

RCPC's Child Care Resource and Referral Workshop Registration Policies

Pre-registration by the published deadline is required for all CCR&R workshops whether there is a fee or not. We suggest that you call our office to ensure that enough spaces are available in the workshop that you would like to attend prior to sending payment. **Spots cannot be reserved without payment. Therefore, your registration is not confirmed until payment is received.** There are several options for registering for workshops:

- Call Cynthia Langston at 342-9676 ext. 201 or April Cox at ext. 207 and pay with a credit card.
- Fax in the registration form with credit card payment information to 342-9962.
- Drop by our office at 7572 NC Hwy 87, Reidsville, during business hours to pay with cash, check, money order, or credit card. RCPC is not able to keep cash on hand so you must provide correct change when cash is used to pay for workshops.
- Mail this registration form along with check, money order, or credit card payment information to:
RCPC
Attn: Workshop Registration
P. O. Box 325
Wentworth, NC 27375

Returned Checks- In the event a check is returned for insufficient funds, RCPC will charge a return-check fee based on the fee charged to RCPC by the bank. This fee and the check amount must then be paid in cash or with a money order. No further checks will be accepted from the individual or business until the charges have cleared.

Registration Deadlines - Training registration deadlines are one week prior to the workshop unless otherwise noted. Payment must be received by 5:00 pm on the deadline. Registrations will not be accepted after the deadline. The minimum number of participants required to hold a workshop is typically 1/2 of the maximum capacity. If registration does not meet this requirement by the deadline, the workshop may be cancelled and credit for a future workshop will be issued to those registered.

Training Credit Vouchers – If using a training credit voucher, the original voucher must be presented at the time of registration. Vouchers can be hand delivered or mailed to RCPC. Faxed copies of vouchers cannot be accepted. Vouchers will not be accepted after their expiration date. Facilities are welcome to use the voucher towards any staff members' registration.

Waiting List - If a workshop is full prior to the registration deadline, a waiting list will be created. If cancellations are made, we will contact individuals on the waiting list in the order their registrations were received to offer a slot in the workshop. Anyone enrolled in a workshop from the waiting list will have 24 hours to pay the registration fee to confirm their space.

Registration Cancellations - Individuals who are registered for workshops and need to cancel their registration must call our office by 12:00 pm on the day of the training in order to receive a credit for future workshops. No refunds will be given.

Late Arrivals – Plan to arrive a few minutes prior to the workshop's start time to allow time for registration. Participants arriving more than 15 minutes late or leaving more than 15 minutes early will not be given credit.

Child Care - Child care is not provided at our workshops. Because it is inappropriate to expect young children to sit quietly through workshops designed for adults, individuals who bring children with them to training will not be admitted and no refund or credit will be given.

Training Locations - Workshop locations vary. It is the participant's responsibility to ensure that they get to the proper location on time. Most training's are held at the following locations: Rockingham Community College ADT – Advanced Technologies Bldg. (bldg. with computer lab/auditorium), the Agricultural Extension Office or the Rockingham County Partnership for Children Conference Room.

Materials Given - On occasion, professional resources or classroom materials may be given to participants as door prizes or as a part of participation in the session. It is the perspective of the CCR&R that the materials should belong to the person or organization that paid the registration fee. In the event that the facility paid the fee, the materials should be made readily available for use by the staff person(s) who attended the session.

Certificates - Always keep a copy of your certificates for your own records in addition to giving one to your employer. There will be a \$5 fee for RCPC staff to provide a replacement certificate for trainings attended within the last year only.

Inclement Weather – If Rockingham County Schools are closed due to inclement weather on the same day that a workshop is scheduled, the workshop will be postponed and rescheduled later.

Complete the registration form below to sign up for workshops. Please print clearly

Title of Workshop: _____ Workshop Date: _____

Name of Child Care Facility: _____

Facility Telephone: _____

Participant's Name	Evening Phone Number	Total staff registered: _____
1. _____	_____	Total fees: \$_____
2. _____	_____	
3. _____	_____	If more than 4 participants, complete additional forms.
4. _____	_____	

Check Enclosed _____ Credit Card Payment with _____ Visa _____ Mastercard _____ Discover Exp. Date _____

Name on card _____ Card Number _____

Billing Address for credit card _____

Email Address to receive credit card payment receipt _____

Please call Cynthia Langston at 342-9676 to register or for more information.

Complete the registration form below to sign up for workshops. Please print clearly

Title of Workshop: _____ Workshop Date: _____

Name of Child Care Facility: _____

Facility Telephone: _____

Participant's Name	Evening Phone Number	Total staff registered: _____
1. _____	_____	Total fees: \$_____
2. _____	_____	
3. _____	_____	If more than 4 participants, complete additional forms.
4. _____	_____	

Check Enclosed _____ Credit Card Payment with _____ Visa _____ Mastercard _____ Discover Exp. Date _____

Name on card _____ Card Number _____

Billing Address for credit card _____

Email Address to receive credit card payment receipt _____

Please call Cynthia Langston at 342-9676 to register or for more information.