



PROFESSIONAL DEVELOPMENT TRAINING CALENDAR

April to June 2026

YOUR ONE-STOP-SHOP FOR 2026 TRAINING
OPPORTUNITIES IN BROOME, CHENANGO,
AND TIOGA COUNTIES

SIGN UP HERE!



[Click here to sign up!](#)

FOR MORE INFORMATION CALL:

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

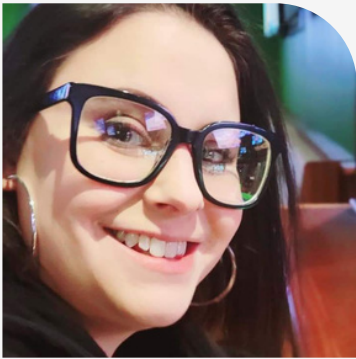
MEET OUR STAFF!

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



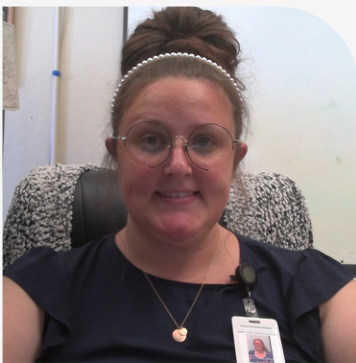
CATHY LEE

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 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.



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.



VICTORIA ALLEN

Victoria graduated from SUNY Cortland in 2013 with a degree in Psychology and minor in Children with Exceptionalities. During college she worked as a 1:1 aide as well as before-school and per diem care. After graduation she worked at the Cornell Child Care Center, Early Head Start with Tompkins Community Action, and at the Lourde's Child Care Center. She recently closed her home day care to start working with FEN. When not at work, Victoria loves to spend time with her 2 young daughters, read and attend concerts.

MEET OUR STAFF!

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MARY FOX

Mary graduated from Broome Community College in 2003 with an associate's in early childhood education. She has twenty plus years of experience working in the early childhood education field, as a toddler teacher and preschool teacher. She enjoys spending time with her family and friends. Especially her two grandchildren.



ABBIE BENNETT

Abbie has worked for FEN for 15 years as an early head start teacher before taking over the training and coaching specialist position in September of this year. She is excited to try something new and help other daycares out with whatever they need. She has a Bachelor's Degree in Psychology, taking many early education classes. Prior to starting at FEN, she worked with children in some way, either as a nanny, family owned daycare or a childcare setting. When she is not at work she and her fiancé enjoy spending as much time on the golf course as they can. She also has a 10 year old step daughter and a 10 year old chocolate lab.



ROBERTA CALDWELL

Roberta graduated from Morrisville State College in 2010 with an associate's degree in early childhood. She worked in a school-age program for eleven years, where she was the director for the last four of those years. She then started working with toddlers as a lead teacher at an Early Head Start. In 2022, Roberta decided to go back to school, where she graduated with her bachelor's in educational studies through Empire State College. She then became the teacher director of a preschool Head Start before working for Family Enrichment. She enjoys spending time with her friends, scrapbooking, and going to concerts.

Child Care Resource Center Contact Information

607-723-8313

Cathy Lee: Health and Wellness Supervisor cjlee@familyenrichment.org x824

Allie Drake: Training and TA Supervisor adrake@familyenrichment.org x1620

Isabelle Gorham: CCRC Business Specialist igorham@familyenrichment.org x1616

Victoria Allen: Infant Toddler Specialist vallen@familyenrichment.org x1678

Mary Fox: Tioga CCRC Specialist mfox@familyenrichment.org x.1187

Abbie Bennet: Training and Coaching Specialist abennett@familyenrichment.org x.1642

Roberta Caldwell: Chenango CCRC Specialist rcaldwell@familyenrichment.org x. 1522

Crystal Taylor: Child Care Specialist ctaylor@familyenrichment.org x829

Rachel Dowd: Provider Services Coordinator rdowd@familyenrichment.org x894

Jennifer Perney: Family and Community Services Director jperney@familyenrichment.org x872

