



Bay Area Academy Attendance Policy

PLEASE REVIEW ALL THIS INFORMATION WITH YOUR EMPLOYEES BEFORE THEY ATTEND TRAINING.

The Bay Area Academy is committed to enhancing professional development by providing education, support and inspiration to those dedicated to improving the quality of life for children, youth, adults and families in the greater San Francisco Bay Area communities and beyond...

The CORE VALUES that guide our work are:

- ☆ Cultural Responsiveness and Social Diversity
- ☆ Collaborative Relationships
- ☆ Strength-based Practice
- ☆ Every Person has Value and Dignity
- ☆ Professional and Personal Integrity
- ☆ Safety, Permanence and Well Being for ALL Children, Youth and Adults

1. Register for training via your county's training manager and/or registration process by the registration deadline established.

2. If you are registered and unable to attend, please inform your training manager and BAA as soon as possible. BAA often has participants wait listed. This will allow BAA to open space for those on the waitlist.

3. If you are **not** registered and the class is full, you may be turned away due to room capacity, available curriculum and best environment for training.

4. Upon arrival sign the attendance sheet.

5. **Be present** - We understand the demands that are put on those who work with children and families, still the purpose of training is to give you the tools and information needed to do this very important work. Please do not schedule meetings and appointments that will require you to miss portions of training or use training time to complete work tasks. Taking phone calls during training is discouraged and should be done only during scheduled breaks.

6. Come prepared to conduct yourself in a positive manner. This includes being attentive, silencing your electronics and participating.

7. **Be on time** – The start time listed on the flyer is the time the training STARTS. Registration/Sign-in begins 30 minutes before the training starts. Anyone who misses more than 30 minutes of a full day training or 15 minutes of a half day training because of tardiness or returning late from a break/lunch will not receive credit from BAA for the class and will need to retake it. Trainees should contact their supervisor and reschedule the training.
8. After 15 minutes of instruction time, Continuing Education Units are no longer available. If you want CEU credit, you must sign in on the separate CEU form completing all the fields.
9. At the conclusion of training, dispose of any trash and sign out on the attendance sheet.
10. Sometimes things change, PLEASE check the website prior to each training to confirm date, time and location! www.bayareaacademy.org