

Class Registration Form...

To register for Child Care Aware® of Eastern Kansas classes, visit our professional development calendar at <http://east.ks.childcareaware.org> and register online. You can also call 785-357-5171 in Topeka, 877-678-2548 toll free, or complete the form below and submit it with payment to:

ERC Resource & Referral, Inc., d/b/a Child Care Aware® of Eastern Kansas
Attn. Professional Development
1100 SW Wanamaker Rd., Ste. 201
Topeka, KS 66604

Attendee Information

Name: _____

Center/Business: _____

Address: _____

City: _____ Zip: _____ County: _____

Phone: _____ Email: _____

I would like to enroll in the following courses:

Course Title: _____

Date Offered: _____ City: _____ Cost: _____

Course Title: _____

Date Offered: _____ City: _____ Cost: _____

Course Title: _____

Date Offered: _____ City: _____ Cost: _____

Course Title: _____

Date Offered: _____ City: _____ Cost: _____

Course Title: _____

Date Offered: _____ City: _____ Cost: _____

PAY BY CREDIT CARD

Card Type: Visa Mastercard Discover

Name on Card: _____

Credit Card Number: _____ Expiration Date: _____

Zip Code for Card: _____ Security Code (three-digit number on back of card): _____

If you are late to an in-service class, you will not receive a certificate.

Classes are updated on the Professional Development Calendar at <http://east.ks.childcareaware.org>.

For office use only...

PAID

Class Info

Policies for Child Care Aware® of Eastern Kansas Sponsored Professional Development Sessions:

- Registration accompanied by payment is required to complete registration for any class that is sponsored by Child Care Aware® of Eastern Kansas. The deadline for registration of classes occurring on a weekday is 12:00 p.m. the business day before the class is scheduled. The deadline for registration of classes occurring on Saturdays is 8:00 a.m. the Friday before the class is scheduled. You may register online, by mail or by phone to pay with a credit or debit card. Payment will not be accepted at class.
- If you cancel by the registration deadline for the class, the fee may be transferred to another class to be held in the future. Refunds are not available. In cases of emergencies (illness or other unplanned situation), you may call and cancel up to 2 hours (during normal business hours) prior to the time the class is scheduled to begin. If you are calling after hours (after 5:00 p.m. on a weekday or over the weekend), please leave a message with the time of your call and the reason for your late cancellation. You will only be able to transfer your payment one time to a different class. If you are unable to attend the class you have been transferred to, there will be no refunds or further transfers. Refunds or transfers will not be issued for those who fail to notify us if they are unable to attend.
- A minimum of 10 class participants is required. A class with insufficient enrollment may be canceled by Child Care Aware® of Eastern Kansas. Paid registrants may elect to be added to a future class.
- Participants arriving more than 10 minutes after the start time of the class are invited to stay, but will not be awarded in-service hours.
- In cases of inclement weather, every effort will be made to make a decision about canceling class three hours prior to the scheduled class start time. Registered participants will be notified by phone. If you have any questions, you are welcome to call the Topeka office at 785-357-5171 to determine whether a class will be held.
- Please do not bring children to any in-service class.
- There is a \$2 processing fee for replacement certificates. If the date of the original certificate is more than 3 years prior to the date of the request, a replacement certificate will not be issued. Replacement certificates can be picked up at the Topeka office or mailed. The agency will no longer email replacement certificates.
- Exceptions to these policies may be made as appropriate after review by a member of the Child Care Aware® of Eastern Kansas management staff.