

Aimee Dunn Training Policies

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Training Overview

Training courses offered by Aimee Dunn are approved by the Maryland Child Care Administration and count towards the Maryland Credential and specific training requirements set forth by the Maryland State Department of Education - Office of Child Care (MSDE-OCC).

Pre-Service training sessions are considered prerequisite courses, taken in order to provide an option for child care staff to become teacher qualified according to MSDE-OCC regulations. A participant who successfully completes a Pre-Service training course will receive a Pre-Service certificate. A Pre-Service course is not a Core of Knowledge course.

Core of Knowledge training sessions are developed to support the Maryland Child Care Credential, and are recognized and approved as Core of Knowledge training by the MSDE-OCC. Written "pre" and "post" assessments are given at all training sessions. A score of 70% or better on the post assessment is considered successful completion of course materials and will result in a Core of Knowledge certificate recognized by the MSDE-OCC. A score of 70% or less on the post assessment will result in a MSDE-OCC Continued Training Certificate. Both are recognized by the OCC, however, only the Core of Knowledge certificate will count towards the Maryland Credential and specific training requirements set forth by the MSDE-OCC. A Core of Knowledge course is not a Pre-Service course.

Registration and Payment

Registration and payment must be received in our office at least **5 business days prior to the course start date**.

We accept credit cards and check payments. Check payments must be received in our office at least **5 business days prior to the course start date**. Cash and money orders are not accepted. Make checks payable to Aimee Dunn.

Neither registration nor payment will be accepted at the door. Seating is limited so please register early.

A \$30.00 service charge will be assessed on all checks returned unpaid by the bank. This includes payments stopped by either the student or the account holder.

Aimee's office hours are Monday, Tuesday and Friday 11:00AM – 2:00PM.

Registration Methods

By Email Click the "Registration Form" link at the top of www.AimeeTraining.com/schedule.html. The form opens. Complete it and click the "Send as Email" button at the top of the form to send it to us.

By Phone: Call Aimee at (240) 388-1583 to give your registration info. At that time, indicate how payment will be made. If your call goes to voicemail, please leave a message.

By Fax: Fax your completed registration form to Aimee at (301) 685-5120.

By Mail: Send your completed registration form and payment info to Aimee at:
Aimee Dunn c/o Clubhouse Kids
PO Box 455
Walkersville, MD 21793

Be sure to note the scheduled start date and time of your course. Registration fees are non-refundable unless a course is cancelled by Aimee. Aimee must be notified at least 72 hours in advance of a scheduled training in order to substitute another person, transfer to another course, or receive credit towards future courses.

Confirmation of registration/payment and the training site location will be emailed or phoned to you.

For your convenience, courses may be conducted at your location. Contact us for more information.

continued on next page...

Special Assistance Requests

Sign language interpreter services or other special needs may be provided only upon sufficient notice. Please make requests as far in advance as possible but no less than 7 business days prior to the course scheduled start date. If you need other services or aids to participate in an Aimee Dunn course, please call (240) 388-1583.

Attendance

Please Note: This policy is suggested by the Department of Human Resources of the Child Care Administration and Aimee Dunn will adhere to it.

- Training is for REGISTERED ADULTS only. Children and other guests are not permitted in class.
- Arrive 15 minutes early. Class begins promptly at the scheduled time. Once the registration/sign-in sheet has been closed you will not be able to join the class and it will be considered a missed class. A certificate will only be given for attending the entire course/all classes.
- This means:
 - If you arrive late for a class, you will not be admitted and you will not receive a certificate, a credit, or a refund.
 - If you leave early from a class, you will not receive a certificate, a credit, or a refund.
 - If you miss any part of a multi-part/multi-session course, you will receive a certificate for clock hours only, not a Core of Knowledge certificate, a Pre Service certificate, a credit, or a refund.
- You will not receive credit hours if you have already taken an Aimee Dunn training session of the same title or content with the same instructor.

Cancellation Information

Training is cancelled if schools are closed or are closing early due to inclement weather in the county where the training is being held. Training may also be cancelled due to low enrollment or for other administrative reasons. In the event Aimee Dunn cancels a class, we will make every reasonable attempt to reschedule or substitute the class. If the class cannot be rescheduled or a substitution cannot be arranged you will receive a full refund.

There are no refunds for courses that are missed or cancelled by the student (including classes marked as missed due to late arrivals or early departure from class). Any cancellations made 24 hours or more prior to the course scheduled start date/time will be credited towards future training.

If you are unable to attend class, please call and inform Aimee as early as possible at (240) 388-1583. It is the responsibility of the participant to call and reschedule a class. For your convenience you may leave a voice message 24-hours a day, or email us at info@AimeeTraining.com.

Participants are allowed 30 days to reschedule or make up a class. If the class is not rescheduled or made up within 30 days, or for the next available course date, the participant will need to re-register and pay for the class again. Participants may not reschedule or substitute a paid-for class more than once.

Certificates

Aimee will mail certificates within 5 business days of the conclusion of each course. Each student that has met the course objectives and gained the necessary knowledge will receive either a Pre-Service certificate or a Core of Knowledge certificate depending on the course completed. Aimee will offer further assistance to participants who do not meet or exceed the outlined objectives.

Aimee Dunn's MSDE-OCC training approval numbers are: Core of Knowledge: CKI-3972 and Pre-Service: PSI-5989.