



PROFESSIONAL DEVELOPMENT TRAINING CALENDAR

October to December 2026

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

SIGN UP HERE!



[Click here to sign up!](#)

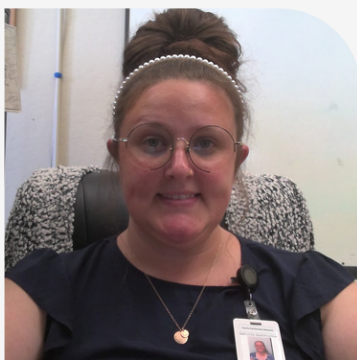
MEET OUR STAFF!

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.



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.



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.

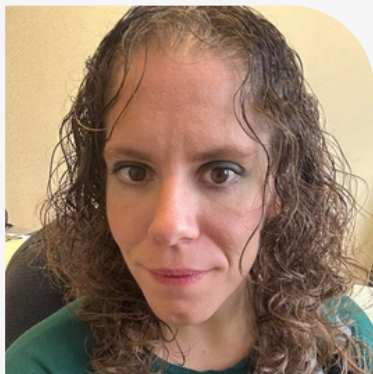
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ABBIE BENNETT

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.



CORTNEY NORNHOLD

Cortney has built her career around being an advocate for children and supporting families. Her vision is to foster children's love of learning, to encourage them to try new and exciting things, and to give them a solid foundation to build on. In 2013, Cortney received her degree in early childhood education. In 2022, She earned her T-TAP training credential and her PITC certification. In April of 2023, she became a Pyramid Model Master Cadre trainer. Cortney offers many different trainings throughout the year and teaches the CDA class. When she is not working, she loves to spend time with her three children. Her hobbies include hiking, painting, crocheting, jigsaw puzzles, and playing board games.

Child Care Resource Center Contact Information

607-723-8313

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

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.1682

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

Cortney Nornhold: Training and TA Supervisor cnornhold@familyenrichment.org x. 1188

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

OCTOBER TRAININGS

Training Title	Date	Location	OCFS Training Categories									
			1	2	3	4	5	6	7	8	9	10
Onboarding 101	10/1	Virtual					X					
Ouch, that hurts!	10/7	Virtual	X									
Caregiver Wellness and Wellbeing	10/13	Norwich					X					
Emergent Curriculum	10/14	Owego			X							
Keeping Infants Safe	10/21	Virtual				X			X		X	
Web Development and Design	10/26	JC					X					
Emergency Preparedness	10/27	Norwich				X						
CACFP Y26	10/27	Bing		X			X					
Sensory Play	10/29	JC	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)

OCTOBER TRAININGS

BROOME

Web Development and Design Isabelle Gorham

October 26, 6:00 PM to 7:00 PM

Cherry St, Johnson City

This training is for providers who want to create a new website or update an existing website with GoogleSites. If you are looking to grow your child care business, or for a new way to reach the community and prospective families, having a dedicated business website is a great place to start! Participants will leave with the resources to create and manage their own website. At the end of the training, there will be an option to sign up for 1-on-1 website builder coaching sessions.

Cost: Free

OCFS Category: 5

CACFP Y26 Cathy Lee

October 27, 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 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. CACFP providers outside of Chenango County may attend.

Cost: Free

OCFS Category: 2, 5

Sensory Play Abbie Bennett

October 29, 6:00 PM to 7:00 PM

Cherry St, Johnson City

During the training, we will talk about what sensory play is. We will go over the benefits and importance of using sensory play in the classroom. We will discuss examples of sensory toys/objects. We will go over what can be used to make sensory bags. During the training, we will also talk about what sensory breaks are and give examples of some sensory breaks in the classroom. We will talk about the benefits of sensory breaks.

Cost: Free

OCFS Category: 1

CHENANGO

Caregiver Wellness and Wellbeing Roberta Caldwell

October 13, 5:30 PM to 6:30 PM

Eaton Center, Norwich

This course teaches educators and providers how to manage stress, prevent burnout, and prioritize their own mental and physical health so they can better support young children

Cost: Free

OCFS Category: 5

Emergency Preparedness and How to Teach Fire Safety Roberta Caldwell

October 27, 5:30 PM to 7:00 PM

Eaton Center, Norwich

This training course is on Emergency Preparedness and Fire Safety which equips educators and day care providers to maintain a safe environment, write actionable evacuation plans, and teach young children basic safety habits without causing fear.

