



2018 Continuing Education Classes Waukesha area

Location: Little Learners Center N71 W12980 Appleton Ave. Menomonee Falls, WI 53051

Information Overload – Infants and Toddlers	\$30.00
This workshop focuses on practical ideas and activities to do every day with infants and toddlers that tie to developmental theories, developmentally appropriate practice, and brain development.	
November 14, 2018	6:00 pm – 8:00 pm Registry Event # 784795

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 784795

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): ____ - ____ ____ ____

Your professional role

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

Check off which you are registering for: ___ Event 784795 Total _____

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!**
- **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)