



COURSE REGISTRATION FORM

For Health & Safety or Business 101 Series or MAT:
 NYS License/Registration or Booklet#: _____

Name: _____ Child Care Council Membership #: _____
 If your name has changed, please provide your previous name below: _____
 Home Address: _____ Home/Cell Phone: _____
 City/Town: _____ Work Phone: _____
 Zip: _____
 Check here if this is a change of address
 Email: _____
 County: _____
 Business/Center Name: _____

- Family Child Care Facility
- Child Care Center
- Legally Exempt Provider
- Group Family Child Care Facility
- School-Age Child Care Program
- Other: _____

Interpreting Services Requested, for (language): _____

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

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

Office Use Only
Info updated by: _____ <div style="text-align: right; margin-right: 50px;"><i>Date</i></div> Entered in TTAM: _____ Enrolled in Training: _____ Confirmation Letter Sent: _____

Method of Payment
Check: # _____ \$ _____
EIP Award: # _____ \$ _____
Child Care Council Voucher: \$ _____
Charge Card (<i>see below</i>): \$ _____
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 Bennett, Financial Aid Specialist at (585) 654-4798 or Linda Stilson, Administration Services Coordinator at (585) 654-4794. 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. Course vouchers will be issued for courses canceled by Child Care Council, Inc. These vouchers may be used to transfer your registration to another course within a year.

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

Contacts

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(585) 654-4798
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