maintenance & Mgmt.
- 6 - Child Abuse & Maltreatment Identification/Prevention
- 7 - Statutes & Regulations Pertaining to Child Day Care
- 8 - Statutes & Regulations Pertaining to Child Abuse
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- Child Observation and Assessment (COA 6 / COA8)
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- Obesity Prevention Training (PH 6)
- Supporting English Language Learners (FIS 9 / FIS 10)



# FEBRUARY TRAININGS

## BROOME

### **Supporting Children with Special Needs** Rachel Dowd

February 11 from 6:00 PM to 7:30 PM

Cherry St, Johnson City

*In this training we will take a dive into some of the most common special needs seen in an early childhood classroom. We will investigate Autism Spectrum Disorder, Cerebral Palsy, developmental delays, and more. We will also address how to best help these children in your classroom to create an inclusive space that encourages the success of all children!*

Cost: Free

OCFS Category: 1 & 3

### **CACFP Y25** Cathy Lee

February 18 from 6:00 PM to 7:30 PM

Fayette St, Binghamton

*This training session will review annual requirements for participating in the CACFP ( Child and Adult Food Care Program) for those who already have basic knowledge of the program. Participants will become familiar with all procedures needed to successfully manage their food program in order to obtain the highest possible reimbursement for healthy meals served to children in their care. This program includes updates for the year 2025 and encourages participant interaction.*

Cost: Free

OCFS Category: 2, 5

### **CPR/First Aid/ AED** Cathy Lee

February 19 from 5:30 pm until complete

Fayette St, Binghamton

*This is an instructor-led, in-person, classroom based approach to training where the core knowledge content is provided by using scenario based video segments or slide presentation, followed by demonstration of skills and the opportunity for instructor facilitated student practice. CPR/AED and First Aid skills will be taught and practiced as they relate to adults, children and infants. Participants will be able to perform effective CPR, use an AED and be trained in basic first aid techniques. Space is limited.*

Cost: \$80 per person or

EIP/Voice Scholarships

Group discounts are

available

OCFS Category: 4

\*\*\*Registration: MUST call

to register

### **Web Design and Development** Isabelle Gorham

February 19 from 6:00 PM to 7:00 PM

Cherry St, Johnson City

*This training is for providers who want to create a new website or update an existing website with GoogleSites. If you are looking to grow your childcare business, or for a new way to reach the community and prospective families, having a dedicated business website is a great place to start! Participants will leave with the resources to create and manage their own website. At the end of the training, there will be an option to sign up for 1-on-1 website builder coaching sessions.*

Cost: Free

OCFS Category: 5

# FEBRUARY TRAININGS

## **Active Play in Cold Weather: Supporting Outdoor Play in ECE Settings**

Cathy Lee

February 20 from 6:00 PM to 7:30 PM

Fayette St, Binghamton

*Participants will explore recommended practices, challenges and solutions to support safe, active, outdoor play in cold weather with young children. Additional topics addressed include family engagement and national and state recommendations on cold weather outdoor play.*

Cost: Free

OCFS Category: 3 & 7

## CHENANGO

## **Implementing Educational Theories into Your Program** Lori Graham

February 20 from 6:00 PM to 7:30 PM

Sherburne Public Library

*In this training we will discuss various educational theories such as Montessori, Waldorf, and Emilia Reggio. We will explore how theories came to be the top-rated educational practices in American culture. There will also be a discussion of different ways we can implement these theories into our learning spaces.*

Cost: Free

OCFS Category: 1 & 3

## VIRTUAL

## **Sensory Play with Infants and Toddlers** Cortney Nornhold

February 20 from 6:00 PM to 8:00 PM

Virtual

*What is Sensory Play? We will discuss the what, why, and how of sensory play with infants and toddlers. Participants will explore the benefits of sensory play that affect the ongoing development of young children. We will focus on how to plan age-appropriate sensory activities.*

