

## Think Small/Child Care Aware of Minnesota Training Policies

### COVID-19 Health and Safety Plan and Training Policies

*These protocols are intended to keep the early childhood workforce safe, including trainers, educators, and Think Small/Child Care Aware of Minnesota staff.*

*Participants who are exhibiting signs or symptoms of any communicable illness (including COVID-19) should not attend training. Refunds and/or assistance transferring to an alternative training will be given when Think Small is notified of illness prior to training. Contact [pdsupport@thinksmall.org](mailto:pdsupport@thinksmall.org) or call (651)-641-3549.*

- *Per current CDC Guidelines (as of August 2022), if a participant tests positive for COVID-19, the participant should not attend training for the first 5 days after testing positive. If after 5 days the participant is fever-free for 24 hours without use of medication, participant should wear a high-quality mask for the second 5 days at a training event.*
- All people ages 12 years and older are encouraged to get vaccinated for COVID-19 before attending training to protect themselves and others who cannot get vaccinated.
- Masks are optional for all participants and trainers for the duration of the training.
- Disposable masks, hand sanitizer, and sanitizing wipes will be available for use.
- Please notify Think Small immediately if you develop symptoms or test positive for COVID-19 after attending an in-person training.

*Our policies reflect [CDC's current recommendations and guidance](#).*

### Registration and Payment

- A Develop account or membership is required for registration. Create an account and register for training on Develop at [www.DevelopToolMN.org](http://www.DevelopToolMN.org).
- Training registration is available online on Develop.

- Technical assistance with Develop is available through Think Small by email at [pdsupport@thinksmall.org](mailto:pdsupport@thinksmall.org) and by phone at (651) 641-3549.
- Registrations will be accepted up to 7 days prior to the start of training.
- Pre-registration is required. No walk-ins are allowed.
- Only children aged 13 and above, with a paid registration, will be allowed to attend training.
- Breastfeeding/nursing mothers whose newborns are solely dependent on their mother for nutritional needs can bring their nursing babies (under the age of 7 months) to training at Think Small or off-site location. If the child becomes a distraction to the training in the opinion of the trainer, the mother will be asked to leave the classroom with their infant. All other rules around attendance will continue to apply.

### Cancellations

- **Registrations are final and participants will not be issued a refund or be allowed to transfer to different trainings, unless participants have notified Think Small of illness prior to training.**
- Child Care Aware of Minnesota/Think Small may need to cancel a training for various reasons. In the event of a cancellation, participants will be notified as soon as possible, and a refund of the training fee will be issued.
- Weather-related cancellations will be made by 2:00pm for a weekday training. For Saturday trainings, decisions will be made by 2:00pm the day prior to the event. Child Care Aware of Minnesota/Think Small staff will notify participants via phone and/or email. We will also update the Professional Development Support voicemail line (651-641-3549) and website ([www.thinksmall.org](http://www.thinksmall.org)).

### Attending Training

- Training will start and end on time. Participants who miss 15 minutes or more of the training or who do not comply with training policy will NOT receive credit.
- Your training instructor will record attendance during class. Attendance for multi-session trainings will be recorded by the trainer at each session. To receive credit for the course, all sessions must be attended; no partial credit will be given for multi-session training.
- Cell phones must be silenced and put away during training unless there is an emergency. Credit can be withheld from participants for any excessive cell phone use or absence, as determined by the instructor.
- Participants will have access to the training classroom 15 minutes prior to the start of training.
- Training attendance and verification can be accessed on [www.DevelopToolMN.org](http://www.DevelopToolMN.org) by logging into your Individual Develop account and viewing or printing your Learning Record. Hard copy certificates are not available.
- Attendance will be updated in Develop within five business days of the training event. It is your responsibility to ensure that your attendance is recorded in class.

- Childcare is not provided, and children are not allowed to attend unless they are registered for the course and are 13 years of age and above. Please make alternative arrangements for childcare so you can be actively engaged in your learning experience.
- Bring appropriate learning materials (paper, writing utensil, and/or laptop or tablet).
- Select courses have a corresponding participant guide. This will be indicated at the time of registration and in the training reminder email. Participants are responsible for bringing their own copy to training. To access guides, please visit <https://www.mncpd.org/resources/#tab-id-6>. Guides are located under their course title in the “DHS Participation Guides” tab.
- Think Small/Child Care Aware of MN staff, trainers, and training participants must follow the guidelines of the NAEYC Code of Ethical Conduct: <https://www.naeyc.org/files/naeyc/file/positions/PSETH05.pdf>

### Interpreters

- Upon request, Think Small can provide an interpreter free of charge. Please contact [pdsupport@thinksmall.org](mailto:pdsupport@thinksmall.org) or (651) 641-3549 to request an interpreter or to notify that you will be bringing your own interpreter as soon as possible or 7 days prior to your training.
- We will try to accommodate all interpreter requests. If an interpreter is not available, we will assist participants in finding alternative trainings.
- If a participant prefers to bring their own interpreter, that interpreter must be 18 years of age or older.

### Americans With Disability Act (ADA)

- Child Care of Minnesota/Think Small will comply with all federal and state laws concerning the support of persons with disabilities and act in accordance with the regulations and guidance of the Americans with Disabilities Act (ADA).
- Upon request, Think Small will provide an educator with an [ADA Disability Accommodation Request Form](#). The accommodation form must be received seven days prior the training event. As long as requests can be reasonably accommodated without creating an undue hardship or causing a direct threat to workplace safety, services will be provided. Think Small staff will work with the individual to determine reasonable accommodations. The individual will receive a response 48 hours prior to the training event.
- The following list is the accommodations provided but not limited to:
  - Changes to the environment and may include making existing facilities readily accessible to and usable by individuals with disabilities, acquisition or modification of equipment or devices, appropriate adjustment or modifications of examinations, training materials or policies, the provision of qualified readers or interpreters, and other similar accommodations for individuals with disabilities
  - Modifications for people with communications disabilities (blind, Deaf, Deaf/Blind). Guidance is available here about [ADA Policies](#).
  - Service Animals. Must follow this [ADA Policy](#).

**To contact your local [Child Care Aware](#) organization:**

For Face-to-Face Training:

Think Small: [pdsupport@thinksmall.org](mailto:pdsupport@thinksmall.org) or (651) 641-3549

For Online Training:

Think Small: [pdsupport@thinksmall.org](mailto:pdsupport@thinksmall.org) or (651) 641-3549

Eager-to-Learn: [etlsupport@childcareawaremn.org](mailto:etlsupport@childcareawaremn.org) or (651) 335-6658