

***Family Strength Associates, Inc.***  
**New Jersey Child Care Training Program**

**Host Site Guidelines**

Thank you for your interest in hosting a *New Jersey Child Care Training Program* workshop. Please review the following guidelines to determine your center's eligibility to become a host site:

1. If you are an Abbott center you do not qualify to be a host site of this State funded program.
2. Each host site must have a designated contact person who will be available to speak with a staff member from Family Strength Associates (FSA) and the consultant assigned to do the workshop so that all questions and specific issues can be addressed in advance of the training session.
3. The contact person must be willing to accept phone calls from participants for **DIRECTIONS ONLY**
4. Host site staff will receive priority registration however, a designee must be willing to fax or mail individual registrations for each staff member immediately in order to secure seating (**maximum 10 staff members and more only if space becomes available**).
5. Host site must have 30-40 adult chairs for all workshops. (chairs can be rented, borrowed, or use another site such as a library or community center if necessary)
6. We ask that low cost or free parking be available for most sites (exceptions in urban areas where most people travel by bus or train).
7. A representative must be available at the time of the workshop to answer the telephone and give directions to the site.
8. All of Family Strength Associates' consultants are qualified and experienced. The consultant assigned to your workshop will contact the site with any specific needs or questions prior to your workshop.
9. On the day of the workshop, a representative from the host site must be present to open and close the facility and assist the consultant during the entire time of the workshop (if necessary).

If you meet these guidelines, complete a Host Site Application and fax or mail it to us as soon as possible and your site will be considered for our next quarterly training calendar. We are thankful to you again for your interest and participation in this child-care training project. If you have any questions, contact us at by phone (609-447-4787), fax (609-447-4786 or 319-937-1497), or by email ([danita@familynow.org](mailto:danita@familynow.org)). Please also visit our website ([www.familynow.org](http://www.familynow.org)) for additional information about our workshops.