



## The Partnership for Children Of Wayne County



*"Your family's connection to your child's successful direction"*

### TRAINING REGISTRATIONS

- Registration can be done one of three ways: by phone, by mail or in person.
- If you complete the registration form and mail it in, print clearly and provide all the requested information.
- Allow enough time for the registration form to be received by the Partnership.
- If you register by phone, payment must be received within three days.
- Walk in registration forms and fees will not be accepted the night of training.
- Substitutions are allowed if requested by noon on the day of the training.
- Completed registration and payments will be accepted on a first-come-first-served basis.
- The Partnership does reserve the right to limit the number of participants from a facility for certain trainings in order to be fair.

### FEES

- Training fees vary and are located on the training calendar.
- Personal checks or money orders should be made payable to PFCW. Cash is also accepted and preferred.
- There will be a \$35.00 return check fee for any check that is returned for insufficient funds to the Partnership for Children of Wayne County.
- Anyone with a returned check will not be able to register for trainings until all fees are paid in full.
- There will be a \$5.00 fee to do a certification letter or another certificate if you lose or misplace your certificate.

### CANCELLATIONS

- If you cannot attend a training, you must call before 5:00pm on the day of the training to be eligible for a credit that will be transferable to another training event.
- NO REFUNDS and NO CREDITS will be issued for no-shows.
- There is a minimum participant number required for trainings. If that number is not reached, the Partnership for Children of WC reserves the right to cancel or reschedule the training. Please provide an accurate phone number at the time of registration.
- Any credit issued will expire 90 days after issuance.
- If a last minute cancellation must be made due to severe weather or other emergency, an attempt will be made by staff to notify you as soon as possible.

- Emergency situations or illness that prohibits participants from attending training will be evaluated on a case by case basis to determine if credit can be given. Please make every effort to call as soon as you know you will not be able to attend.

## **OTHER ISSUES**

- Participants will be provided with one training certificate.
- If original is lost or misplaced, there will be a \$5.00 fee per certificate.
- Please make prior arrangements for child care, as children are not allowed at any training sessions.
- All cell phones should be turned off or set on silent during the training session.
- The Partnership for Children of WC will follow Wayne County public school closings and extracurricular activity for inclement weather.
- If you arrive 15 minutes late you may stay for the class but will not receive a certificate for credit.