



# 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 # _____ (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
Guiding and Caring for Preschoolers	Wed. Apr. 4	6:30 pm - 8:30 pm	\$35	\$20
An Exploration of Forest and Nature School	Sat. Apr. 7	10:30 am – 3:00 pm	\$65	\$50
Guiding Behaviour in a Child Care Setting @ Kits	Sat. Apr. 7	10:30 am – 3:00 pm	\$65	\$50
Curriculum Design	Sat. Apr. 14	10:30 am – 3:00 pm	\$65	\$50
Supporting Families with Diverse and Complex Needs	Wed. Apr. 18	6:30 pm - 8:30 pm	\$35	\$20
Truth and Reconciliation: What It Means For Non-Indigenous ECE Workers	Sat. Apr. 28	10:30 am – 3:00 pm	\$65	\$50
Parents Can Make a Difference When We Help Them Do It	Wed. May 2	6:30 pm - 8:30 pm	\$35	\$20
Fire Extinguisher Training and Fire Safety	Wed. May 9	6:30 pm - 8:30 pm	\$45	\$45
Webcast – 2018 ECEBC's Conference Keynote and Workshop	Sat. May 12	10:00 am – 1:30 pm	\$15	\$15
Connection & Separation - Building a Child's Capacity to Separate	Wed. May 16	6:30 pm - 8:30 pm	\$35	\$20
Truth and Reconciliation: What It Means For Non-Indigenous ECE Workers @ Kits	Wed. May 23	6:30 pm - 8:30 pm	\$35	\$20
The Need for Unstructured Play	Sat. May 26	10:30 am – 3:00 pm	\$70	\$55
Social and Emotional Learning Foundations	Wed. June 6	6:30 pm - 8:30 pm	\$35	\$20
Aggression in Young Children: Helping yourself stay steady in tough situations	Sat. June 9	10:30 am – 3:00 pm	\$65	\$50
Early Brain Development	Sat. June 16	10:30 am – 3:00 pm	\$65	\$50
Cats, Bridges and Trees: Yoga for Children	Wed. June 20	6:30 pm - 8:30 pm	\$35	\$20
Beyond Behaviour: Raising Resilience for Children with Autism, ADHD and Anxiety	Sat. June 23	10:30 am – 3:00 pm	\$65	\$50

**All workshops will be at Westcoast located at 2772 East Broadway in Vancouver, unless specified.**

**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!*

