



Hmong Continuing Education Training

All Classes Located at: 4C for Children
1736 N. 2nd St. Milwaukee, WI 53212

Contracts and Policies – Do I Really Need Them?	Fee \$35.00
Come and learn about the importance of contracts and policies for your child care business. We will discuss different types of contracts and what policies you should have in your handbook in order to run your child care business more effectively and efficiently. Examples will be shown. (3 hours of continuing education)	
March 17, 2018	2:00 – 5:00 pm Registry Event # 770041

Don't Just Say No: Use Positive Guidance	Fee \$35.00
This Workshop takes a look at children's behavior our reactions to it, and explores positive guidance techniques to use with the children in your care as well as touching on challenging behaviors. (3 hours of continuing education)	
March 31, 2018	8:00 am – 11:00 am Registry Event # 770789

Can You Handle it?? Stress Management	Fee \$35.00
Shaken Baby Syndrome is a severe form of brain injury that occurs when a child is forcibly shaken. This workshop includes strategies to aid in the prevention of SBS occurring. Signs for identification and steps-to-take once identification is made are also reviewed. (3 hours of continuing education)	
March 31, 2018	11:45 am - 2:45 pm Registry Event # 770791

Register on-line at www.the-registry.org Enter the Event number to search for the class. The registry event # is an active link above you can click on that and it will take you right to register with Charge card. **OR** Please PRINT clearly and complete registration in its entirety. The information provided is what will be printed on your certificate and you will be notified at the phone number/email provided if a class has to be changed or cancelled.

Return the completed form with payment to 4C For Children: 1736 N 2nd Street, Milwaukee, WI. 53212
Use one form per person

Name: _____

Address: _____

City, State, Zip: _____

Home Phone: _____ Work/Cell Phone: _____

E-mail address: _____

Registry #: _____ Birth Date: ____/____/____

Last 5 digits of Social Security (for database use): 0 0 0 - 0 ____ - ____

Your professional role

Family Child Care Group Child Care Head Start/Early Head Start 4K Home visitor School-age/Day Camp Other _____

Circle which you are registering for: Event 77004 Event 770789 Event 770791

4C Continuing Education Registration Policies

Please review all policies carefully. Fees will be applied as stated when appropriate.

Class size is limited, please enroll early. You should consider yourself enrolled in the class once the 4C office has received your registration forms and fees.

- The student is responsible for selecting and registering for the classes attending.
- The student is responsible for remembering the time, date and place of the class they registered for.
- Any student who attends class and is **not pre-registered will incur a late registration fee** of \$15.00 for class or workshop. **THERE ARE NO EXCEPTIONS! Day of registration also will incur a \$15.00 fee on top of course fee.**
- **Day of registration will also incur a fee of \$15.00, trainings must be pre-registered.**
- **There is a \$35.00 fee for all returned checks. (Students with outstanding balances will not receive certificates until all balances are cleared.)**
- *Effective February 2017, 4C will no longer issue completion certificates. All 4C completions are entered into The Registry. Your completions will be listed on your learning record with The Registry. You can access the learning record through your personal account at www.the-registry.org*
- **No Refunds, Transfers or Substitution granted for workshops.**
- ***Due to the short timeframe of workshops, participants will not be allowed to stay if they are more than 15 minutes late. There will be no refund due to tardiness.***
- Any name spelling or address corrections must be made through your personal account at The Registry.
- 4C reserves the right to change the location of a class at any time if it becomes necessary. Registered students will be notified of the change.
- Guns and weapons are not allowed on 4C property.
- Professional and courteous respect for the instructor and fellow students is required.
 - Disruptive students will be asked to leave the class and will not receive any refunds or class credit.
- No electronic device is to be used during class (i.e. cell phone, tablets, recording device, etc.). Usage of cell phone should be for emergencies only.
- Children are not allowed under any circumstances.
- 4C reserves the right to cancel a workshop due to low enrollment. In that case, registered students will be notified by email and other arrangements will be made. This will be done within 2 business days before the start of the workshop.
- Emergency cancellations (i.e. weather) will be broadcast on WTMJ Channel 4 or Radio AM 620

PAYMENT

Submit completed registration form with payment:

- On-line through The Registry; www.the-registry.org
- Mail or In person (cash, check, money order, VISA, Master Card or Discover)
4C-For Children, 1736 N. 2nd Street, Milwaukee, WI 53212
- Pay by Phone:
Phone (VISA, Master Card, Discover) **FAX** (VISA, MasterCard, Discover)
414-562-2650 (4C Main Office) 414-562-2651 (attention: Training)