



WORKSHOP REGISTRATION FORM CHILD CARE CHOICES

263 W. Patrick Street • Frederick, MD 21701 • 301-662-4549

Office Use Only:

Date rec'd:

Staff initials:

PW:

Participant's Name: _____
(Please Print)

Address: _____

Daytime Phone: _____ Email: _____

I am a: Center Director _____ Center Staff _____ Name of Center _____

Family Child Care Provider _____ Potential Family Provider _____ Other _____

Workshop Choices:

Workshop Name: _____ ID# _____ Date(s) _____ Amount Paid \$ _____

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Donation Amount \$ _____ **Total Payment:** \$ _____

Payment By: Check/Money Order (enclosed): _____ (Make checks payable to FCMHA/Child Care Choices.)

Master Card/Visa Account#: _____ - _____ - _____ Exp. Date: ____/____/____

Visa card holders: please indicate the last 3 digits in the signature strip on the back of your card. _____

Signature _____

(Credit Card statements will indicate **Frederick County Mental Health** as the merchant.)

For office use only: Reference # _____ Authorization # _____ Date: _____



PRE-REGISTRATION AND PRE-PAYMENT REQUIRED! CLASS FEES ARE NON-REFUNDABLE!

Registration Policies:

- ★ Pre-registration and pre-payment are required for all classes.
- ★ Registration fees are non-refundable unless a class is cancelled by Child Care Choices. If you cannot attend, and notify us at **least 24 hours in advance**, credit can be issued for future workshops. **NO credit will be given without 24 hour prior notice.**
- ★ Confirmation and directions to the training site will be mailed if your registration is received at least one week prior to class.
- ★ You will receive **one** confirmation letter for all classes. We will not issue post card reminders for each class.
- ★ A class will be cancelled if it does not have eight or more participants registered at least one week prior to class.
- ★ If Frederick County schools are **closed** or close early due to weather conditions, CCC workshops will be **cancelled**.
- ★ You must be present for an entire workshop to receive a certificate for the credit hours listed.
- ★ You will not receive credit if you have already taken a training session of the same title with the same instructor.
- ★ Workshops are designed for adults only. Please make other child care arrangements in advance.
- ★ Reasonable accommodations are offered to qualified registrants for workshops. Please call CCC at least 2 weeks in advance to request accommodations.
- ★ Submission of this registration form constitutes agreement to abide by all registration policies.

To Register for Classes:

- ★ Complete a registration form for each person taking classes. Keep a copy for your own records.
- ★ *Mail or take* the completed registration form(s) with check, money order, or credit card information to address above.
- ★ With a credit card, you may register *by phone* (301-662-4549) or *by fax* (301-695-4826).
- ★ Returned check service charge is \$20; fees must then be re-paid with cash, money order, or credit card.