Cost: Free

OCFS Category: 1 & 3



# MARCH TRAININGS

Training Title	Date	Location	OCFS Training Categories											
			1	2	3	4	5	6	7	8	9	10		
CPR/First Aid/ AED	3/3	Binghamton				X								
CACFP Y25	3/4	Binghamton		X			X							
Provider Health and Safety	3/4, 3/5, 3/6	Johnson City	X		X									
STEM in the Classroom	3/12	Johnson City			X									
Artistic Development in Early Childhood	3/20	Oxford	X		X									
(G)FDC Regulation Refresher	3/26	Johnson City									X			
The Value of Play: Play-Based Learning for Infants and Toddlers	3/27	Virtual	X		X									

### Office of Children and Family Services (OCFS) Categories:

- 1 - Principles of Childhood Development
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- 8 - Statutes & Regulations Pertaining to Child Abuse
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### QUALITYstarsNY Categories:

- Child Observation and Assessment (COA 6 / COA8)
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- Obesity Prevention Training (PH 6)
- Supporting English Language Learners (FIS 9 / FIS 10)

# MARCH TRAININGS

## BROOME

### **CPR/First Aid/ AED** Cathy Lee

March 3 from 5:30 pm until complete

Fayette St, Binghamton

*This is an instructor-led, in-person, classroom based approach to training where the core knowledge content is provided by using scenario based video segments or slide presentation, followed by demonstration of skills and the opportunity for instructor facilitated student practice. CPR/AED and First Aid skills will be taught and practiced as they relate to adults, children and infants. Participants will be able to perform effective CPR, use an AED and be trained in basic first aid techniques. Space is limited.*

Cost: \$80 per person or  
EIP/Voice Scholarships  
Group discounts are  
available  
OCFS Category: 4  
\*\*\*Registration: MUST call  
to register

### **CACFP Y25** Cathy Lee

March 4 from 6:00 PM to 7:30 PM

Fayette St, Binghamton

*This training session will review annual requirements for participating in the CACFP ( Child and Adult Food Care Program) for those who already have basic knowledge of the program. Participants will become familiar with all procedures needed to successfully manage their food program in order to obtain the highest possible reimbursement for healthy meals served to children in their care. This program includes updates for the year 2025 and encourages participant interaction.*

Cost: Free  
OCFS Category: 2, 5

### **Provider Health and Safety** Allie Drake

March 4, 5, & 6 from 8:30 AM to 2:30 PM

Cherry St, Johnson City

*3 Day Series: This competency-based 15-hour training provides a foundation for practices that promote and protect the health and safety of children in home-based childcare. Successful completion is required for all new group and family childcare providers prior to becoming licensed or registered, as well as existing providers who change location or modality. You must register with both SUNY PDP and FEN for this training.*

Cost: Cost: \$250 or  
EIP/Voice Scholarships  
OCFS Category: 1, 3

### **STEM in the Classroom** Rachel Dowd

March 12 from 6:00 PM to 7:30 PM

Cherry St, Johnson City

*STEM is important in early childhood education because it can promote ongoing future academic success. Most classrooms already use STEM concepts, they just aren't emphasized. Integrating STEM into your classroom can be fun, even if you're not an expert. During this training you will learn fun new STEM activities to include in your classroom.*

Cost: Free  
OCFS Category: 3

# MARCH TRAININGS

## **(G)FDC Regulation Refresher** Isabelle Gorham

March 26 from 6:00 PM to 7:00 PM

Cherry St, Johnson City

*This training is for any provider/ce professional who wants to review the New York State regulations. We will go over the regulations for FDC and GFDC. We will go over the basics of the regulations that have not changed, and then cover any new regulations- with a focus on anaphylaxis as this policy has been updated Nov. 1, 2024.*

Cost: Free  
OCFS Category: 7

## Chenango

### **Artistic Development in Early Childhood** Lori Graham

March 20 from 6:00 PM to 7:30 PM

Oxford Memorial Library

*Join us as we will discuss theories of artistic development, as well as Howard Gardner's Theory of Multiple Intelligences and Jean Piaget's Cognitive Development theory. Along with the artistic development theory, we will be discussing ways we can support artistic growth and influences of creativity.*

