



**7 Saturdays, April 1 to May 20, 2017 (except Apr 15) from 10:00 am to 3:30 pm**

**BEFORE REGISTERING:**

- Carefully read and sign the Registration, Refund and Missed Class Policies.
- Registrations are accepted on a first come-first serve basis. Class maximum is 25.
- You will need an email address to receive course related information.
- This is a non-credit course (cannot be applied towards the completion of a degree).

**WHILE ATTENDING THE COURSE:**

- Park along Slocan St. or on East Broadway. Note parking restrictions.
- Bring a 2-inch binder for your course materials.
- Bring a bag lunch.

**QUESTIONS..?** Contact Rosa at 604-709-5661 ext. 221 or [rng@wstcoast.org](mailto:rng@wstcoast.org)

**Introduction to Family Child Care Course Registration Form**

<b>Name</b>			
<b>Address</b>			
<b>Family Day Care Name</b>		<b>Westcoast Consultant</b>	
<b>Phone</b>		<b>Mobile</b>	
<b>Email</b>			
<b>Fee</b>	\$295.00		

<b>Payment Method</b>			Refunds will be made if cancellation is done 3 business days prior to the course start date. No monies will be refunded once the course begins. All refunds are subject to a \$25 administration fee.																				
<input type="checkbox"/> <b>Cash</b>	<input type="checkbox"/> <b>Debit</b>	<input type="checkbox"/> <b>Cheque</b>	Make cheques payable to Westcoast CCRC. There is a 3-4 week processing time for payments made by cheque. NSF cheques will incur a \$35 charge.																				
<input type="checkbox"/> <b>VISA</b> only	<b>Cardholder's Name</b> ➔																						
	<b>Credit Card #</b>																						
	<b>Expiry Date</b>		_____ / _____ month year																				



**Westcoast Child Care Resource Centre**  
2772 East Broadway, Vancouver, BC, V5M 1Y8  
tel:604.709.5661 fax:604.709.5662 toll free:1.877.262.0022  
[www.wstcoast.org](http://www.wstcoast.org)



### Registration Policy

Participants must:

1. Make payment at time of registration in order to confirm a seat.
2. Be 19 years of age at the time of registration.
3. Have grade 8 English written and oral skills (or equivalent) to actively participate during class and be able to type or write the final assignment. There is no final test.
4. Mark course dates in calendar. We do not send reminders.
5. Make their own child care arrangements. We are unable to accommodate children during course hours.
6. Abide by the Classroom Code of Conduct.

### Refund and Cancellation Policy

1. Requests for cancellations must be received at least 3 business days prior to the course date to get a refund, minus any Administration Fees. No monies will be refunded or credits offered once the course starts.
2. All refunds are subject to a \$25 Administration Fee.
3. Westcoast may cancel a course at any time. Registrants will be notified and receive a full refund.
4. If first class is missed registrants forfeit their fee. There will be no refund.

### Missed Class Policy

1. The **first & last class are mandatory**. The entire course builds on the first day and it is essential to the subsequent classes. If the first or last class is missed you forfeit your fee and may not attend the rest of the course.
2. Participants must attend all sessions and satisfactorily complete the course work and a "Parent Package" approved by the Instructor, in order to receive a certificate of completion.
3. There is a \$15 each to reprint a certificate or receipt for up to 1 year from the course start date.
4. Anyone missing more than 1 session will need to take the entire course again at full fee except in unusual circumstances and by special permission by the Training Department.
5. Participants must notify the Instructor of an absence in advance at the earliest opportunity.
6. If a session is missed, participants may make it up the next time the course is offered and within 1 year from the course end date; unless it is the first class.
7. There will be a \$15 fee to make up a missed session.
8. It is the participant's responsibility to keep track of which session and topics were missed and to find out when s/he can make them up.
9. Certificates of completion may be picked up after making up the missed session.

**With my signature I am indicating I have read and accept all Polices above:**

\_\_\_\_\_  
Participant's Signature

\_\_\_\_\_  
Date