



# Responsible Adult in Child Care Settings

20 hour course

8 sessions on Tuesday evenings  
October 19 – December 7, 2010 (6:45 – 9:15 p.m.)

Course Fee: \$160

Location: Westcoast Child Care Resource Centre

## This course covers:

1. child development from birth to 12 years of age
2. child guidance
3. health and safety
4. nutrition
5. basic programming with health and safety in mind.

**Registration begins on Monday, September 13, 2010**

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## IMPORTANT INFORMATION

***Please arrive at least 10 minutes before the start of each session.***

To receive your certificate, you must attend every session, hand in all quizzes and score at least 70% on each quiz. These are *open book* quizzes that may be completed at the end of each session or assigned for homework.

If you miss a session, you can make up that one class the next time the course is offered. It is your responsibility to know which session you missed, find out when the session will be offered again and pre-register with Westcoast for that session. Cost of a Make-Up session is \$15. After you have made up the missing class, you will receive your Certificate of Completion.

If you miss 2 sessions or more, you will be required to repeat the entire course except with special permission, repay the entire course fee, and attend all sessions in order to receive a Certificate of Completion.



# Responsible Adult Course Registration Form

PLEASE PRINT CLEARLY

DB: <input type="checkbox"/>
office use only

Course date:	
First name:	Last name:
Centre/Organization (if applic.):	
Address:	Postal code:
Email:	
Phone: (     )     )	Fax: (     )     )
<b>Method of payment</b> (submit one form per participant per course):	
<input type="checkbox"/> VISA (only credit card accepted)                      Auth # _____ (office use only)	
Card number:    _ _ _ _    _ _ _ _    _ _ _ _    _ _ _ _                      Expiry    _ _ / _ _	
Cardholder's name: _____	
<input type="checkbox"/> Cheque or money order    Cheque # _____ (office use only)	
Make payable to Westcoast CCRC. (NSF cheques will incur a \$20 charge.)	
Payment Amount: \$ _____	

<p><b>Ways to Register:</b></p> <ol style="list-style-type: none"> <li>1. Fax in registration form with VISA info to 604-709-5662.</li> <li>2. Mail in registration form and payment (Cheque or Visa). Mail Attention to: "Training Registration".</li> <li>3. Phone in (with VISA info) to 604-709-5661.</li> <li>4. Drop in to the Westcoast office with registration form and payment. In person, you can also pay by Cash or Debit.</li> </ol>	<p><b>Cancellation Policy:</b></p> <ol style="list-style-type: none"> <li>1. Refunds for cancellations are only given when we receive <u>more than 7</u> business days notice.</li> <li>2. All refunds are subject to a \$25.00 Administration Fee.</li> <li>3. Westcoast may cancel a course at any time. Registrants will be notified and 100% of fees refunded.</li> </ol>
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**Please note:**

1. Payment must be made at time of registration in order to confirm your seat.
2. Certificates of participation and receipts will be provided at the end of the course.
3. There is a \$15 fee to replace a missing certificate.
4. **We are unable to accommodate children during course time.**

Enrollment is limited please register early to avoid disappointment.

Westcoast Child Care Resource Centre, 2772 East Broadway, Vancouver, BC V5M 1Y8  
Phone: 604-709-5661 Fax: 604-709-5662 Email: [info@wstcoast.org](mailto:info@wstcoast.org) Website: [www.wstcoast.org](http://www.wstcoast.org)