



# Workshop Registration Form

Date: \_\_\_\_\_  
DB \_\_\_\_\_ (office use only)

**This name will appear on your certificate**

First Name (s):		Last Name (s):	
Address:		Postal Code:	
Email:		Phone:	
<input type="checkbox"/> I am a Vancouver CCRR Registered LNR or Vancouver Licensed Family Child Care Provider (FCC)			

### Payment Method:

VISA (only) Card Number: _____		Expiry Date: ____ / ____	
Cardholder's name:		Authorization # _____ (office use only)	
Debit	Cheque	Cheque # _____ (office use only)	
Cash	Make payable to Westcoast CCRC. NSF cheques will incur a \$35 charge each.		
<b>TOTAL</b> Payment Amount: \$ _____			

Workshop Titles	Date	Time	Fee	FCC
The Importance of Aesthetics in Early Child Care Settings	Wed. July 5	7:00 pm – 9:00 pm	\$35	\$20
Pivotal Moments: Taking Care of Ourselves Mindfully	Sat. July 8	10:30 am – 3:00 pm	\$65	\$50
Safe Spaces: Bullying Prevention for Preschool-Aged Children	Sat. July 15 & 29	9:30 am – 4:00 pm	\$150	n/a
Red Flags in Children's Development	Wed. July 19	7:00 pm – 9:00 pm	\$35	\$20
Unstructured Play	Sat. July 22	10:30 am – 3:00 pm	\$65	\$50
Self-Regulation: What does that even mean?	Wed. Aug. 2	7:00 pm- 9:00 pm	\$35	\$20
Behaviour Guidance and Conflict Resolution Strategies	Sat. Aug. 12	10:30 am – 3:00pm	\$65	\$50
Digital Literacy in Early Childhood Education	Wed. Aug 16	7:00 pm – 9:00 pm	\$35	\$20
Creating Beautiful Stuff with Recycled Materials - A Reggio Inspired Workshop	Sat. Aug. 19	10:30 am – 3:00 pm	\$65	\$50
Supporting Infants & Toddlers Transition to Group Child Care	Sat. Aug. 26	10:30 am – 3:00 pm	\$65	\$50
Reading Aloud: Making Lifelong Readers	Wed. Aug. 30	6:00 pm – 9:00 pm	\$50	\$35
Examining Our Biases: Growing in Self-Awareness	Wed. Sep. 13	7:00 pm – 9:00 pm	\$35	\$20
Supporting Families with Diverse and Complex Needs	Wed. Sep. 20	7:00 pm – 9:00 pm	\$35	\$20
Picky Eating Solutions @ Kits	Wed. Sep. 27	6:30 pm – 8:30 pm	\$35	\$20

### Refund & Cancellation Policy:


1. Requests for cancellations **must be received at least 3 business days prior** to the workshop date to get a refund, minus any Administration Fees.
2. All refunds are subject to a \$10 Administration Fee except for workshops/courses that are \$100 or more, which have a \$25 Administration Fee.
3. No monies will be refunded or credits offered once the workshop or course starts.
4. Westcoast may cancel a workshop or course at any time. Registrants will be notified and receive a full refund.


**By submitting this form participants declare they have read, understood and agree with this policy.**




# Workshop Policies:

- 1 It is the participants' responsibility to check if certificates of participation will be accepted by the ECE Registry. <http://www.mcf.gov.bc.ca/childcare/ece/> phone **1-888-338-6622** email [eceregistry@gov.bc.ca](mailto:eceregistry@gov.bc.ca)
- 2 It is the participants' responsibility to read the workshop description and objectives and make sure the training selected is suitable to their learning needs. **If you have a question, call us before registering.**
- 3 Only **Vancouver CCRR Registered LNRs or Vancouver Licensed Family Child Care Providers** qualify to pay the **FCC Fee** and will need a **Promo Code** received by email to register. Be sure to use this promo code when registering, as no fee adjustments can be made after registration is confirmed.
- 4 Seats are limited. Registrations are accepted on a first come, first served basis.
- 5 Payment must be made at time of registration to reserve your seat.
- 6 Mark dates on your calendar. We will not send reminders.
- 7 Doors close 15 minutes after start time in respect to presenter and participants.
- 8 Latecomers who arrive after 15 minutes may not be admitted and will not receive a certificate.
- 9 We are unable to accommodate children during workshop time. Please make child care arrangements.
- 10 Participants must stay for the full workshop to receive a certificate of participation, which will be provided at the end.
- 11 There is a \$15 charge to reprint a certificate or receipt for up to 1 year from the workshop date.
- 12 These are non-credit workshops (cannot be applied towards the completion of a certificate, diploma or degree).
- 13 Receipts and handouts are always sent by email.
- 14 Westcoast encourages a scent free environment.

 Please **park** on Slocan St. or East Broadway (note restrictions). If you need to park in front of our doors, make sure to park in a space marked "Westcoast/ECEBC Visitor Parking".

 In keeping with our eco-conscious goal of reducing paper use, **handouts**, if any will be sent by email after each workshop. In this way participants will have a resource that can be viewed across various devices, shared and printed anytime.

 We may take some **photographs** during workshops with the purpose of promoting our training. By registering you consent to us or others attending, to take your photograph. If it's ok with facilitators, you may photograph some materials, books, etc., but not film the workshop. If you **DO NOT** wish to be photographed, let the workshop host know.

 **Questions?**  
Contact Rosa at **604-709-5661 ext. 221** or by email at [rng@wstcoast.org](mailto:rng@wstcoast.org) from Tuesday to Saturday during office hours. **(except for holiday long weekends)**



#### Office Hours:

MON, TUE, THU & FRI: 9 am – 5 pm  
WED: 9 am – 8 pm  
SAT: 10 am – 4 pm

**(except for holiday long weekends)**



#### Library Hours:

MON, TUE: Closed  
WED: 12 pm – 8 pm  
THU, FRI: 10 am – 5 pm  
SAT: 10 am – 4 pm

**(except for holiday long weekends)**



**ECEs:** 40 hours of professional development is the minimum number required to renew an ECE certificate. Select topics you would like to expand on or that you're passionate about.  
**FCCs:** Remember to complete at least 4 hours of professional development workshops before your annual renewal date.

*follow us!*

