



## Training Registration Procedures

- Beginning December 1, 2009, Chesterfield County First Steps will be accepting registration fees for the 2010 Child Care Trainings.
- Registration for each class must be received no later than 10 business days before the class date.
- A \$5 Late Registration Fees will be applied when a participant registers within five calendar days prior to the training date.
- Chesterfield County First Steps must receive Registration Fees before a participant is registered for a training. If a participant registers within five calendar days prior to the training, the participant will be required to pay the Late Registration Fee prior to the training. However, if this participant decides not to attend the training, the participant will be responsible for paying the Late Registration Fee before registering for additional workshops.
- Anyone not paying the registration fee prior to the training **will not be allowed to participate in trainings.**
- **Anyone owing fees for past workshops will not be allowed to register for additional workshops** until payment is received.
- If you have already paid the registration fee and cancel within 10 calendar days prior to the date of training, or if Chesterfield County First Steps cancels the training, your fee will be applied to another training.
- Failure to cancel before 10 calendar days prior to the date of the training will result in forfeiture of registration fee.
- Due to the lack of facilities and supervision, we cannot allow children to attend trainings.
- Please have transportation available at the end of each class.
- A minimum of 8 participants is required! The number of training participants will be reviewed one week prior to the day of the training. If there are less than 8 participants registered within that time, the training will be cancelled. Registered participants will be notified by telephone if there is a cancellation.
- Out of respect for the presenter and others in the class, individuals who are more than 10 minutes tardy will not be permitted to participate in the class and will not receive a refund.
- Registration fees are determined by the number of credit hours awarded.

**Out of respect for the presenter, the door will be locked 10 minutes after the workshop has begun.** Registration forms can be found at [www.chesterfieldfirststeps.org](http://www.chesterfieldfirststeps.org)