APRIL TRAININGS

Training Title	Date	Location	OCFS Training Categories											
			1	2	3	4	5	6	7	8	9	10		
Caring Spaces Information Session	4/9	JC			X									
CACFP Y26	4/13	Greene		X			X							
CPR/AED/First Aid	4/14	Bing				X								
Prevention and Identification of Child Mistreatment	4/16	Norwich						X						
The Power of Teaching with Intention and Joy	4/28	Norwich			X									
Making the Classroom Space Work for You	4/29	Virtual	X		X									
Five Stages of Child Development	4/29	Owego	X											
Active Supervision	4/30	JC			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
- 9 - Education & Prevention of Shaken Baby Syndrome
- 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)

APRIL TRAININGS

BROOME

Caring Spaces Information Session Victoria Allen

April 9 from 5:00 PM to 6:00 PM

Cherry St, Johnson City

Caring Spaces is a three-tiered approach to measuring quality in infant and toddler environments. It evaluates the child care provider's ability to provide an open and exploratory environment, responsive caregiving, and age-appropriate materials and experiences.

It can be used as both a self-assessment tool as well as a guided endorsement process in partnership with an Infant Toddler Specialist. Your Infant Toddler Specialist can help you earn the Caring Spaces endorsement through training and technical assistance visits in your Family Day Care, Group Family Day Care or Day Care Center's Infant and Toddler classroom.

Cost: Free

OCFS Category: 7

QSNY Category: CPI

CPR/First Aid/AED Cathy Lee

April 14 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

Active Supervision Abbie Bennett

April 30 from 6:00 PM to 7:30 PM

Cherry St, Johnson City

During the training, we will go over what active supervision is and the importance of using it in your classroom or daycare center. We will go over the 6 strategies of active supervision. We will go into detail about each of the 6 strategies. We will go over tips for teachers to help during classroom transitions. During the training, we will go over the importance of zoning.

Cost: Free

OCFS Category: 3

CHENANGO

CACFP Y26 Cathy Lee

April 13 from 6:00 PM to 7:30 PM

Greene Public Library

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. CACFP providers outside of Chenango County may attend.

Cost: Free

OCFS Category: 2, 5

APRIL TRAININGS

Prevention and Identification of Child Maltreatment Isabelle Gorham

April 16 from 5:30 PM to 6:30 PM

Eaton Center, Norwich

This training is for providers who want to be better prepared for identifying and handling child mistreatment. We will go over the most common signs/symptoms, methods of and requirements for reporting, and how child care providers can play an important role in keeping kids safe and healthy. By the end of training, caregivers should feel confident about preventing, identifying, and reporting child mistreatment.

Cost: Free
OCFS Category: 6

The Power of Teaching with Intention and Joy Victoria Allen

April 28 from 5:30 PM to 6:30 PM

Broad St, Norwich

Together we'll rediscover the power of presence, the impact of noticing, and the importance of small gestures that build trust and connection. You'll also learn how to offer that same care to yourself through intentional language and mindset. This is intended to be joyful work—and joy is something we can choose, protect, and practice. Come as you are and leave with fresh energy, practical ideas, and a renewed sense of purpose in the work only you can do.

Cost: Free
OCFS Category: 3
QSNY Category: CPI

TIOGA

Five Stages of Child Development Mary Fox

April 29 from 6:30 PM to 7:30 PM

Taylor Rd, Owego

In this Training, you will learn what child development is and gain an understanding of the five key stages that shape children's growth from birth through adolescence. We will explore how children develop physically, cognitively, socially, and emotionally for across each stage, and discuss why these milestones are important for supporting their well-being and learning. Participants will also learn how to recognize typical patterns of development and how to use this knowledge to create supportive, age-appropriate learning environments.