Cost: Free

OCFS Category: 4

OCTOBER TRAININGS

TIOGA

Emergent Curriculum Mary Fox

October 14, 6:00 PM to 7:00 PM

Taylor Rd, Owego

Emergent Curriculum in Early Childhood Education focuses on observing children's interests, questions, ideas, and interactions and using those observations to create meaningful learning experiences. Instead of relying only on predetermined themes or lesson plans, teachers can respond to what children are interested in and provide opportunities for them to explore and investigate topics that are meaningful to them. This approach encourages teachers to be intentional observers, facilitators, and co-learners who support children's curiosity and learning. By using children's ideas and experiences as a foundation for curriculum planning, educators can create developmentally appropriate activities that encourage children to ask questions, explore, problem-solve, and learn through hands-on experiences.

Cost: Free
OCFS Category: 3

VIRTUAL

Onboarding 101 Victoria Allen

October 1, 1:00 PM to 2:00 PM

Virtual

Study results show that a new employee often decides (sometimes unconsciously) in the first few weeks whether they will stay with your business. Those first impressions matter! The onboarding process begins before a new employee is hired and continues for up to a year. It includes developing a plan before you hire, the actual hiring process, the time before your new employee starts, their first day, and beyond. In this course, we will discuss effective orientations and resources to support you in getting your staff off on the right foot.

Cost: Free
OCFS Category: 5
QSNY Standard: PP

Ouch, that hurts! What to Do When a Child Bites Victoria Allen

October 7, 6:00 PM to 7:00 PM

Virtual

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 Standard: COA

Keeping Infants Safe: Safe Sleep Practices & Prevention of Shaken Baby Syndrome Cortney Nornhold

October 21, 6:00 PM to 8:00 PM

Virtual

This training provides caregivers with essential knowledge and strategies to ensure the safety and well-being of infants in their care. Participants will explore key topics such as safe sleep practices and proper supervision. A special focus will be placed on understanding and preventing Shaken Baby Syndrome (Abusive Head Trauma) and strategies for coping with caregiver stress. Through discussions, real-life scenarios, and hands-on activities, providers will gain confidence in implementing best practices that promote infant safety.

Cost: Free
OCFS Category: 1

NOVEMBER TRAININGS

Training Title	Date	Location	OCFS Training Categories									
			1	2	3	4	5	6	7	8	9	10
Facilities and Liability	11/9	JC				X	X		X			
Training Record Keeping	11/10	Norwich					X					
Sensory Play with Young Children	11/12	Virtual	X		X							
CACFP Y26	11/16	Bing		X			X					
CPR/First Aid	11/17	Bing				X						
Business Basics	11/17	JC				X						
Invitations to Play	11/18	Owego	X		X							
Sleep Safety	11/18	Virtual		X								
Trauma-Informed Art and Activities	11/19	JC										X
Behavior Guidance	11/24	Norwich	X		X							
PALS	11/25	Bing	X	X								

Office of Children and Family Services (OCFS) Categories:

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- 4 - Safety & Security Procedures
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- 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)

NOVEMBER TRAININGS

BROOME

Facilities and Liability: Session 5 Isabelle Gorham

November 9, 5:30 PM to 8:30 PM

Cherry St, Johnson City

In this course, participants will learn about how to stay in compliance with licensing regulations regarding the health and safety of children and employees and also learn how to mitigate risk and ensure protections for children and the business.

Cost: Free

OCFS Category: 4, 5, 7

CACFP Y26 Cathy Lee

November 16, 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 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. CACFP providers outside of Chenango County may attend.

Cost: Free

OCFS Category: 2, 5

CPR/First Aid Cathy Lee

November 17, 5:30 PM to 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

Business Basics: Difficult Conversations Isabelle Gorham

November 17, 6:00 PM to 7:00 PM

Cherry St, Johnson City

This training is for providers who want to learn communication techniques that can be used to help ease difficult conversations. These techniques can help in a multitude of situations such as: collecting late tuition or fees, discussing disciplinary actions with families, or solving a conflict between coworkers. By the end of this training, participants will have the tools to navigate difficult conversations like a pro!

Cost: Free

OCFS Category: 4

NOVEMBER TRAININGS

Trauma-Informed Art and Activities Abbie Bennett

November 19, 6:00 PM to 7:00 PM

Cherry St, Johnson City

During the training, I will talk about what trauma and ACEs are. I will go over how it can affect children. I will talk about what trauma-informed activities/art are and how to use them in the classroom. I will give examples of trauma-informed art and activities teachers can use to help children.

Cost: Free

OCFS Category: 10

Physical Activity Learning Sessions (PALS) Victoria Allen

November 25, 9:00 AM to 3:00 PM

Fayette St, Binghamton

PALS is an "out of the box" training designed to give early care providers a solid knowledge base of best practices for physical activity. The PALS content addresses physical activity for children birth through age five years. The goal of PALS is to support practice and policy changes in Early Care and Education (ECE) programs. PALS combines content learning with facility-level self-assessments, policy development opportunities, resources, and materials, to support practice change in ECE programs, leading to healthier, more active children.

