

What to Expect at Your Grow NJ Kids Training

Thank you for enrolling in a Grow NJ Kids Training Services session!

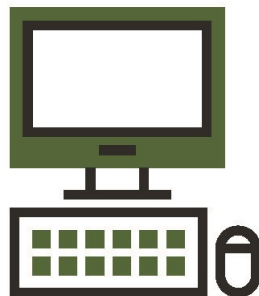
Your participation is vital to New Jersey’s Quality Rating and Improvement System and the national movement to raise the quality of early care and education. The following tips will help you prepare for your training and ensure that you have a successful learning experience.



Training Confirmation:

Shortly after enrolling in your training, you will receive an email from Grow NJ Kids Training Services confirming the course dates, times, and location. This email may also include information you will need about your training site, including parking availability, accessibility, and what to bring on the day of the training.

Please read through this email so you’re aware of special notes or requirements.

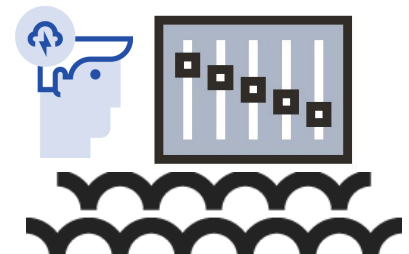


Withdrawal:

If you are unable to attend the class, you must withdraw on the NJ Workforce Registry.

- Log in to the Registry
- Click *Registry* and *My Events*
- Find the training you wish to withdraw from and click the pencil icon
- Click *Cancel registration for this event* and *Ok*

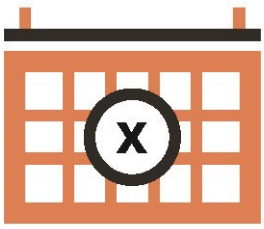
If it is *less than 24 hours* before your class, please email GrowNJKids@ssw.rutgers.edu with your name and the class title.



No Show Policy:

Our trainings tend to fill up quickly and often have long wait lists. We adhere to a “No Show” policy to ensure space is available for as many participants as possible. If you register for training and fail to attend on 2 occasions, your profile will be blocked from registering for future sessions. You must *withdraw* from a class to avoid a “No Show.”

Arriving late may also result in a “No Show” if the course instructor determines that you have missed a significant portion of the class.

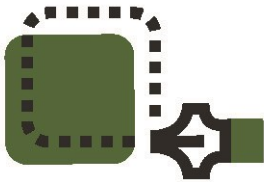


Cancellation:

If a course is cancelled due to an unforeseen emergency, an email will be sent to all registered participants. A notification will also appear at:

<http://www.GrowNJKids.gov/TrainingCalendar>

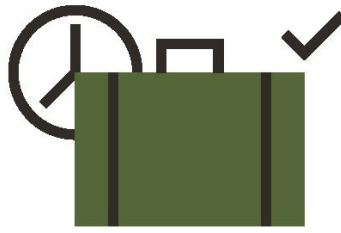
You may call 732-258-5203 on the morning of your course to check the status as well.



Professionalism:

Only Grow NJ Kids program participants who have enrolled via the NJ Workforce Registry will be permitted to attend this training. We want everyone to feel that the training room is a safe, productive learning environment. To promote this atmosphere, children will not be permitted in the training.

Training sites are often borrowed from community partners, so we want to be respectful of their space. Please maintain a level of professionalism throughout the day, including while on breaks and in common areas.



What to Bring:

Curriculum Books

Highlight and flag areas of your program's books that might spark inspiration for your class!

Notebook & Pen

Jot down some great ideas you hear throughout the training.

Attire

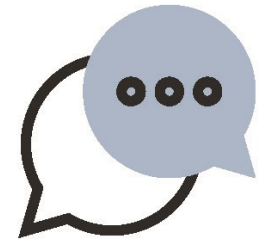
The temperature of training spaces may vary. If you tend to be cold, bring along a sweater or light jacket.



Your Peers:

Some participants in your session will be seeing this curriculum for the first time, while others may already be using it in their center. Your session may also have a combination of teachers, aides, directors, and staff from child care centers, preschools, and home-based family child care programs. Use this opportunity to network with your fellow providers!

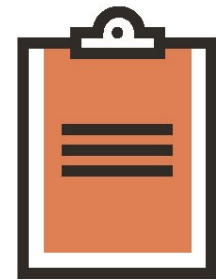
Your training is a supportive space for sharing experiences. Please be respectful of your coworkers and peers and maintain confidentiality.



Accommodations:

If you are in need of any special accommodations to participate in your training session, please let us know ahead of time by emailing GrowNJKids@ssw.rutgers.edu.

You may also notify your instructor at the start of the training day.



Satisfaction Surveys:

At the end of each training, you will complete a Grow NJ Kids Training Services evaluation form to let us know how your session went. Two weeks following your session, you may also be asked to complete a survey via email. Your responses will be used to help us improve future training sessions.

If you have additional questions or concerns, please email us at GrowNJKids@ssw.rutgers.edu.