Cost: Free
OCFS Category: 1

VIRTUAL

Making the Classroom Space Work for You Allie Drake

April 29 from 6:00 PM to 7:30 PM

Virtual

In this training, we will discuss the classroom environment and how it can impact learning. We will discuss ECERS and how the environment is rated using this scale. We will discuss ways to improve your classroom, with ideas.

Cost: Free
OCFS Category: 1, 3
QSNY Category: HE 1/CE 1

MAY TRAININGS

Training Title	Date	Location	OCFS Training Categories									
			1	2	3	4	5	6	7	8	9	10
Health and Safety for Providers	5/4, 5/5, 5/6	JC		X		X	X	X	X	X	X	
CACFP Y26	5/4	Bing		X			X					
Ouch, That Hurts!	5/7	Norwich	X									
Ongoing Financial Management: Session 2	5/14	JC			X		X					
What is Emerging Curriculum? What does it look like?	5/14	Owego			X							
Directors Health and Safety	5/18, 5/19, 5/20	JC	X	X	X	X	X	X				X
Measuring Milestones	5/18	Bing	X									
Increasing Family Engagement	5/19	JC			X							
Managing and Supervising Children with Allergies	5/27	Virtual		X								
Do's and Don'ts of Circle Time	5/28	JC	X		X							

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- Obesity Prevention Training (PH 6)
- Supporting English Language Learners (FIS 9 / FIS 10)

MAY TRAININGS

BROOME

Health and Safety for Providers Allie Drake

May 4, 5, 6 from 9:00 AM to 2:45 PM

Cherry St, Johnson City

This competency-based 15-hour training provides a foundation for practices that promote and protect the health and safety of children in home-based child care. Successful completion of this course is required for all new family or group family day care applicants in New York State prior to licensure or registration, as well as for existing family or group family day care providers who change location or modality. This course is required for all new FDC and GFDC providers by NYS OCFS.

Cost: \$250 or Scholarships

OCFS Category: 2, 4, 5, 6, 7,
8, 9

***Registration: MUST call
to register

Ongoing Financial Management: Session 2 Isabelle Gorham

May 14 from 5:30 PM to 8:30 PM

Cherry St, Johnson City

In this course, participants will learn how to establish solid financial record keeping practices for their child care businesses. This will include developing an accounting system, learning the difference between income and expenses, learning proper documentation and record keeping for all revenue and expenses, and establishing baseline revenue and expenses for their individual child care programs.

Cost: Free

OCFS Category: 3, 5

CACFP Y26 Cathy Lee

May 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 Care Food 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 2026 and encourages participant interaction.

Cost: Free

OCFS Category: 2, 5

Measuring Milestones Victoria Allen

May 18 from 6:00 PM to 7:00 PM

Fayette St, Binghamton

As an early care and education provider, you play a critical role in the health and wellbeing of children. You are also very well positioned to help identify children who might need extra help in their development. This training will help you fulfill this role by providing tools and best practices for monitoring the development of children in your care and sharing this information with their families.

Cost: Free

OCFS Category: 1

QSNY Category: COA 6 & 8

Directors Health and Safety Allie Drake

May 18, 19, 20 from 9:00 AM to 2:30 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 Scholarships

OCFS Category: 1, 2, 3, 4, 5,
6, 9

***Registration: MUST call
to register

MAY TRAININGS

Increasing Family Engagement Isabelle Gorham

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

Cherry St, Johnson City

This training is for providers who are looking to increase family engagement within their program. We will go over the benefits of having families actively and consistently engaging in their child's program, and some of the effects you may experience if you have lacking family engagement. Participants will leave this training with practical knowledge for improving family engagement and have the skills to implement such strategies.

Cost: Free

OCFS Category: 3

Do's and Don'ts of Circle Time Abbie Bennett

May 28 from 6:00 PM to 7:30 PM

Cherry St, Johnson City

Do you need help having a successful circle time? During the training, we will go over the do's and don'ts of circle time. We will go over how long circle time should be for the different age groups. We will give some fun ideas to help make circle time more fun and engaging for the children.

