

CAC @ CSS Registration & Training Policies

- Fill out **all** information on the registration form. **Email addresses are required** now to use the system. **Only one person per form.** Registration form may be copied or download a copy from the CSS web site at www.cssutah.org or call 801-326-4403 to have a form mailed to you. **Care About Childcare at Children's Service Society only accepts pre-registration and payment through the mail, no telephone or walk-in registration.**
- Mail Registration form with check or money order made payable to Children's Service Society to:

CHILDREN'S SERVICE SOCIETY

Attn: Barbara Johnson
655 East 4500 South, Suite 200
Salt Lake City, Utah 84107

- Approximately one week after mailing a registration form you will be able to go to the Utah's Caregiver Registry <http://careaboutchildcare.utah.gov> to check your class schedule or call Sandy or Barbara at 801-326-4403. If your email address is current you will receive a reminder email 24 hours before the first session of class(es) you have registered for (Email may go to SPAM (Junk Mail) folder so check there.
- **IMPORTANT:** Care About Childcare at Children's Service Society (CAC - CSS) does not refund course fees for full classes when paid for with one check.
- **EXAMPLE:** If you send in payment and registration for 4 classes and one is full you will receive a Credit Voucher for the full class. If you send payment and registration for just one class and it is full we will return your check. If you do not wish to receive a Credit Voucher, you must write a separate check for each class you want to register for.
- Pre-paid class fees are non-refundable
- All returned checks will be assessed a fee of \$15.00
- **** Please be aware that several class schedules overlap with each other.** CAC - CSS will not be responsible for overlapping classes in your schedule. Please double check your schedule to ensure you are not enrolled in two classes that will be taught on the same dates.
- Make-up slots are limited. You may register for two make-ups per quarter.
- **ATTENTION CHILD CARE CENTER DIRECTORS:** CAC - CSS will not be responsible for informing staff regarding the classes their director registered them to attend. If you are filling out a registration form for staff, make sure you make a copy **BEFORE** mailing it to CAC - CSS and give your staff a copy.
- The Participant Code of Conduct must be read, signed, and mailed in with each registration form.
- In an effort to help minimize delays with Professional Development Award Applications at CCPDI, all information requested on this registration form is **required** to register for classes at Care About Child Care at Children's Service Society. If all of the information is not complete you will not be enrolled into classes until we are able to contact you for the missing information. Thank you for your cooperation.



Training Registration Form

To register by mail, fill out this form, and include your payment (check or money order payable to Children's Service Society), and send to:

Children's Service Society
Attn: Barbara Johnson
655 East 4500 South, Suite #200
Salt Lake City, UT 84107

Registration is done by pre-payment only. The registration form must be received in our office two business days before the class begins. **Please remember registration is accepted only by mail or online.** Only one person per form. Make as many copies of this form as you need, be sure to include all three pages. One-page forms will not be accepted. The Participant Code of Conduct must be read signed and mailed in with each form, for each person.

Your full legal name:		Your birthdate:	
(REQUIRED) Email Address:		Home phone:	
		Work phone:	
Home Address:		City, State Zip:	
Please circle which type of child care you work in: Licensed Family Residential Certificate Licensed Center Exempt Center Other		Name of Child Care you work in: (REQUIRED) Position: (REQUIRED) Age Group: (REQUIRED) Start Date at current job:	
<input type="checkbox"/> I have read, and included a signed copy of the Statewide Training Participant Code of Conduct with this registration form. (The Code of Conduct can be found on page three of this form.)			

✓	Class Title		Date	Class Fee	Amount Enclosed
<input type="checkbox"/>	Theory & Best Practices, Course 2	MU	July 6, 11, 13, & 18	\$16	
<input type="checkbox"/>	Theory & Best Practices, Course 1	MU	July 9 & 16	\$16	
<input type="checkbox"/>	School Readiness, Course 1	MU	July 9 & 16	\$16	
<input type="checkbox"/>	Infant & Toddler Care, Course 4	MU	July 11, 13, 18, & 20	\$16	
<input type="checkbox"/>	Strong & Smart	MU	July 11, 13, & 16	\$16	
<input type="checkbox"/>	Child Development: Healthy Care	MU	July 11, 13, & 16	\$16	
<input type="checkbox"/>	Relationship Touchpoints, Course 1	MU	July 12, 14, & 16	\$16	
<input type="checkbox"/>	Looking to Learn	MU	July 12, 14, 19, & 21	\$16	
<input type="checkbox"/>	Creating Good Child Care	MU	July 19, 21, 26, & 28	\$16	
<input type="checkbox"/>	STAR Night		July 20	None	
<input type="checkbox"/>	Special Needs, Course 1	MU	July 26, 28, & 30	\$16	
<input type="checkbox"/>	Professionalism in Child Care	MU	Aug 1, 3, 8, & 10	\$16	
<input type="checkbox"/>	Child Development: Healthy Care	MU	Aug 2, 4, & 6	\$16	
<input type="checkbox"/>	Child Development: Ages & Stages	MU	Aug 3, 6, & 8	\$16	
<input type="checkbox"/>	Desarrollo Infatile: Edades & Etapas: equivalente a Child Development: Ages & Stages	MU	Aug 3, 10, 17, & 24	\$16	
<input type="checkbox"/>	Guidance & Emotional Wellness, Course1	MU	Aug 6 & 13	\$16	
<input type="checkbox"/>	A Great Place for Kids!	MU	Aug 8, 10, 15, & 17	\$16	
<input type="checkbox"/>	Infant & Toddler Care, Course 1	MU	Aug 8, 11, & 13	\$16	
<input type="checkbox"/>	CAC Website Training		Aug 16	None	
<input type="checkbox"/>	Child Development: Learning in the Early Years	MU	Aug 16, 18, & 20	\$16	
<input type="checkbox"/>	STAR Night		Aug 17	None	
<input type="checkbox"/>	Infant & Toddler Care, Course 2	MU	Aug 22, 24, 29, & 31	\$16	
<input type="checkbox"/>	School Age, Course 1	MU	Aug 23, 25, & 27	\$16	

