



Please fill out with your personal information and return to the council for completion of your council profile.

COURSE REGISTRATION FORM

For Health & Safety or Business 101 Series or MAT:

NYS License/Registration or Booklet #: _____

Child Care Council

Membership #: _____

Name: _____

Home Address: _____

Home/Cell Phone: _____

City/Town: _____

Work Phone: _____

Check here if this is a change of address

Zip: _____

Email: _____

County: _____

Business/Center Name: _____

Family Child Care Facility

Group Family Child Care Facility

Child Care Center

School-Age Child Care Program

Legally Exempt Provider

Other: _____

Interpreting Services Requested, for (language): _____

COURSE TITLE	COURSE DATE	LOCATION Lakeville, Newark, Rochester	COURSE FEE
x			\$
			\$
			\$

NOTE: Registrations and payment **must** be received at least two weeks **before** class begins.

Office Use Only	Method of Payment
Info updated by: _____ <i>Date</i>	Check: # _____ \$ _____
Entered in TTAM: _____	EIP Award: # _____ \$ _____
Enrolled in Training: _____	Child Care Council Voucher: \$ _____
Confirmation Letter Sent: _____	Charge Card (see below): \$ _____
	Cash: \$ _____
	Total Enclosed: \$ _____

For VISA/MC/Discover/AMEX Payments, please complete below:

Card # _____

Security #: _____

Name of Card Holder: _____

Expiration Date: _____

Signature: _____

COURSE REGISTRATION POLICIES AND PROCEDURES

How to register:

- Complete registration form. NOTE: Space is limited in some courses, so register early.
- Enclose your payment – payment must be received before registration can be confirmed.
- Please print clearly.
- Mail registration form to:

**Child Care Council, Inc.
595 Blossom Rd, Suite 120
Rochester, NY 14610
Attn: Finance Dept.**

Payment Options

- Payment must be received at least 2 weeks prior to first class.
- Cash payments may be made at any Council office (Rochester, Lakeville & Newark) during business hours: 9 am to 5 pm, Monday thru Friday.
- Check or Money order may be made in person or by mail. There is a \$25.00 fee on all returned checks.
- Visa/MasterCard/Discover/AMEX may be made in person, by mail, fax or email.
- Original, signed EIP Award letter.
- Complete payment for course is required if EIP Award is not received by training date.
- All course fees are non-refundable, except when class is cancelled by Child Care Council, Inc.

Using an EIP Scholarship Award?

For assistance in completing your EIP Application, please call - Yolanda Reese, Administrative Services Coordinator at (585) 654-4798 or Milegnizeth Jauridez, Administrative Assistant at (585) 654-4735. They can also answer any questions you may have regarding the EIP award process.

Course Cancellations

Child Care Council, Inc. reserves the right to cancel courses due to:

- Severe weather
Cancellations will be announced on WHAM 1180 AM, WHEC-TV 10, and WVOR 100.5 FM, and on a voice mail message at each of the Council offices.
- Low Enrollment
Students will be notified by the phone number or email listed on their registration form.

NOTE: It is your responsibility to contact the Finance Department if you are unable to attend a training.

Contacts

Yolanda Reese
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Milly Jauridez (Spanish)
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