



# Bay Area Academy Attendance Policy

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.

## REGISTRATION

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 waitlisted, and 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, availability of curriculum and the to ensure the best environment for training.

## ATTENDANCE

4. Upon arrival sign-in on the provided attendance sheet.
  - a. If you are eligible for CEU credit, please sign-in on the appropriate sheet, if you do not this becomes unavailable after 15 minutes of instruction have passed.
5. Please be on time – The start time listed on the flyer is the time the training begins, Registration/Sign-In begins 30 minutes before the training starts.
6. Come prepared to conduct yourself in a positive manner: silence your electronics, be attentive, and participate.
7. Please be present – Anyone who misses more than 30 minutes of a full day training or 15 minutes of a half day training due to tardiness **will not receive credit** from BAA for the class. You will need to contact your supervisor to reschedule the training.
  - a. With this in mind, though we understand the demands put on those who work with children and families 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 the trainings or use training time to complete work tasks.
8. At the conclusion of the training **sign-out – else you will not receive credit for the training**.