

KidSource Child Care Resource and Referral Workshop Registration Form

Pre-registration by the deadline is required for all CCR&R workshops. We suggest you call to ensure enough spaces are available in the workshop you would like to attend prior to sending payment. However, your registration is not confirmed until payment is received. Mail this registration along with your payment to:

Stokes Partnership for Children
PO Box 2319
King, NC 27021

*Please note: An email will be sent confirming registration and a reminder email will be sent prior to the workshop. Therefore, it is very important that we have your individual email address, not a shared work email address.

Registration Fees and Deadlines: Training fees must be received in the CCR&R office by 5:00pm two (2) business days prior to the scheduled date of the class. (i.e. Fee for Thursday training must be received by 5:00pm on Tuesday) No registrations will be accepted within 24 hours of the training. You will be called only if the workshop is canceled or is too full to accept your registration in which case payment will be returned to you. Participants must pre-pay, registrations fees cannot be accepted at the trainings.

Registration Cancellations: Individuals who are registered for workshops and need to cancel must call our office 24 hours before the day of the training in order to receive credit for future workshops. No refunds will be given. (Substitutions are allowed if requested in advance.) Workshop credits must be used within one year of date issued (they may be transferred to another individual, but original owner must notify SPC).

Late Arrivals: Participants should be on time to receive full-credit. Participants arriving more than 15 minutes late or leaving more than 15 minutes early will not be given credit unless previously approved by the CCR&R Coordinator. If you arrive 15 minutes late or later, you may stay for the class, but you will not receive training credits.

Child Care: We love your children, but children are not allowed in the workshops due to lack of adequate space or supervision. We want participants to be able to focus full attention on the professional development activities. Participants arriving with children will not be admitted to workshops. It will be indicated in the workshop description for those occasional workshops when child care is available.



Complete the registration form below to sign up for workshops. PLEASE PRINT CLEARLY

Title of Workshop _____ Workshop Date: _____

Name of Child Care Facility: _____ Facility Phone: _____

Participant's Name	Participant's Contact Number	*Email address for each individual
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1. _____	_____	_____
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2. _____	_____	_____
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3. _____	_____	_____
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4. _____	_____	_____
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(Please list additional participants on back of this form)

Total Fee enclosed: \$ _____

Please call Dianne Durham at 336-985-2676 Ext. 166 for additional registration information

Office Use Only:

Date Received _____ Check # _____ Amount _____ Receipt # _____

