

# CAC - CSS Summer 2018 Course 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: Denise Waagen  
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 course 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, and 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 the type of child care you work in:		Name of Child Care you work in:	
Licensed Family    Residential Certificate    Licensed Center    Exempt Center		(Required) Position:	
Other:		(Required) Age Group:	
		(Required) Start Date:	
<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 is found on page three of this form.)			

✓	Course Title		Date	Course Fee	Amount Enclosed
<input type="checkbox"/>	Special Needs, Course 1	MU	Jul 7, 10 & 12	\$16	
<input type="checkbox"/>	Guidance and Emotional Wellness, Course 2	MU	Jul 9, 11 & 14	\$16	
<input type="checkbox"/>	School Readiness, Course 1	MU	Jul 9, 11 & 14	\$16	
<input type="checkbox"/>	Infant and Toddler Care, Course 3	MU	Jul 9, 11, 16 & 18	\$16	
<input type="checkbox"/>	Child Development: Ages and Stages	MU	Jul 9, 12 & 14	\$16	
<input type="checkbox"/>	Advanced Child Development	MU	Jul 10, 12 & 14	\$16	
<input type="checkbox"/>	Family Child Care, Course 3	MU	Jul 10, 12, 17 & 19	\$16	
<input type="checkbox"/>	Child Development: Healthy Care	MU	Jul 14, 17 & 19	\$16	
<input type="checkbox"/>	Diving into Developmental Screening: ASQ-3	MU	July 16, 18, 25 & 26	\$16	
<input type="checkbox"/>	STAR Night - We Like to Play! Large Motor Games		Jul 18	NONE	
<input type="checkbox"/>	Desarrollo Infantil: Edades y Etapas	MU	Jul 21 & 28	\$16	
<input type="checkbox"/>	A Great Place for Kids	MU	Jul 23, 25 & 28	\$16	
<input type="checkbox"/>	Strong and Smart	MU	Jul 23, 25, 30 & Aug 1	\$16	
<input type="checkbox"/>	From Babysitter to Business Owner		Aug 4	\$16	
<input type="checkbox"/>	Theory and Best Practices, Course 1	MU	Aug 4 & 11	\$16	
<input type="checkbox"/>	Infant and Toddler Care, Course 1	MU	Aug 6, 8, 13 & 15	\$16	
<input type="checkbox"/>	Infant and Toddler Care, Course 2	MU	Aug 7, 9 & 11	\$16	
<input type="checkbox"/>	Learning to Get Along	MU	Aug 7, 9, 14 & 16	\$16	
<input type="checkbox"/>	Relationship Touchpoints, Course 1	MU	Aug 11 & 18	\$16	
<input type="checkbox"/>	STAR Night - Immunization Report		Aug 15	NONE	
<input type="checkbox"/>	Child Development: Healthy Care	MU	Aug 18, 20 & 22	\$16	

✓	Course Title		Date	Course Fee	Amount Enclosed
<input type="checkbox"/>	Working Together	MU	Aug 20, 22, 27 & 29	\$16	
<input type="checkbox"/>	Guidance and Emotional Wellness, Course 1	MU	Aug 21, 23, 28 & 30	\$16	
<input type="checkbox"/>	Sailing into Social Emotional Screening: ASQ-SE2	MU	Aug 25, 28 & 30	\$16	
<input type="checkbox"/>	The Director's Toolbox, Course 1	MU	Sept 4, 6 & 8	\$16	
<input type="checkbox"/>	School Age, Course 1	MU	Sept 4, 6 & 8	\$16	
<input type="checkbox"/>	Child Development: Ages and Stages	MU	Sept 4, 6 & 8	\$16	
<input type="checkbox"/>	Creating Good Child Care	MU	Sept 4, 6, 11 & 13	\$16	
<input type="checkbox"/>	Infant and Toddler Care, Course 4	MU	Sept 4, 8 & 11	\$16	
<input type="checkbox"/>	CDA Orientation		Sept 5	NONE	
<input type="checkbox"/>	Professionalism in Child Care	MU	Sept 8 & 15	\$16	
<input type="checkbox"/>	Looking To Learn	MU	Sept 10, 13 & 15	\$16	
<input type="checkbox"/>	Theory and Best Practices, Course 2	MU	Sept 18, 20 & 22	\$16	
<input type="checkbox"/>	Relationship Touchpoints, Course 2	MU	Sept 18, 25 & 29	\$16	
<input type="checkbox"/>	STAR Night - Making Time for Books and Stories		Sept 19	NONE	
<input type="checkbox"/>	TopStar: Targeting Obesity Prevention in Child Care	MU	Sept 24, 26 & 29	\$16	
<input type="checkbox"/>	Child Development: Learning in the Early Years	MU	Sept 25, 27 & 29	\$16	
<b>Office Use Only (Please <u>DO NOT</u> write in this space)</b>			<b>Total Amount Enclosed:</b>		
Date Received: <input type="checkbox"/> Voucher <input type="checkbox"/> MO <input type="checkbox"/> Check <input type="checkbox"/> Ctr. pd. # _____					

*The course 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, Office of Child Care.*

**No refunds are available, credit vouchers will be issued to those who cancel at least three days before the course starts.**

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

### Care About Childcare at Children's Service Society Course Cancellation Due to Weather or Disaster Policy

CAC at CSS will only cancel a course due to extreme weather, disaster or other safety/emergency situations. If a course is cancelled there will be a recording on the voice mail system of the Professional Development Coordinator's line at: 801-326-4379 stating that the course has been cancelled. The decision to cancel a course due to weather conditions will occur approximately at 4:00 pm for weekdays and by 7:00 am on Saturdays. The instructor will be notified of the decision and an attempt to notify the course participants that a course is cancelled will be made by the PD Department by telephone and e-mail.

The decision will not be made before 4:00 pm for weather reasons. Cancelled sessions of courses will be rescheduled as soon as possible. Participants will be notified when the make-up session for a cancelled course has been scheduled.





## Professional Development System Participant Code of Conduct

**1. 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 may be able to 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 instructor 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.

**2. Disruptive Behavior:** I will be respectful to all personnel that support the Professional Development System (e.g.: Care About Childcare staff, URPD staff, OCC staff, etc.). I will not use obscene, profane, threatening, discriminatory, harassing or abusive language. During class, I will be respectful to the instructor and others in attendance during each class session. I will not engage in any conversation or behavior that is disruptive or disrespectful to the instructor 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 instructor or other class participants.

**3. Illegal Activity/Health & Safety:** I understand that any illegal activity, including behavior that threatens the health or safety of the instructor 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 Incentive, 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.

**4. 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.

**5. Class Roll:** I understand that in order to receive credit for each class session, I must sign my full legal name on 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.

**6. 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.

**7. Refunds:** I understand that class registration fees are non-refundable. I understand that if I notify the host training agency 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 host training agency to make these arrangements.

**8. 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 Professional Development Incentive 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 Incentive 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 Incentive System, and that such action may be cause for intervention by law enforcement and/or other legal action.

Print Name \_\_\_\_\_

Signature \_\_\_\_\_

Date \_\_\_\_\_