Cost: Free

OCFS Category: 1, 2

QSNY Standard: PH6

CHENANGO

Training Record Keeping Roberta Caldwell

November 10, 5:30 PM to 6:30 PM

Eaton Center, Norwich

This session teaches the training requirements of OCFS and how to keep accurate records that are attended. Participants can choose to bring their computers, tablets or other electronics to this hands-on course.

Cost: Free

OCFS Category: 5

Behavior Guidance: Stating Behavioral Expectations Roberta Caldwell

November 24, 5:30 PM to 7:00 PM

Eaton Center, Norwich

This training course is for providers who are interested in proactive behavior guidance strategies that explicitly define how educators want individuals to act. By clearly outlining desired behaviors in advance, this approach prevents challenging actions, builds confidence, and provides a comfortable, organized environment.

Cost: Free

OCFS Category: 1, 3

NOVEMBER TRAININGS

TIOGA

Invitations to Play Mary Fox

November 18, 6:00 PM to 7:00 PM

Taylor Rd, Owego

Invitations to play are a great way to support young children's learning and development. By intentionally providing interesting materials and creating an inviting environment, educators encourage children to use their curiosity, creativity, and problem-solving skills. Unlike teacher-directed activities, invitations to play do not have one expected outcome. Children can make their own choices, explore materials in different ways, communicate their ideas, and guide their own play. This allows children to learn through hands-on experiences while building confidence, independence, and a love of learning.

Cost: Free

OCFS Category: 1, 3

VIRTUAL

Sensory Play with Young Children Courtney Nornhold

November 12, 6:00 PM to 8:00 PM

Virtual

What is Sensory Play? We will discuss the what, why, and how of sensory play with young children. Participants will explore the benefits of sensory play that affect the ongoing development of young children. We will focus on how to plan age-appropriate sensory activities.

Cost: Free

OCFS Category: 1, 3

Sleep Safety Victoria Allen

November 28, 6:00 PM to 7:00 PM

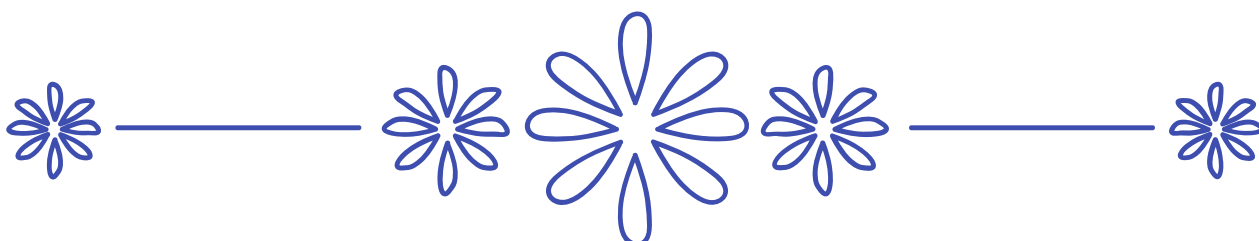
Virtual

In this course, participants will identify the risk factors that lead to Sudden Infant Death Syndrome (SIDS) and strategies for prevention, like Back to Sleep. We will discuss safe sleep spaces, including tips and what to do if a child won't sleep. We will review relevant licensing regulations and talk about how to promote safe sleep practices with families in your child care program

Cost: Free

OCFS Category: 2

QSNY Standard: C



DECEMBER TRAININGS

Training Title	Date	Location	OCFS Training Categories									
			1	2	3	4	5	6	7	8	9	10
The Importance of Play	12/2	Owego	X		X							
Record Keeping With Google Workspace	12/7	JC					X					
Building Brave Learners Through Risky Play	12/8	Virtual	X		X							
Poison Safety in the Classroom	12/8	Norwich				X						
Reflecting on Your Room & Routine	12/10	Virtual			X							
Language & Literacy Throughout the Day	12/16	Virtual			X							
Active Supervision	12/17	JC			X	X						
CACFP Y26	12/21	Bing		X			X					
CPR/First Aid	12/22	Bing				X						
Learning Activities for Outside	12/22	Norwich	X		X							
Excel/Sheets: 101	12/29	JC					X					

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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)

DECEMBER TRAININGS

BROOME

Record Keeping With Google Workspace Isabelle Gorham

December 7, 6:00 PM to 7:00 PM

Cherry St, Johnson City

This training is for providers who are looking to improve their record-keeping skills and practices. In this training, participants will learn tips on how to use GoogleSheets and Google Docs to easily record important, often required, information and/or documents pertaining to your child care business. The training will also discuss key points of consideration in regards to maintaining those records over time in an organized, online space.