Cost: Free  
OCFS Category: 1 & 3

## Virtual

### **The Value of Play: Play- Based Learning for Infants and Toddlers** Cortney

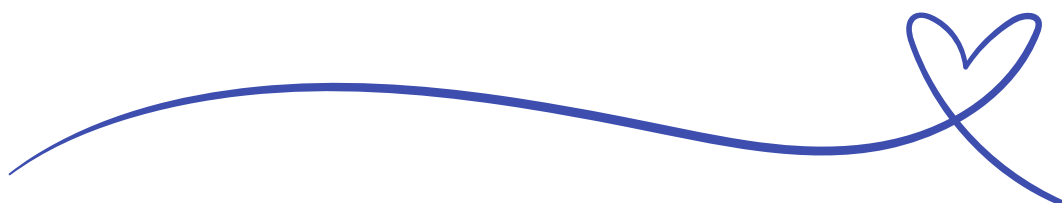
Nornhold

March 27 from 6:00 PM to 8:00 PM

Virtual

*This workshop will define what is play-based learning. Participants will be able to recognize the benefits of play-based learning for young children's development. Together we will explore how to implement play opportunities in our programs.*

Cost: Free  
OCFS Category: 1 & 3



**DON'T SEE WHAT YOU  
NEED?**

**CLICK HERE OR SCAN  
TO LET US KNOW!**



## **Child Care Resource Center Contact Information**

**607-723-8313**

**Cathy Lee:** *Health and Wellness Coordinator* [cjlee@familyenrichment.org](mailto:cjlee@familyenrichment.org) x824

**Cortney Nornhold:** *Infant Toddler Specialist* [cnornhold@familyenrichment.org](mailto:cnornhold@familyenrichment.org) x1187

**Rachel Dowd:** *Training and Coaching Specialist* [rdowd@familyenrichment.org](mailto:rdowd@familyenrichment.org) x894

**Allie Drake:** *Training and Coaching Specialist* [adrake@familyenrichment.org](mailto:adrake@familyenrichment.org) x1620

**Isabelle Gorham:** *CCRC Business Specialist* [igorham@familyenrichment.org](mailto:igorham@familyenrichment.org) x. 1616

**Lori Graham:** *Chenango CCRC Specialist* [lgraham@familyenrichment.org](mailto:lgraham@familyenrichment.org) x1522

**Crystal Rozelle:** *Child Care Specialist* [crozelle@familyenrichment.org](mailto:crozelle@familyenrichment.org) x829

**Jennifer Perney:** *Child Care Resource Center Director* [jperney@familyenrichment.org](mailto:jperney@familyenrichment.org)  
x872

# ADDITIONAL INFORMATION

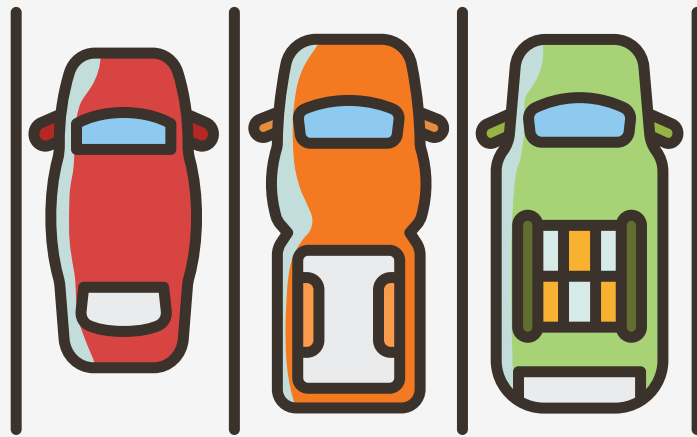
## FAMILY ENRICHMENT NETWORK OFFICE LOCATIONS

**Binghamton**  
29 Fayette St

**Johnson City**  
24 Cherry St

**Norwich**  
22 E Main St  
(in The Place)

**Owego**  
1277 Taylor Rd  
(in the Abide in  
the Vine building)



## Parking Information

**Johnson City:** If you are coming to a training in the evening or the weekend, please use the visitor parking lot on the right side of the building in Johnson City, or park on the street. Please do not park in the fenced-in bus and employee parking lot.

