

**TYRRELL-WASHINGTON PARTNERSHIP FOR CHILDREN  
CHILD CARE RESOURCE AND REFERRAL  
TRAINING REGISTRATION FORM**

Name: \_\_\_\_\_ Phone number: (\_\_\_\_) \_\_\_\_\_

Mailing Address: \_\_\_\_\_ City: \_\_\_\_\_

Zip Code: \_\_\_\_\_ Email Address: \_\_\_\_\_@\_\_\_\_\_

Place of Employment: \_\_\_\_\_

Work phone: \_\_\_\_\_

County in which you are employed: \_\_\_\_\_

Classroom: \_\_\_\_\_ Ages you work with: \_\_\_\_\_

**\*\*Please fill out the above information accurately as it will be used to contact you in the event of any changes, track your training participation/attendance, etc.\*\***

DATE OF TRAINING	NAME OF PARTICIPANTS

**\*\*Registration will not be confirmed until payment is received. \*\***

Please make checks payable to:  
**Tyrrell Washington Partnership For Children**  
125B West Water Street  
Plymouth, NC 27962  
252-793-5437 (Office)  
252-793-1526 (Fax)



## Tyrrell Washington Partnership For Children Child Care Training Policies and Procedures

### REGISTRATION

- Registration forms must be completed with all requested information. Please list all participants attending the training on the registration form.
- Workshop registration forms received by fax will not secure or reserve a space. Registration form must be received in the office with payment in full 2 days prior to training.
- Pre-registration and advance payment is required for all trainings. Participants are not registered until the payment is received by the Tyrrell-Washington Partnership for Children. Payment will not be accepted at the training.
- Training registration and payment will be due by 5:00 pm two (2) business days prior to the training. Registration and payment will not be accepted after the deadline date. The Tyrrell-Washington Partnership for Children is not responsible for registration forms or payment lost in the mail or not received on time. We do not call with reminders unless the location or the time of the training has changed.
- The minimum cost per training will be \$5.00. Other charges will be noted on training calendars.
- Checks and money orders should be payable to the Tyrrell-Washington Partnership for Children. If payment is being made by cash, please provide correct amount. Registration form with enclosed payment can be mailed to Tyrrell Washington Partnership For Children, 125B West Water Street, Plymouth, NC 27962. Payments may also be made in person at the above address.
- If Tyrrell-Washington Partnership for Children cancels a training; staff will notify the registered participants two business days prior to the scheduled training. Participants will be credited for the payment.
- When training has less than (8) eight participants registered, it is likely to be cancelled.

### Cancellation Policy

- If a participant has registered for a training and is not able to attend, she may contact the Tyrrell-Washington Partnership for Children office by 5:00 pm one business day before the scheduled training to request that her payment be credited towards another training.
- Registration fees are nonrefundable. Failure to cancel according to this policy will result in forfeiture of your registration fee. Sometimes, a workshop may be cancelled. In that

case, you will be notified if you are a paid registrant and the paid amount can be applied towards another training.

- Participants will be given one training certificate upon successful completion of the training. The fee for a duplicate certificate will be \$3.

## Attendance

- Only registered participants may attend trainings. Please do not bring other people with you to the training if they have not registered.
- In consideration of presenters and participants, no one will be allowed to enter 15 minutes after the training has begun. Training credits can only be issued for completed workshops. If a participant chooses to leave a workshop early, no credits will be issued.
- As cell phones are very distracting, please turn them off or put them on silent (not vibrate) during the workshop. If you must call someone or take a call, please step out of the training.
- Childcare is not provided at the trainings. Individuals who bring children with them to a training will not be admitted and no refund or credit will be given.
- Unprofessional, disruptive or rude behavior from any participant will be addressed with the individual. If the behavior continues, the individual will be asked to leave and no credit hours will be given for that training.

### **THERE ARE NO EXCEPTIONS TO THE ABOVE!**

If you have any questions, concerns, or would like clarification on our policies and procedures, please call Sandra Taylor, 252-793-5437. If you cannot reach Sandra, please ask for Sherri Gilliam.

*Revised and approved September 17<sup>th</sup> 2015*

