

REGISTRATION FORM

Phone-In Registration to 443-512-0462 (Requires a Visa or Master Card payment) Mon. thru Fri. 8:30am to 2:30pm
OR

Mail registration form to: Child Care Links,
2105 Laurel Bush Road, Suite 105, Bel Air, MD 21015

Name: _____
Last Name
First

Address: _____
 City/St./Zip: _____

Please circle one:
 Family Provider, Child Care Center Director, Child Care Center Staff, Prospective Provider, Parent, or Other

Work Phone: _____

Home Phone: _____

Center Name: _____

WORKSHOP TITLE:	DATE	COST
1. _____	/	\$
2. _____	/	\$
3. _____	/	\$

TOTAL _____

Yes, I would like to sign up for membership to Child Care Links

(Please circle if you wish to become a member)

Your Yearly Membership fee of \$30.00 Provides:

- Support to the Resource Center
- Two FREE \$20 training at the Resource Center
- Access to our Resource Library
- Free resource packet on a variety of topics

**Payments Accepted are: Visa/Master Card/
Money Order/Center Check**

NO PERSONAL CHECKS OR CASH PLEASE

Signature: _____

Account #: _____

Expiration Date: _____

Registration & Participation Policies

- ◆ **PRE-REGISTRATION** occurs when we receive your payment and registration form in advance. This means no later than the close of business two days prior to the workshop (**office hours: 8:30 a.m.-2:30 p.m.**).
- ◆ **PLEASE CALL IF YOU NEED DIRECTIONS to Child Care Links of Harford & Cecil Counties, Future Generation, or W. L. Gore**
- ◆ **THOSE ARRIVING TO WORKSHOPS LATE WILL NOT BE ADMITTED.** Workshops begin at stated time, so plan to arrive 15 minutes early to sign-in. The **FRONT DOOR** of the Resource Center is **LOCKED** 15 minutes from the start of the workshop session for security of our staff and participants.
- ◆ **NO CONFIRMATION OR REMINDER** of your registration will be mailed to you. You may call us if you wish to confirm that your registration was received via mail.
- ◆ **CHILD CARE WILL NOT BE PROVIDED DURING THE TRAINING.** Children under 12 years will not be permitted to any workshop.
- ◆ **FEES PAID ARE NON-REFUNDABLE.** If you **MISS A WORKSHOP WITHOUT CANCELING 24 HOURS IN ADVANCE**, you will not be rescheduled/transferred to another workshop. Workshops may be canceled due to low enrollment; participants may transfer/reschedule to another workshop. Participants will be contacted by the resource center.
- ◆ **CERTIFICATES** for workshops will be issued at the completion of the workshop for all participants pre-registered **THREE** days prior to the workshop. All inquires about certificates should be made to the Training & Registration Office @ 1-888-288-5942

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- ◆ **INCLEMENT WEATHER** – The Resource Center follows **Harford and/or Cecil CO. PUBLIC SCHOOLS** inclement weather policy. For workshops held in Harford County, if the public schools are closed, our workshop will be cancelled. For workshops held in Cecil County, if the public schools are closed our workshop will be cancelled.
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