



## CHILD CARE RESOURCE & REFERRAL OF MARION, POLK & YAMHILL COUNTIES

### CHANGE IN CLASS PAYMENT POLICY!

Online payment option will be coming soon!!

#### To register for a class, you must pre-pay:

1. Registration form must be filled out **completely**.
2. **Check or money order payable to: MWVCAA/CCRR** for the full amount of the classes you are requesting.
3. Each person registering for a class needs to fill out a separate registration form. Please make copies as needed or download more copies from our website: **[www.mycommunityaction.org/CCRR](http://www.mycommunityaction.org/CCRR)**
4. Registration with payment for classes **will only be accepted by mail or in person in our office, and they must be received prior to the class date**. All classes require pre-registration and payment if applicable.  
**Payments are non-transferable from person to person.**
5. Placement in a requested class will be on a first-come, first-serve basis.
6. We are not responsible for any **CASH mailed to us**.

**Cancellation Policy:** Cancellations must be received prior to the class the latest is **by 3pm on the class date**. In the event that class is cancelled, by either CCR&R or the participant, CCR&R will send a **CLASS CREDIT VOUCHER** (Training Bucks) that can be used to attend future workshops. If you miss a class and have not given a prior notice you will not receive a class credit. Class credit voucher is good for one year from issue date.

#### **Check Returned Policy**

All checks returned to the MWVCAA/CCR&R because of insufficient funds, the account was closed or for any other reason, may be subject to the following fee. You must pay the amount from check returned plus NSF Fee of **\$25.00; you must immediately pay** by cash or money order. We cannot accept a personal check from you.

**Refund Policy:** **NO REFUNDS** – we are only providing **class credit** to those who give prior notice or a class is cancelled.

**Attendance Policy:** If you miss a class and have not given prior notice, you forfeit the payment for the class. It is important that participants arrive on time and stay for the duration of the class. Participants arriving **later than 15 minutes** after the start of class will not be allowed in. ***Full attendance is mandatory.***

**Inclement Weather:** In the case of inclement weather, CCR&R classes will be cancelled when Community Action Agency is closed. Closures will be announced via radio, television networks or CCR&R staff. If class is not cancelled and you choose not to attend, you forfeit any applicable payment. If class is cancelled by CCR&R, staff will contact you with new date of the class.

**Accommodations Available:** Individuals who require accommodations due to language or disability may contact CCR&R at 503-585-2491. Please call at least two weeks prior to date to ensure availability.

#### **CCR&R Classroom Etiquette**

- Come prepared. Bring writing utensils, notepad or notebook paper to take notes.
- Be ready to start at the scheduled class time.
- **No children are allowed in class**. If you have a breastfeeding infant and need to bring him/her to class, please call us to make arrangements.
- Please make sure to sign in on the roster sheet when you arrive to class.
- **Cell phone must be on silence mode or turn off**, please be respectful in using them during breaks or in an emergency.
- Your questions, class participation, and engagement are very important and highly encouraged. Remember to be respectful to all and mindful of the class flow. Avoid unnecessary interruptions.
- Complete a class evaluation form at the end of class. This will aid us in planning training opportunities that best interest you and meet your professional development goals.
- CCR&R will **ONLY** call if a class is full when we receive your registration.
- **It is your responsibility to track the dates you register for.**

**CLASS REGISTRATION FORM**

**ONE FORM PER PERSON**

**PLEASE PRINT**

FIRST NAME:	LAST NAME:
HOME ADDRESS:	CITY:
ZIP:	BIRTH DATE: MM/DD/YYYY ____/____/____
PHONE NUMBER:	GENDER: MALE <input type="checkbox"/> FEMALE <input type="checkbox"/>

Personal Email:  
(For class confirmation – **PLEASE PRINT** )

CENTER NAME (if applicable)

TRAINING ID #	NAME OF THE TRAINING	COUNTY	DATE	COST
#				\$
#				\$
#				\$
#				\$

Food Handler <b>Self-Study Packet</b>	Yes! Please mail me a FH self-study packet. I have attached a payment of \$10.00 Check: English <input type="checkbox"/> Spanish <input type="checkbox"/> Russian <input type="checkbox"/>	\$
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Do you need a receipt mailed to you? Yes  No  Date mailed: \_\_\_\_\_

Receipt given by receptionist/**Initials:** \_\_\_\_\_

Total:  
\$

CCR&R must receive registration **no later than 3pm** on the date of the class. **Form must fill out completely.** If you have any questions or concerns please feel free to call our office. Please mail the registration form **with** payments to:

**MWVCAA/CCRR**  
Attn: Accounts Payable  
2475 Center Street NE \* Salem OR 97301

**ATTENTION:**  
We serve only Marion, Polk & Yamhill Counties.  
We are not able to process payment for other Counties.

CCR&R Website: [www.communityaction.org/CCRR](http://www.communityaction.org/CCRR) CCR&R Email: [ccrweb@mwvcaa.org](mailto:ccrweb@mwvcaa.org) Phone Number: 503- 585-2491

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**OFFICE USE ONLY** Paid by CENTER NAME (if applicable) \_\_\_\_\_

Cash \$ \_\_\_\_\_ Check # \_\_\_\_\_ (\$ \_\_\_\_\_) Money Order # \_\_\_\_\_ (\$ \_\_\_\_\_)

Class Credit Voucher: (# \_\_\_\_\_ \$ \_\_\_\_\_) Front Desk Staff \_\_\_\_\_ Date: \_\_\_\_\_

Scholarship \_\_\_\_\_ Free \_\_\_\_\_ CCR&R Staff \_\_\_\_\_ Entered into ORO \_\_\_\_\_