



Iredell County Partnership for Young Children

132 East Broad Street
Statesville, NC 28677
(704) 878-9980

625 North Main Street
Mooresville, NC 28115
(704) 660-1557



Training Guidelines

Iredell County Partnership for Young Children (ICPYC) is committed to providing high quality workshops to assist child care professionals in meeting state requirements. We hope you will find our workshops useful and interesting, and we always welcome your suggestions.

Workshop calendars are mailed to child care professionals in March, June, September, and December for the following quarter's workshops. The schedule can also be found on the Iredell County Partnership for Young Children website at www.iredellsmartstart.org. All workshops are approved by the North Carolina Division of Child Development and qualify for in-service hours. If you would like to be added to our mailing list please contact Jennifer Nathaniel at 704-878-9980.

REGISTRATION FORMS

- Use one registration form for each person registering.
- Print clearly and provide all the requested information.
- The registration form and fee must be received by the Iredell County Partnership for Young Children on or before the workshop date.
- Walk-in registration forms and fees will not be accepted at the workshop session.
- Registration by telephone or fax will not be accepted.
- ICPYC may have to limit registration to only those participants who work with the age group for which the workshop is designed.
- ICPYC may have to limit the number of participants from the same facility who register for a workshop.

FEES

- All fees must be paid in cash (exact amount), check or money order payable to the Iredell County Partnership for Young Children (ICPYC).
- There will be a \$5.00 return check fee for any check that is returned insufficient funds to the Iredell County Partnership for Young Children. Anyone with a returned check will not be able to register for workshops until all fees are paid in full.

CANCELLATION

- 24-hour notice of cancellation is required in order to receive a credit transferable to another workshop.
- Substitutions are allowed if requested by noon on the day of the workshop.
- If a workshop is full, you will be notified by telephone. Otherwise, no confirmation will be sent.

OTHER

- If you arrive 15 minutes late or later, you can stay for the class but you will not receive workshop credit.
- Disruptive and/or rude behavior of any participant will be addressed with the individual, as well as the director of the child care facility they represent. (Examples: talking while the presenter is talking, cell phone usage, coming in and out of the workshop room, etc.) If the behavior continues, the participant will be asked to leave and will not receive any workshop credit.
- Please make prior arrangements for child care, as children are not allowed at any of the workshop sessions.