



The Partnership for Children of Wayne County

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a partner
in the

Smart Start
network.

Training Registration / Fees

- Registration may be done one of FOUR ways: by phone, mail, e-mail or in person.
- If you register by phone/email, payment must be made within three days
- Registration will close at noon on the day prior to training.
- Substitutions and cancellations are allowed if requested no later than 4 hours prior to training. If training starts before noon, must request no later than 4 pm day prior.
- Completed registration and payments will be accepted on a first-come-first-serve basis.
- The Partnership does reserve the right to limit the number of participants from a facility for certain training in order to be fair.
- Training fees vary and are located on the training calendar.
- Payment forms accepted are: Credit/debit cards, checks, and money orders. (made payable to PFCW) Cash is also accepted and preferred.
- Anyone with a returned check will not be able to register for trainings until all fees are paid in full.
- Duplicate Certificate Fee is \$5.00

Cancellations:

- NO REFUNDS or CREDITS will be issued for no-shows.
- There is a minimum participant number for trainings. If that number is not reached, the Partnership for Children of WC reserves the right to cancel or reschedule the training. Please provide an accurate phone number at the time of registration.
- Any Credit issued will expire 90 days after issuance.
- If a last minute cancellation must be made due to severe weather or other emergency, an attempt will be made by staff to notify you as soon as possible. As well as posted on our Facebook Page.
- Emergency situations or illness that prohibits participants from attending training will be evaluated on a case by case basis to determine if credit can be given. Please make every effort to call as soon as you know you will not be able to attend.

Other Issues

- Please make prior arrangements for childcare, as children are not allowed at any training sessions.
- All cell phones should be turned off or set on silent during the training sessions.
- If you arrive 15 minutes late you may stay for the class but will not receive a certificate for credit.