

MC3 HEALTH & SAFETY CLASSES – 2010 WINTER SCHEDULE

All classes are held in the Marin Child Care Council's offices located at:
555 Northgate Drive, Suite 105, San Rafael, CA 94903. Our office number is 415.472.1092

JANUARY

SATURDAY	1/9	9:00AM – 6:00PM*	8 Hour Infant/Child/Adult CPR and Child Care First Aid IN ENGLISH
SATURDAY <u>AND</u> SUNDAY	1/23 1/24	10:00AM – 4:00PM* 10:00AM - 1:00PM	8 Hour Infant/Child/Adult CPR and Childcare First Aid IN SPANISH (You must be able to attend both sessions)

FEBRUARY

SATURDAY	2/13	9:00AM – 6:00PM*	COMBINED 5 Hour & 8 Hour Infant/Child/Adult CPR IN ENGLISH (5 hr ends @ 2pm)
SATURDAY <u>AND</u> SUNDAY <u>AND</u> SATURDAY	2/20 2/21 2/27	10:00AM – 4:00PM* 10:00AM – 1:00PM 9:00 AM – 5:00PM*	15 Hour Infant/Child/Adult CPR and Childcare 1 st Aid IN SPANISH (You must attend all three sessions)

MARCH

SATURDAY	3/6	9:00AM – 6:00PM*	Full 15 Hour Class IN ENGLISH
SATURDAY	3/13	9:00AM – 5:00PM*	(You must be able to attend both sessions)
SATURDAY	3/20	10:00AM – 4:00PM*	5 Hour Infant/Child/Adult CPR IN SPANISH

- These classes allow for 1 hour lunch.

REFUND POLICIES

- * Must notify Marin Child Care Council **WITHIN ONE CALENDAR WEEK** of the beginning of class registered for.
- * **No refunds** will be given if participant starts then fails to finish registered class/course, or if you are a no show.
- * Class/course cancellations must be made to Darcy Hammons at 491-5775 or darcy@mc3.org

REGISTRATION FORM

NAME				HOME PHONE			
ADDRESS, CITY, ZIP				WORK PHONE			
Circle one of the following:	FAMILY CHILD CARE	PRESCHOOL/AGENCY		LICENSE EXEMPT	OTHER		
NAME OF PROGRAM				EMAIL			
Indicate name & dates of class(es):	CHOICE #1			CHOICE #2			
* If your first choice for class is full or is cancelled, you will be notified by phone							

STAFF USE ONLY

Staff received _____	Date received _____	Scholarship: YES NO	Amount paid _____
Cash: YES NO	Check # _____	M.O. # _____	Paid by: _____

**MARIN CHILD CARE COUNCIL'S
2010 WINTER
HEALTH & SAFETY COURSE SCHEDULE**

In order to offer these courses at low prices our Refund Policy is as follows:

No refunds will be given for any reason if a participant starts and then fails to finish the course. Refunds will only be given to paid participants if they notify our **offices within one calendar week** of the beginning of each class – **no exceptions**. There is a \$10.00 charge if you reschedule your class at least 3 business days prior to the start of your scheduled class. If you do not reschedule at least 3 business days of the start of the original class you were scheduled in, you will forfeit the entire class tuition. If the Marin Child Care Council cancels a class due to low enrollment the participant will be notified prior to the start of the class and be given the option of rescheduling or receiving a refund. Please make sure, before you sign up, that you will be able to attend the class on the date specified. **The 15 hour and 8 hour classes can not be broken up – you must be able to attend all portions of the class.** If you have any questions regarding class registration and cancellations you may call our office at (415) 472-1092.

Please plan to arrive at the class **ON TIME**. If you are more than 10 minutes late for a class, you risk being turned away from the class and forfeiting your registration fee. If you are unable to make the class at the time scheduled, please select a different class. **You will only receive a call if the class you requested is full or cancelled.**

It is recommended you register for the class you are interested in at least **ONE WEEK** before the class begins. There must be at least six participants enrolled in a class for it to proceed. Unfortunately, classes have to be canceled if the class participation size is less than six. We apologize for the inconvenience this may cause you and will try our best to reschedule you for the next available class. If you have a group of six people or more who need to take a class, we have instructors who can provide on site classes. To arrange an on site class, call Darcy Hammons at 491-5775.

The full 15 hour course meets California's Health & Safety requirement for child care providers as mandated by AB243. The course includes Adult, Infant and Child CPR, Child Care First Aid, and Child Care Health & Safety. To successfully complete the American Red Cross classes offered (CPR, First Aid and Preventative Health and Safety), a written exam is administered at the end of each class. If you are unable to complete this exam, certification can not be granted. This is a mandated requirement from the state of California.

You should receive American Red Cross cards for each section of the course(s) you successfully completed **between 4 – 6 weeks after the course ends**. These must be kept for licensing purposes and re-certification

The CPR component must be re-certified within one year of the date that is printed on your card. Every two years, an 8 hour course consisting of Adult, Infant and Child CPR and Child Care First Aid must be completed. The Health & Safety component need only be taken once. The 15 hour and 8 hour classes are offered as individual classes and can not be broken up. If you lose your cards you need to call the American Red Cross at (415) 427-8000. If you have taken CPR with the American Heart Association, you may only attend the American Red Cross CPR re-certification classes if your card is less than one year old.

All classes will be held at the Marin Child Care Council's offices located at 555 Northgate Drive, Suite 105, San Rafael, CA 94903 unless indicated otherwise. You must send the Registration Form, printed below, with your course choices, address and phone number and a check made out to Marin Child Care Council to this address to be enrolled in a class. No one will be enrolled in a class without receipt of payment. You may send a check or pay cash at our offices during office hours before the date of the class. Course prices are as follows:

Full 15 hour class	\$100.00 (Class can not be broken up)
5 hour CPR	\$55.00
8 hour CPR & First Aid class (5 Hour CPR/3 Hour First Aid)	\$70.00 (Class can not be broken up)

Remember to bring your current CPR card and book to re-certification classes!

NO CHILDREN ARE ALLOWED AT ANY OF THE HEALTH & SAFETY CLASSES
If you bring a child, you will be asked to leave and you forfeit your payment for that class. Please arrange childcare before arriving.