Cost: Free

OCFS Category: 5

Active Supervision Abbie Bennett

December 17, 6:00 PM to 7:00 PM

Cherry St, Johnson City

During the training, I will go over what active supervision is and what the six strategies are. I will go into detail about the six strategies. I will talk about the importance of zoning and what it is. I will give helpful strategies to help during transitions to prevent a child from being left behind. During the training, I will go over what culture of safety is and the 10 actions to use in the classroom.

Cost: Free

OCFS Category: 3, 4

CACFP Y26 Cathy Lee

December 21, 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 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. CACFP providers outside of Chenango County may attend.

Cost: Free

OCFS Category: 2, 5

*****This is the last class of the year for this required training for CACFP participants!**

CPR/First Aid/AED Cathy Lee

December 22, 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

DECEMBER TRAININGS

Excel/Sheets: 101 Isabelle Gorham

December 29, 6:00 PM to 7:00 PM

Cherry St, Johnson City

This training is for providers who are interested in learning more about how to utilize Microsoft Excel or Google Sheets to streamline record-keeping or other business operations. We will go over the basic functions of these kinds of spreadsheets and possible ways to use them to meet your business needs. Participants will leave with an introductory-level understanding of Excel/Sheets and be able to create and maintain basic business records using both spreadsheet models.

Cost: Free
OCFS Category: 5

Chenango

Poison Safety in the Classroom/Day Care Roberta Caldwell

December 8, 5:30 PM to 6:30 PM

Eaton Center, Norwich

This training course equips staff and caregivers with skills to prevent, recognize, and respond to accidental poisoning emergencies in children.

Cost: Free
OCFS Category: 4

Learning Activities for Outside Play Roberta Caldwell

December 22, 5:30 PM to 6:30 PM

Eaton Center, Norwich

This session is for providers who want to discover new learning activities for each season that can be done outside in a small physical space.

Cost: Free
OCFS Category: 1, 3

Tioga

The Importance of Play Mary Fox

December 2, 6:00 PM to 7:00 PM

Taylor Rd, Owego

The training emphasizes the importance of play as a meaningful way for children to learn, communicate, explore, create, solve problems, and develop relationships. Educators will learn how to intentionally create play experiences that support the development of the whole child while following children's interests and providing opportunities for exploration, creativity, and discovery.

Cost: Free
OCFS Category: 1, 3

Virtual

Building Brave Learners Through Risky Play Cortney Nornhold

December 8, 6:00 PM to 8:00 PM

Virtual

Research shows children have an instinctual need to test their bodies and minds. In fact, many children thrive when they are able to overcome obstacles to become confident and capable learners. In this training, participants will define the six categories of risky play, identify the benefits of such play, and brainstorm activities to safely allow children to take risks in their programs.

Cost: Free
OCFS Category: 1, 3

Reflecting on Your Room & Routine Victoria Allen

December 10, 6:00 PM to 7:00 PM

Virtual

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 Standard: CE

Language & Literacy Throughout the Day Victoria Allen

December 16, 6:00 PM to 7:00 PM

Virtual

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 Standard: CPI



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

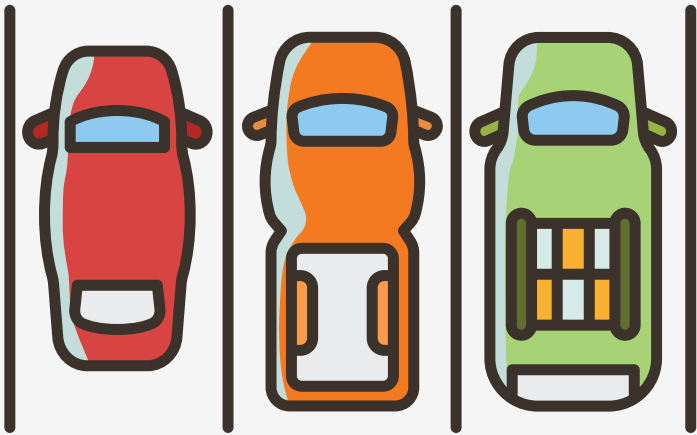


ADDITIONAL INFORMATION

FAMILY ENRICHMENT NETWORK

OFFICE LOCATIONS

		Norwich	Owego
Binghamton	Johnson City	21 S Broad St & Eaton Center, 26 Conkey Ave, Suite 310	1277 Taylor Rd (in the Abide in the Vine building)
29 Fayette St	24 Cherry St		



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.) You can also use the FEN parking lot on the corner of Fayette St. and Hawley St.

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.