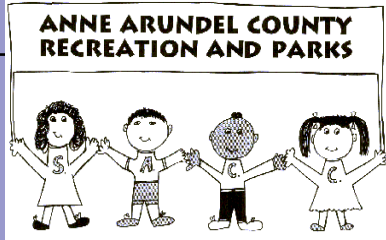


Training Registration and Participation Policies



Mail this form with check or money order payable to Anne Arundel County to:
Anne Arundel County Department of Recreation & Parks, School Age Child Care Division—MS 3226
1 Harry S Truman Parkway, Suite 105, Annapolis, Maryland, 21401
Attn: Traci Verzi, Training Director
(There is a \$25.00 returned check fee.) Payment may be made at training location on the scheduled day.

Workshop Title: _____

Workshop Date: _____

Name of Participant: _____

Address: _____

Phone/E-mail: _____

Center: _____

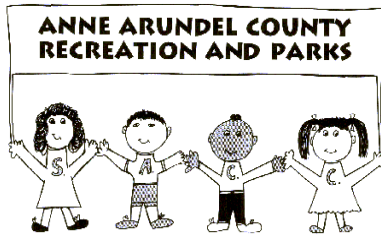
Amount Enclosed: _____

In consideration of the Department of Recreation & Parks accepting my registration, I agree to release and discharge Anne Arundel County, its employees, and its agents from any injuries sustained by me as a result of my participation in this workshop. I agree and indemnify and hold harmless Anne Arundel County, its employees, and its agents against any liability incurred as a result of such injury or loss. It is understood and agreed that Anne Arundel County, its employees, and its agents cannot be held responsible for any aggravation or injury caused as a result of a pre-existing disability, included but not limited to allergies. The Department of Recreation and Parks needs to be notified of any such disabilities in writing prior to the start of workshop.

SIGNATURE _____

DATE _____

Training Registration and Participation Policies



1. **Pre-registration is required for all workshops.** Pre-registration occurs when Anne Arundel County, Recreation and Parks, School Age Child Care (SACC) receives a registration form or phone call by noon one business day before the workshop.
2. **Registration is on a first come, first serve basis.** If your registration is received after a workshop has met its capacity, we will notify you and return your payment, or offer you another workshop choice. **Confirmations will not be mailed.** You may call 410-222-7856 extension 5 to verify your enrollment in a workshop.
3. **No refunds** will be given unless SACC cancels the workshop. If you need to cancel, you must give SACC 48 hours notice. Please contact the Training Director at 410-222-7856 extension 5. A workshop may be cancelled if it does not have eight or more participants registered 2 business days prior to the training. In the case of a cancellation, every effort will be made to reschedule the workshop or participants will receive a credit transferable to another workshop or a full refund will be given.
4. If you do not show up for a scheduled workshop, no refund will be given, and you will not be able to transfer the funds to another workshop.
5. **In the case of inclement weather,** please call the Department's HOTLINE: 410-222-7315. If Anne Arundel County Schools are closed or delayed in opening, the workshop would be cancelled.
6. **100% attendance, participation and punctuality are required to receive a certificate for the credit hours listed.** Workshops will begin at the stated time, so plan to arrive ten minutes early to sign-in.
7. As a courtesy to all participants, cell phone usage is prohibited during training. If you have an emergency situation, please discuss with the instructor before the start of the workshop.
8. If an individual is disruptive, the individual may be asked to leave the premises with no refund and no certificate.
9. All workshops are approved by Office of Child Care (#CKO-30410). Upon successful completion of workshop, training certificates will be issued within 14 business days.
10. **Workshops are designed for adults only,** please make child care arrangements in advance.
11. Please call 410-222-7856 extension 5, in advance if you require special accommodations for successful completion of the workshop.