



PROFESSIONAL DEVELOPMENT (TRAINING) POLICIES

Registration

- Online registration is required for all courses except CPR/First Aid.
- Participants must sign up for a course five days prior to the date of the course.
- Payment for the course is required during registration. Credit/debit card payments are the the only form of payment accepted.
 - *If you are unable to pay online, please contact Kim or Molly at (406) 723-4019.*

Capacity and Cancellation

- Courses may have a capped capacity. If a course is full, the Butte 4-C's will schedule an additional course with the same content.
- Five participants must be registered for a course or it will be canceled. If a cancellation occurs, Butte 4-C's will inform participants 24 hours before the scheduled course.
- Participants must cancel 48 hours in advance to receive an immediate transfer to another scheduled course.
- Participants that cancel less than a 48-hour notice will forfeit their payment.

Refund

- Butte 4-C's will not issue a refund to "no-show" participants.
- No refund will be issued for registered participants that cancel within 48-hours. The participant will be moved to another scheduled course (same cost) in the three-month calendar period.
- A refund will only be issued if Butte 4-C's cancels the course. Due to the online registration process, Butte 4-C's is charged a non-refundable fee from the Early Childhood Project and Stripe. These fees will be deducted from the refund.

Attendance

- If a participant is more than 15 minutes late for a course, they will not receive credit due to the Early Childhood Project training approval policy.
- If a participant of a STARS course does not complete the course or is a "no-show", the participant will be charged the next time they enroll in the course.
- In order to create an effective learning environment, children over the age of 6 months are not allowed to attend training.
- If you register yourself or your staff for a training and send another staff in their place, you must give the Butte 4-C's a 24-hour notice of this change or the substitute staff will not be allowed to take the course.
- If a participant needs any special accommodations, please notify Butte 4-C's prior to the course.