

YWCA Child Care Resource & Referral Attendance Guidelines



- The YWCA Child Care Resource & Referral reserves the right to cancel a training due to low enrollment, so please register early.
- All participants must register through www.occrra.org.
- Participants who do not have an OPIN at the time of registration and/or attendance is required to provide OPIN to training agency within three business days of the training in order to receive credit.
- We are unable to accommodate children and non-participants at training sessions. The care of children involves well-supervised, constructive play opportunities which are unavailable at adult training sessions sponsored or conducted by the YWCA Child Care Resource & Referral.
- All training dates, times and registration procedures are subject to change at the discretion of the YWCA Child Care Resource & Referral.
- To receive credit for the training, you must arrive on time, sign-in and attend the training session for the entire scheduled time.
- Attendees who arrive more than 15 minutes late, leave early or are absent for more than 5 minutes will not receive credit for attending, Please note, your full attention is expected during all training sessions in order to receive credit.
- Full participation is required in all training sessions, so please be courteous and refrain from personal conversations and texting.
- Cell phone use, including texting, is not permitted during trainings. Any type of phone use is distracting from other participants, Please set phones to vibrate. If you absolutely must take a call or text, leave the training area. Excessive use of phone for calls or text (15 min or more) will result in class credit being withheld.
- If unable to attend a free training, please unregister through www.occrra.org so that others may attend in your place.
- For level one and level two snow emergencies, a decision will be made on a case by case basis. In the event of a level three snow emergency, all trainings will be cancelled. The trainer will contact all registrants to notify if the training has been cancelled.

YWCA Child Care Resource & Referral

Registration & Payment Policies for Trainings Requiring a Fee



- All training fees must be paid at the time of registration. Payment can be made using all major credit cards or via PayPal at www.occrpa.org. The YWCA Child Care Resource & Referral can accept training payments by credit card, business check or cash, in office only. Walk-In registrations with payments for trainings will not be accepted at the time of the training.
- You may cancel your registration through www.occrpa.org before the registration deadline, but no refunds will be issued. In the event that the YWCA CCR&R must cancel a training, you will be offered a coupon code equal to the value paid for the training.
- Participants must attend all sessions in order to receive credit; no partial credit or make-up sessions will be allowed. Participants will be required to pay all training fees and repeat the entire course in order to receive credit. The only exceptions would be for documented hospitalization or documented bereavement.

Please contact the YWCA Child Care Resource & Referral with any questions.

Lima

800.992.2916 or 419.225.5465

Allen, Auglaize, Hancock, Hardin, Mercer, Putnam, Van Wert, and Wyandot Counties

Mansfield

800.548.9598 or 419.775.5179

Crawford, Marion, Morrow and Richland Counties

Toledo

800.632.3052 or 419.255.5519

Defiance, Fulton, Henry, Lucas, Ottawa, Paulding, Williams and Wood Counties