

Registration for Trainings: April — June 2018

Sign up for:	Date	Time	Price
<input type="checkbox"/> Medication Administration	Wednesday, April 4	12:00pm—4:00pm	\$5
<input type="checkbox"/> Basic School Age Care	Saturday, April 21	9:00am—2:30pm	\$10
<input type="checkbox"/> Infant Toddler SIDS	Tuesday, May 8	6:30pm—8:30pm	\$5
<input type="checkbox"/> Keep It Clean	Thursday, May 17	6:00pm—8:00pm	\$5
<input type="checkbox"/> More than just Routines	Thursday, May 24	6:30pm—8:30pm	\$5
<input type="checkbox"/> Severe Allergic Reactions and Epi Pen	Tuesday, June 5	6:30pm—7:30pm	\$5
<input type="checkbox"/> Fire Safety	Thursday, June 14	6:30pm—8:30pm	FREE
<input type="checkbox"/> Family Child Care Home Lesson Planning	Tuesday, June 19	6:30pm—8:30pm	\$5
<input type="checkbox"/> Growing Up Wild!	Friday, June 22	9:00am—4:00pm	FREE

Other Services

<input type="checkbox"/> On-site training fee + \$5 per participant	\$5 X _____ participants =	\$25 _____
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Total Cost \$ _____

Contact and Payment Information

Name _____

Method of Payment

Email _____

Home Phone _____

Check: Payable to Partners for Children & Families

Work Phone _____

Cash: Correct change only

Place of Employment _____

Money Order: Payable to Partners for Children & Families

Date _____



To register, please return the registration form and payment to:
Partners for Children & Families • 7720 NC Hwy 22 • Carthage, NC 28327
Phone: (910) 949-4045 • Fax: (910) 949-4047

2018 Updated Training Policies

- Advanced registration and payment are required for all training events. Registration is accepted in person or via mail. All checks or money orders should be made payable to Partners for Children and Families. **Payments will not be accepted the day of the training event.**
- Twenty-four (24) hour cancellation notice prior to the training event is required to receive a credit. In the event of an unexpected emergency, please notify a PfCF staff member within 3 days of the unattended training event. No refund will be provided; however, a credit will be issued. Credits are valid for 90 days.
- **No refund or credit will be provided for no-shows. Failure to cancel or “no-shows” for trainings offered at no cost will automatically prohibit you from taking advantage of future trainings offered at no cost.**
- A minimum of 10 spaces must be filled before a training event will be conducted. If this number is not reached, PfCF reserves the right to cancel the event. Learners will be notified by phone or email of any cancellations and a credit issued or learners transferred to another class. Early registration is strongly encouraged.
- **The following applies to all training events:**
 - Training events will be closed 15 minutes after the start time. **Late entry will not be permitted.**
 - Children and/or other non-registered guests are not permitted into training events.
 - Learners will be provided a certificate of completion indicating NCDCEEE contact hour credits (CHC) or continuing education units (CEUs) for the amount of time the learning event is held.
 - Unprofessional, disruptive or rude behavior will not be tolerated. You will be asked to leave and no credit will be issued.
 - Please turn off cell phones during the learning event.

Please read the newly updated policies!