Cost: Free

OCFS Category: 1, 3

CHENANGO

Ouch That Hurts! What to Do When a Child Bites Victoria Allen

May 7 from 6:00 PM to 7:00 PM

Broad St, Norwich

Biting is a typical behavior often seen in infants and toddlers. Biting incidents can be stressful and upsetting for both children and adults. This training will help you understand the reasons behind biting, strategies to help prevent biting, and appropriate ways to intervene in and respond to biting incidents effectively. We will discuss what to do if biting becomes a habit including documentation, behavior plans and strategies for talking to families.

Cost: Free

OCFS Category: 1

QSNY Category: COA

TIOGA

What is Emerging Curriculum? What Does It Look Like? Mary Fox

May 14 from 6:30 PM to 7:30 PM

Taylor Rd, Owego

In this course, participants will learn how to establish solid financial record keeping practices for their child care businesses. This will include developing an accounting system, learning the difference between income and expenses, learning proper documentation and record keeping for all revenue and expenses, and establishing baseline revenue and expenses for their individual child care programs.

Cost: Free

OCFS Category: 3

QSNY Category: CPI 6

VIRTUAL

Managing and Supervising Children With Allergies Allie Drake

May 27 from 5:30 PM to 7:00 PM

Virtual

This training will cover what allergic reactions and anaphylaxis are. What the signs and symptoms are, if they are minor or serious. Along with how to react and the steps to take. The training will also go over the forms needed for allergies and how to read them.

Cost: Free

OCFS Category: 2

JUNE TRAININGS

Training Title	Date	Location	OCFS Training Categories											
			1	2	3	4	5	6	7	8	9	10		
Learning Through Sensory Play	6/4	Owego			X									
Creating a Reusable Template with Canva	6/8	JC					X							
Reflecting on Your Room and Routine	6/11	Bing			X									
CACFP Y26	6/15	Owego		X			X							
Basics of Family Style Dining	6/15	Norwich		X	X									
Income and Expense Tracking	6/16	Norwich					X							
CPR/AED/First Aid	6/16	Bing				X								
Family Engagement	6/22	Virtual	X		X									
Language & Literacy Throughout the Day	6/23	JC			X									
Classroom Management Strategies: From Chaos to Calm	6/25	JC	X		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)

JUNE TRAININGS

BROOME

Creating a Reusable Template with Canva Isabelle Gorham

June 8 from 6:00 PM to 7:00 PM

Cherry St, Johnson City

In this training, providers will learn the basic functions of Canva and then build on those skills to create their own reusable templates. We will go over a few different document types, and various formatting and layout options. By the end of this training, participants will have developed the skills to create reusable templates for various purposes throughout their child care program.

Cost: Free
OCFS Category: 5

Reflecting on Your Room and Routine Victoria Allen

June 11 from 6:00 PM to 7:00 PM

Fayette St, Binghamton

It is essential for every kind of daycare modality to be well-stocked with the right items to get through the day smoothly. A well-planned supply list helps you budget effectively, maintain compliance with state regulations, and focus on what matters most: supporting child development. In this training we will review the basics that every daycare needs, as well as how to create and follow a simple daily routine that works for you and your space.

Cost: Free
OCFS Category: 3
QSNY Category: CE

CPR/First Aid/AED Cathy Lee

June 16 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

Language & Literacy Victoria Allen

June 23 from 5:00 PM to 6:00 PM

Cherry St, Johnson City

Integrating literacy into daily care routines involves embedding language-rich activities—talking, reading, and writing—throughout the day. In this training, we will examine the importance and benefits of early language and literacy development. We will also discuss different approaches to integrate these skills into your own daily schedule. Key strategies include "serve and return" interactions, using functional print (labels), reading books in all areas, and incorporating music or storytelling to build oral language and phonological awareness.

Cost: Free
OCFS Category: 3
QSNY Category: CPI

Classroom Management Strategies: From Chaos to Calm Abbie Bennett

June 25 from 6:00 PM to 7:30 PM

Cherry St, Johnson City

During the training we will go over helpful classroom management strategies. We will go into detail about a number of tips to help teachers run a calmer classroom. We will talk about the benefits of using the classroom management strategies and also their importance. During the training, we will talk about using positive reinforcement.

