

Registration Form for Classes in
**Juab, Millard, Sanpete
 & Sevier Counties**

Mail your payment & this form to:
Child Care Resource and Referral, Western Region
88 E. Fiddlers Canyon Rd., Suite H
Cedar City, UT 84721



Registration will be done only by pre-payment. Registrations must be received by us 3 days prior to the start of class. You may make as many copies of the registration form as you would like; however, you must also copy the Code of Conduct on the second page. **We will not accept registration forms without the Code of Conduct.** Forms may also be downloaded from our website (<http://www.childcarehelp.org/training.htm>) or call 1-800-543-7527.

Legal Name: I understand and agree to the Training Participant Code of Conduct (pg 2). Signature: _____ Date: _____	Mailing Address: City/State/Zip: _____
Circle Type of Provider: Family Family Group Center Hourly Center Residential Certificate	Primary Phone: _____ Secondary Phone (i.e. work): _____
E-mail Address: _____	Business Name: _____

Make Checks Payable to: Five County Association of Governments or Five County AOG

County	Course Title	Date	Time	Location	Cost	Payment
Millard	Child Development: Ages & Stages	Jul 10 & 17 Two Saturdays	8 am-1 pm	Scipio	\$15	
	Professionalism in Child Care - More than Babysitting	Sep 18 & 25 Two Saturdays	8 am-1 pm	Scipio	\$15	
Sanpete	Infant & Toddler Care, Course 3: Learning in Infancy & Toddlerhood	Jul 15, 22, 29 7 Aug 5 Four Thursdays	7-9:30 pm	Snow College Ephraim	\$15	
	From Preschool to Kindergarten, School Readiness, Course 1: Language & Literacy	Aug 4, 11, 18 & 25 Four Wednesdays	7-9:30 pm	Home Health Gunnison	\$15	
	Working Together - Productive Relationships with Families	Sep 21, 23, 28 & 30 Two Tue & Thu	7-9:30 pm	Snow College Ephraim	\$15	
Sevier	Learning to Get Along - Supporting Young Children's Social & Emotional Development	Jul 6, 7, 13 & 14 Two Tue & Wed	7-9:30 pm	DWS Richfield	\$15	
	School Age, Course 4: Let's Talk About It - Guidance for School Age Care	Aug 17, 24 & 28 Two Tue & One Sat	7-9:30 pm; 8 am-1 pm	DWS Richfield	\$15	
	Child Development: Learning in the Early Years	Sep 1, 8 & 11 Two Wed & One Sat	7-9:30 pm; 8 am-1 pm	DWS Richfield	\$15	
All Counties	Essentials in an Envelope (For providers licensed 1 year or more - meets state required subjects)	Non face-to-face training	---	Mailed to your home	\$10	

(See pages 10-14 in the Tender Times newsletter or call 1-800-543-7527 for addresses to training locations.)

Total Amount Enclosed _____



STOP! Have you:

- ☞ Signed and dated this form (see above)
- ☞ Enclosed both pages 1 & 2

Thank you for registering for a training class at Child Care Resource & Referral. Please take a moment to read through the following list of expectations for class participants, then sign page 1 of this form. This will help you to know exactly what will be expected of you during the course(s) you have registered for.

Training Participant Code of Conduct Contract

- **Punctuality / Attendance:** I understand that I must be in class at or before the time scheduled for class to begin in order to obtain credit for the class. If I arrive after the time that class is scheduled to begin, I can use the time that I was actually in attendance for licensing credit, but I will have to repeat the full 2 ½ hour session to get Career Ladder credit for the course. Class will begin when the trainer determines that it is time to start. I understand that if I am not present and attentive during the entire class period, that I will not receive Career Ladder credit for the session, and will have to repeat the full 2 ½ hour session in order to receive credit for the course.
- **Disruptive Behavior:** I will be respectful to the trainer and to all others in attendance during each class session. I will not use obscene, profane, threatening, discriminatory, harassing or abusive language. I will not engage in any conversation or behavior that is disruptive or disrespectful to the trainer or other participants in the class. I will attentively participate in class. I will not text message or make cell phone calls during class time. I understand that I am required to turn my cell phone and/or other electronic devices off or turn them to vibrate during class time. I will limit all cell phone calls to break time or after class time. I will not engage in disruptive private conversations during class time. If I must bring food or drink to class, I will eat quietly and will not allow food or drink to become disruptive or distracting to the trainer or other class participants.
- **Illegal Activity / Health & Safety:** I understand that any illegal activity, including behavior that threatens the health or safety of the trainer or another class participant before, during or after class will be cause for my immediate expulsion from class and permanent suspension from participation in the Career Ladder and the Training and Longevity Supplement, and that such behavior may be reported to law enforcement.
- **Children:** I understand that adult training classes are not a developmentally appropriate environment for children. I will not bring children to class.
- **Class Roll:** I understand that in order to receive credit for each class session, that I must sign the roll before class begins. I understand that failure to do so will result in my not receiving credit for the class session. I understand that I may not sign the roll for someone else.
- **Refunds:** I understand that class registration fees are non-refundable. I understand that if I notify the CCR&R a minimum of three days in advance that I am unable to attend a course for which I am registered, that my registration fee may be able to be credited toward another class. I understand that it is my responsibility to contact the CCR&R to make these arrangements.
- **Non-Compliance:** I understand that, in cases of infractions of a minor severity (behavior that has been determined to be disruptive but not illegal), that I will be allowed one issued verbal warning upon the first violation of the above listed rules. I understand that upon the second such infraction, I will be suspended from participation in the Career Ladder and Training and Longevity Supplement for one year from that infraction date. I understand that upon the third such infraction I will be permanently barred from participation in the Career Ladder and Training and Longevity Supplement. I understand that upon the first incident of any violation in which I engage in illegal activity (including threatening or intimidating behavior), that I will be permanently banned from participation in the Career Ladder and Training and Longevity Supplement, and that such action may be cause for intervention by law enforcement and/or other legal action.