



Workshop Registration Form

Date: _____
 DB _____ (office use only)

This name will appear on your certificate

First Name (s):		Last Name (s):	
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	Cash	TOTAL Payment Amount: \$	

Workshop Titles	Date	Time	Fee	FCC
Zones of Regulation	Wed. Oct. 3	6:30 pm - 8:30 pm	\$35	\$20
Self-Awareness and Children's Understanding of Diversity	Sat. Oct. 13	10:00 am – 3:30 pm	\$80	\$65
Child Care Fees: Where does the Money Go?	Wed. Oct. 17	6:30 pm - 8:30 pm	\$35	\$20
Basic Sign Language for Young Children	Sat. Oct. 20	10:30 am – 3:00 pm	\$65	\$50
Aggression in Young Children: Helping yourself stay steady in tough situations	Sat. Oct. 27	10:30 am – 3:00 pm	\$65	\$50
Game Smarts - Using Play and Games to motivate learning and positive behaviour	Sat. Nov. 3	10:30 am – 3:00 pm	\$65	\$50
Cats, Bridges and Trees: Yoga for Children	Sat. Nov. 17	10:30 am – 3:00 pm	\$65	\$50
Enhancing Children's Development Using Creative Drama	Wed. Nov. 21	6:30 pm - 8:30 pm	\$35	\$20
Beyond Behaviour: Raising Resilience for Children with Autism, ADHD and Anxiety	Sat. Nov. 24	10:30 am – 3:00 pm	\$65	\$50
Is Time-Out Outdated? @ Kits	Wed. Nov. 28	6:30 pm - 8:30 pm	\$35	\$20
Safe Spaces: Bullying Prevention for School Age Children @ Kiwassa	Sat. Dec. 1 & 8	9:30 am - 4:00 pm	\$150	

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/course 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/course starts, or if it's missed.
4. Westcoast may cancel a workshop/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 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.**
- 2 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.
- 3 Seats are limited. Registrations are accepted on a first come, first served basis.
- 4 Payment must be made at time of registration to reserve your seat.
- 5 Mark dates on your calendar. We will send you an email reminder. Check your email before the workshop.
- 6 Doors close 15 minutes after start time in respect to presenter and participants.
- 7 Latecomers who arrive after 15 minutes may not be admitted and will not receive a certificate.
- 8 We are unable to accommodate children during workshop time. Please make child care arrangements.
- 9 Participants must stay for the full workshop to receive a certificate of participation, which will be provided at the end.
- 10 There is a \$15 charge to reprint a certificate or receipt for up to 1 year from the workshop date.
- 11 These are non-credit workshops (cannot be applied towards the completion of a certificate, diploma or degree).
- 12 Receipts and handouts are always sent by email.
- 13 If you have questions about a certificate being accepted by the ECE Registry, please contact them at **1-888-338-6622** or eceregistry@gov.bc.ca or at <https://www2.gov.bc.ca/gov/content/education-training/early-learning/teach/training-and-professional-development/become-an-early-childhood-educator/apply-for-ece-ecea-certificate>

 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 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!