Cost: Free
OCFS Category: 1, 3

JUNE TRAININGS

Chenango

Basics of Family Style Dining Roberta Caldwell

June 15 from 5:30 PM to 6:30 PM

Eaton Center, Norwich

This is an in-person training course for providers interested in understanding more about the importance of Family Style Dining in a Day Care setting. We will talk about the preparation, tools, benefits, and how to get parents involved with Family Style Dining.

Cost: Free

OCFS Category: 2, 3

Income and Expense Tracking Isabelle Gorham

June 16 from 5:30 PM to 6:30 PM

Eaton Center, Norwich

In this training, we will discuss what sources of income and types of expenses incurred providers should be tracking within their programs. Providers will have the opportunity to see a variety of spreadsheet layouts, and practice using each to determine what methods might work best for their program. We will also go over the Time Space Percentage and how to track that along with the program's income and expenses. Participants will leave this training with the practical knowledge and skills to track their program's income and expenses.

Cost: Free

OCFS Category: 5

Tioga

CACFP Y26 Cathy Lee

June 15 from 6:00 PM to 7:30 PM

Hickories Park, Owego

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 2026 and encourages participant interaction. A rain date will be scheduled if needed. CACFP providers outside of Tioga County may attend.

Cost: Free

OCFS Category: 2, 5

Learning Through Sensory Play Mary Fox

June 4 from 6:30 PM to 7:30 PM

Taylor Rd, Owego

In this training, we will talk about what sensory play is and how it supports children's learning and development. Sensory play involves activities that engaged the senses – such as touch, sight, sound, smell, and movement- to help children explore and make sense of the world around them. We will discuss different types of sensory experiences, how to set up meaningful sensory experiences, and the developmental benefits children gain from sensory play.

Cost: Free

OCFS Category: 3

Virtual

Family Engagement Allie Drake

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

Virtual

This training will help address one of the most important things in a classroom: family engagement. This training will go over ideas on how to get parents more involved, including family events, projects, and classroom participation. This training will also help develop methods to communicate with parents best.

Cost: Free

OCFS Category: 1, 3

**DON'T SEE WHAT YOU
NEED?
CLICK HERE OR SCAN
TO LET US KNOW!**



ADDITIONAL INFORMATION

FAMILY ENRICHMENT NETWORK

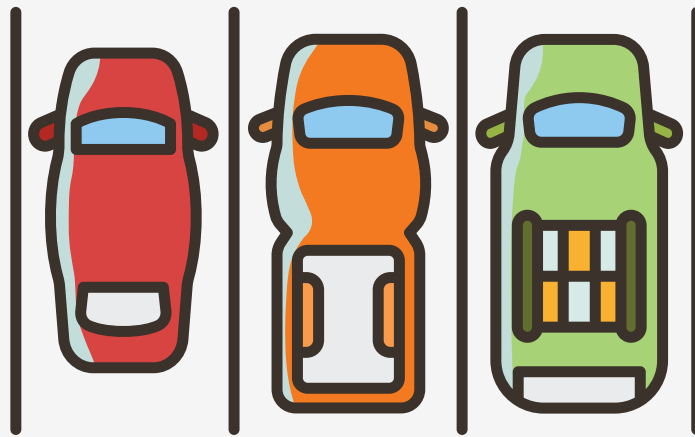
OFFICE LOCATIONS

Binghamton
29 Fayette St

Johnson City
24 Cherry St

Norwich
21 S Broad St
&
Eaton Center, 26
Conkey Ave,
Suite 310

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) or utilize street parking.

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. 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. You may also contact EIP at 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 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.

**** Late Policy ****

Participants who arrive 15 minutes or more after the start of the training will not be admitted to the training unless previously discussed with the trainer. Please get in contact with the trainer if you will be late.

**** 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.