

## REGISTRATION POLICIES & PROCEDURES

Our commitment is to raise the quality of child care by providing a variety of educational opportunities for family child care providers, centers, school-age programs, directors, camps, parents, special needs programs and the general public. Training is offered in a central location and at times that are convenient for participants. Providers will receive a training schedule on a quarterly basis, along with registration forms, at least three to four weeks prior to the first workshop. The registration form is your commitment to attend. Make a copy and write down the time, date and location on your calendar. Community Child Care Solutions will notify you should it be necessary to cancel an event. We will return your payment to the address indicated on the registration if the event is cancelled.

### REGISTRATION AND FEES INFORMATION

- Workshops are \$15 for each participant and are non-refundable (unless otherwise stated).
- Mail in registration form with fee (check or money order), postmarked by the deadline date.
- Registration forms may also be found on our website: [www.communitychildcaresolutions.org](http://www.communitychildcaresolutions.org)
- Register early as most workshops fill up long before the deadline date.
- Registration and payment will not be accepted at the workshop site.
- Phone registrations are not accepted.
- **NEW POLICY:** Only 6 (six) staff from each center will be allowed to register at the beginning of registration. Subsequent staff will be put on a waiting list. If there is room in the workshop at the time registration closes, the waiting list people will be notified to see if they would still like to attend.
- Workshops are filled on “first-come-first-serve” basis, up to the maximum number of participants, so register early.

### ADDITIONAL NOTES:

- Due to insurance issues and as a courtesy to the trainer, **children will not be allowed into the workshops and/or allowed to wait in the building during workshops.** For safety reasons no one is permitted to wait in the lobby.  
Anyone dropping off passengers for the training must drop them off and return at the end of the training to retrieve them. Anyone left in the lobby will be asked to leave.
- Community Child Care Solutions reserves the right to cancel workshops at any time. We will notify participants and registration fees will be refunded in full.
- **Parking is found at the rear of the St. John Neumann Pastoral Center for all evening trainings.**