<input type="checkbox"/> Advanced Child Development	MU	Aug 23, 25, & 27	\$16
<input type="checkbox"/> CDA Orientation		Aug 24	None
<input type="checkbox"/> Family Child Care, Course 1	MU	Sept 6, 8, 13, & 15	\$16
<input type="checkbox"/> Child Development: Learning in the Early Years	MU	Sept 6, 10, & 13	\$16
<input type="checkbox"/> Guidance & Emotional Wellness, Course 2	MU	Sept 10 & 17	\$16
<input type="checkbox"/> TOP Star	MU	Sept 12, 14, & 17	\$16
<input type="checkbox"/> Relationship Touchpoints, Course 2	MU	Sept 12, 14, & 17	\$16
<input type="checkbox"/> Learning to Get Along	MU	Sept 13, 15, & 17	\$16
<input type="checkbox"/> Explorando el Currículo Creativo: Artistas de Circo		Sept 17	\$16
<input type="checkbox"/> CAC Website Training		Sept 19	None
<input type="checkbox"/> Child Development: Ages & Stages	MU	Sept 19, 21, & 24	\$16
<input type="checkbox"/> Child Development: Healthy Care	MU	Sept 19, 21, 26, & 28	\$16
<input type="checkbox"/> Working Together	MU	Sept 19, 21, 26, & 28	\$16
<input type="checkbox"/> Infant & Toddler Care, Course 3	MU	Sept 19, 22, 26, & 29	\$16
<input type="checkbox"/> ASQ-Social Emotional	MU	Sept 20, 22, 27, & 29	\$16
<input type="checkbox"/> STAR Night		Sept 21	\$16
<input type="checkbox"/> Exploring Creative Curriculum: Circus Performers		Sept 24	\$16
<input type="checkbox"/> Exploring Creative Curriculum: Circus Performers		Sept 26	\$16
<input type="checkbox"/>			
<input type="checkbox"/>			
Office use only (Please DO NOT WRITE IN THIS SPACE)			Total Amount Enclosed:
Date received:	<input type="checkbox"/> Voucher <input type="checkbox"/> MO <input type="checkbox"/> Check <input type="checkbox"/> Ctr. pd. # _____		

The class fees collected from participants is a registration fee and does not offset the actual cost of training. All Care About Childcare programs are funded by the Federal Child Care and Development Fund, the Department of Workforce Services, and the Office of Child Care.

No refunds are available, credit vouchers will be issued to those who cancel at least two days before the class starts and a replacement participant is available.

****Do Not Forget to Read, Sign & Mail
the Participant Code of Conduct**
with each Registration Form (see next page)**



PARTICIPANT CODE OF CONDUCT

Care About Childcare

- **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 1/2 hour session to get Career Ladder credit for the course. This includes returning on time from breaks and lunch. Class will begin when the trainer determines that it is time to start. I understand that if I am not present during the entire class period, I will not receive Career Ladder credit for the session, and will have to repeat the full 2 1/2 hour session in order to receive credit for the course.*
- **Disruptive Behavior:** *I will be respectful to all personnel that support the Professional Development System (i.e.: Care About Childcare, CCPDI staff, OCC staff, etc.). I will not use obscene, profane, threatening, discriminatory, harassing or abusive language. During class, I will be respectful to the trainer and others in attendance during each class session. 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 Professional Development Award, and that such behavior may be reported to law enforcement. I understand that I may be asked to leave a class if my condition prevents me from participating or is disruptive to the class environment.*
- **Children:** *I understand that adult training classes are not a developmentally appropriate environment for children of any age. I will not bring children to class.*
- **Class Roll:** *I understand that in order to receive credit for each class session, 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.*
- **Confidentiality:** *I understand that confidentiality is extremely important. I understand that I must keep all names and other identifying information confidential when I am relating a story during class or asking for guidance regarding certain issues. I also understand that it is my responsibility to keep sensitive issues discussed during class in confidence, and not discuss it with family or friends outside of that classroom setting.*
- **Refunds:** *I understand that class registration fees are non-refundable. I understand that if I notify Care About Childcare a minimum of two days in advance when 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 Care About Childcare 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 Professional Development Award System 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 Professional Development Award System. 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 the Professional Development Award System, and that such action may be cause for intervention by law enforcement and/or other legal action.*

Print Name: _____

Signature: _____ Date: _____