



COURSE REGISTRATION FORM

CHILD CARE COUNCIL
Your premier resource.

WE DO THAT!

Name _____ Home Phone _____
If your name has changed, please write your previous name below

Work Phone: _____

Child Care Council Membership # _____ Email Address: _____

Home Address _____ Is this a change of address or contact?
_____ Yes _____ No

City/Town _____ Zip _____

Business/Center Name _____ County _____

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

Home Language _____

Interpreting Services Requested Yes No

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

Registrations MUST be received at least one week BEFORE class

Please mail this form, with your payment to:
Child Care Council, Inc.
595 Blossom Rd., Suite 120
Rochester, New York 14610
Attention: Finance Department

Method of Payment	
Cash	\$ _____
Check # _____	\$ _____
EIP Award # _____	\$ _____
Child Care Council Voucher (please enclose)	\$ _____
Visa/Mastercard	\$ _____
Card # _____ (Three digits from back of card) V# _____	
Name of Card Holder _____	
Expiration Date _____	
Signature _____	
Total Enclosed	\$ _____

<i>Office Use Only</i>	
EIP technical assistance by: _____	_____ Date
EIP Application Received	_____
EIP Award Letter Received	_____
PO Completed for EIP Reimbursement	_____



WE DO THAT!

COURSE REGISTRATION POLICIES AND PROCEDURES

How to Enlist

Complete enlistment Form. NOTE: Space is limited in some courses so register early.
Enclose your payment
Please print clearly

Payment Options

2 weeks prior to class

Cash payments may be made at any council office during business hours.

Rochester - 9am to 5pm Monday thru Friday

Lakeville and Newark - 9am to 4 pm Monday thru Friday

Check or Money order in person, by mail, fax or email

Master Card or Visa in person, by mail, fax or email

Original, signed EIP Award letter

Copy of EIP application that has been submitted to SUNY and commitment to pay for the course if EIP Award is not received

All course fees are non refundable except when class is cancelled by Child Care Council, Inc.

There is a \$25.00 fee on all returned checks.

Using an EIP Scholarship Award?

Please call - Linda Stilson, Administration Services Coordinator at (585) 654-4794

or Yolanda Bennett, Financial Aid Specialist at (585) 654-4798

They will be happy to assist you in completing your EIP application

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.

Insufficient Enlistment

Students will be notified by a phone call to the number(s) they have listed on their course enlistment form.

Course vouchers will be granted for courses canceled by Child Care Council, Inc.

These vouchers may be used to transfer your enlistment to another course within a year.

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

Contact Linda Stilson, (585) 654-4794 or Yolanda Bennett, (585) 654-4798