

## To Register:

Mail the following information filled in with the appropriate fees to:

**Child Care Resource & Referral of SWGA @ Albany**  
**2429 Gillionville Road**  
**Albany, GA 31707**

**IMPORTANT: YOU ARE NOT REGISTERED UNTIL WE RECEIVE YOUR FEES FOR THE TRAINING!**

**TYPE OF FACILITY & NAME** \_\_\_\_\_

**HOME ADDRESS** \_\_\_\_\_

**HOME PHONE** \_\_\_\_\_ **WORK PHONE** \_\_\_\_\_ **COUNTY** \_\_\_\_\_

**CLASS DATE** \_\_\_\_\_ **CLASS FEE** \_\_\_\_\_

**CLASS TITLE** \_\_\_\_\_

**TOTAL # OF PARTICIPANTS** \_\_\_\_\_ **TOTAL ENCLOSED** \_\_\_\_\_

**EMAIL ADDRESS** \_\_\_\_\_

**NAMES:**


## TRAINING REGISTRATION GUIDELINES:

- Please do not call training sites for information; call the CCR&R at 229.317.6834/866.833.3552.
- Registrations require payment to the CCR&R in advance and cannot be accepted by phone. Payment is not accepted at the door the day of the training but must be mailed in advance with a registration form. Please print clearly and provide all required information.
- No one is admitted to a class without prior registration.
- Registrations should be received one week prior to the training.
- No refunds for cancellations. If you cancel a class, you must give a 24 hour notice and another class choice is allowed at that time. **CREDITS ARE NOT ALLOWED.**
- Returned checks will be assessed a \$30 fee and must be cleared up before registering for future classes.
- If you register for a free class and do not attend, you will not be allowed to register for free trainings in the future.
- Please be on time and please do not bring children.