

Responsible Adult in Child Care Settings Course

Every Tuesday & Thursday from June 4 – 27, 2019

6:45pm to 9:15pm

IMPORTANT:

- Be 19 years of age at the time of registration.
- Have Grade 8 English written and oral skills (or equivalent) to actively participate during class.
- Bring a 2-inch binder for your course materials.
- The first class is mandatory. The entire course builds on the first day and it is essential to the subsequent classes.
- Participants must attend all sessions and hand in all open-book quizzes scoring at least 70% on each one in order to receive a certificate of completion.
- Carefully read and sign all the policies on the next page.

Registration Form

First Name: _____ Last Name: _____

Email: _____ Phone: _____

Fee \$160.00

Payment Method

☐ Cash

☐ Debit

☐ Credit Card

Credit Card #

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Expiry Date _____ | _____ CVV # _____
month year

Cardholder's Name _____

Billing Address _____

Postal Code _____

REFUND AND CANCELLATION POLICY:

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

COURSE POLICY:

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**, contact Rosa at 604.709.5661 ext 221 or email at rng@wstcoast.org before registering.
2. Payment must be made at time of registration to reserve your seat.
3. Doors close 15 minutes after start time in respect to presenter and participants.
4. We are unable to accommodate children during course hours. Please make child care arrangements.
5. Participants must stay for the full course to receive a certificate of participation, which will be provided at the end.
6. There is a \$15 charge to reprint a certificate or receipt for up to 1 year from the course start date.
7. These are non-credit workshops (cannot be applied towards the completion of a certificate, diploma or degree).
8. Participants must abide by the Classroom Code of Conduct.
9. **Be air Aware.** Scented products such as hair spray or perfume can aggravate health problems for some people. Visitors are encouraged not to wear or use any scented products while at Westcoast.

MISSED CLASS POLICY:

1. Anyone missing more than 1 session will need to take the entire course again at full fee.
2. 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.
3. There will be a \$15 fee to make up a missed session.
4. Certificates of completion may be picked up after making up the missed session.

With my signature I am indicating I have read, understood and accepted all policies above:

Participant's Signature

Date