

# Registration & Payment Policies

## REGISTRATION AND PAYMENT

When you register for Council trainings, you agree to our registration and payment policies.

Please completely fill out a registration form for each person. Keep a copy for your records. An email address must be included to receive a confirmation notice.

We require registration and payment in advance for all scheduled trainings and classes. This guarantees a space and planning for attendance.

Walk-in registrants MUST pay an additional fee of \$5.00 and will be accommodated ONLY if there is space. Training certificates will be mailed after the training and when late fee payments have been received and processed.

Register early. A training can be cancelled if there are not a minimum number of participants.

## REGISTER ONLINE

Go to [www.childcarewestchester.org](http://www.childcarewestchester.org). Find "Quick links" and click "Online training and event registration." An email confirmation will be sent. Online payment is by credit card only.

## REGISTER BY MAIL OR FAX

Fax registration forms with payment information to (914) 885-1110 or mail them to the Child Care Council of Westchester, 313 Central Park Avenue, Scarsdale, NY 10583. An email address must be included to receive a confirmation notice. This is a secure fax line.

Online registration closes at 4 p.m. the day before the training.

Same day registration will be accommodated if there is space. You must register by fax or in person before 4 p.m. the day of the training.

## PAYMENT

Payment may be by check, Visa/MasterCard, money order, or EIP award certificate. Online payment must be by credit card. There is a \$35 returned check fee.

## FEES

Fees are listed with each training description.

## EIP TUITION SUPPORT

The Educational Incentive Program (EIP) supports career development for child care providers. Scholarships are awarded based on financial need and can be used for Council trainings and conferences. Please call (800) 295-9616 or for an application and Information visit [www.ecetp.pdp.albany.edu](http://www.ecetp.pdp.albany.edu).

Proof of having applied for EIP is NOT considered payment. Only an EIP award certificate is accepted as payment. If you have applied for EIP but not received the award certificate, you are responsible for payment before the start of the training.

## CREDITS, REFUNDS, AND CANCELLATIONS

There are NO refunds or rescheduling for missed trainings. If a training is cancelled, the participant may choose to have a refund or a credit towards another training.

To receive a refund for a training that you cannot attend, you must notify the Finance Department in writing. You may email or fax a signed request to make a change or to receive a refund for any training at least 48 hours before the scheduled class. Send your written request via e-mail to [christinei@cccwny.org](mailto:christinei@cccwny.org) or via fax to (914) 885-1110 or by mail to Child Care Council of Westchester, Attn: Finance Dept., 313 Central Park Avenue, Scarsdale, NY 10583.

## BECOME A MEMBER OF THE CHILD CARE COUNCIL

Council members receive a discount on fees for trainings, on-site trainings, and conferences.

## CHILDREN

Children are not allowed at trainings or to stay in the lobby during the training. Please make other child care arrangements for your child(ren).

## CANCELLATION DUE TO INCLEMENT WEATHER

Call (914) 761-3456, ext. 510.

## SEATING

Seating for trainings begins 15 minutes before the training. No one will be admitted 15 minutes after the start of the training.

### REGISTER BEFORE THE TRAINING

Register online at  
[www.childcarewestchester.org](http://www.childcarewestchester.org)

Register by mail or fax