**Binghamton:** You can park on the same side of the street as our building. (We no longer rent parking in the lot across the street, so parking there is at your own risk.)

**Owego:** The entrance to the building is on the left side and parking is available in that area.

**Norwich:** You can park in the public parking lot (off Main St, turn into Theatre Lane to parking lot, or off Broad Street turn into the ally way next to the movie theater to access the parking lot).

# TRAINING POLICIES AND INFORMATION

## **\*\* Registration Information \*\***

You must register for trainings two weeks prior to the date. All EIP paperwork, FEN scholarship paperwork, VOICE/CSEA number, and/or payments must be received to be considered registered. You must notify us of any scholarship submission. Your training enrollment is pending until we receive any scholarship award notification, so you need to apply early! You are not registered for a training at FEN unless you contact us! Please make all checks payable to Family Enrichment Network, Inc.

## **\*\* EIP Information \*\***

Scholarship funding to participate in training may be available through the Educational Incentive Program (EIP). EIP is a voluntary scholarship program and may be available to help cover the costs of trainings. Please apply for EIP at [www.ecetp.pdp.albany.edu](http://www.ecetp.pdp.albany.edu). We do not want EIP applications or a copy of your income taxes. We only need proof of EIP eligibility (for example, approval letter, denial letter). If you are 100% eligible for EIP funding, you do not have to pay a co-pay. If you are 75% eligible for EIP, you will need to pay the remaining balance due. For more information or to apply for a scholarship, please visit [www.ecetp.pdp.albany.edu](http://www.ecetp.pdp.albany.edu). You may also contact EIP at [eip@albany.edu](mailto:eip@albany.edu) or 800-295-9616 or 518-442-6575.

\*Apply early, as funding is limited and could run out.

## **\*\* CSEA VOICE Information \*\***

Family Enrichment Network is an approved training organization with CSEA/VOICE. Scholarship funding may be available for family, group family, and legally exempt providers. Visit [voiccecsea.org](http://voiccecsea.org) to obtain a CSEA ID and for more information.

## **\*\* FEN Scholarship \*\***

A FEN Scholarship may be available to help you cover the training cost. Proof of income will be reviewed, as well as program financial information. Economic hardships will be evaluated on an individual basis. MAT, Fall Conference, CPR/First Aid, and CDA. The FEN Scholarship is designed for single, evening classes. Call Crystal for more information.

## **\*\* Refund Policy \*\***

All trainings, conferences and/or workshops are NON-Refundable, unless cancelled by us.

## **\*\* Cancellations \*\***

We reserve the right to cancel trainings if fewer than 3 people are registered, or in case of inclement weather. If you are registered, you will be contacted in the case of a cancellation. If you are unable to attend a training you are registered for, please cancel your registration by calling 723-8313 ext. 829.

## **\*\* Inclement Weather \*\***

If Family Enrichment Network closes the agency for all programs because of inclement weather, all trainings are also cancelled. To find out if the agency has closed, call the main number and listen to the message at (607) 723-8313.

## **\*\* Accessibility \*\***

In Johnson City, the front doors do lock after the trainings begin. Please arrive on time. The Fayette St. door is locked at all times. Please ring the bell for access. Be patient as staff need to come down stairs to open the door.

## **\*\* Accommodations \*\***

If you require special accommodations please reach out to our staff to discuss how we can best meet your needs.

## **\*\* Training Certificates \*\***

Training certificates will be distributed at the training if you registered and paid in advance. If you are not registered for a training, but walk in, a training certificate will be provided upon completion of class AND after payment is received. There will be a \$5.00 charge for duplicate training certificates requested. You must complete the entire training in order to receive training credit. There is no option to take a partial training.

## **\*\* Children \*\***

To respect the professional training of others, please do not bring children to the trainings. There is no child care available and you will be asked to leave.

## **\*\* Training Etiquette \*\***

Please be respectful of others by turning your cell phone to vibrate and limiting talking to that which is appropriate to the training.

