



EPISCOPAL CHILDREN'S SERVICES

PROVIDING A FOUNDATION OF
EARLY EDUCATION FOR THE WHOLE FAMILY.

Training Guidelines

ECS is committed to providing the highest quality of trainings. This quality is a result of setting high goals and expectations; regulations need to be in place to keep these trainings professional and sculptured to fit the needs of our participants.

Here are some tips to assure successful registration:

****Pre-registration is required.**

You must register for Fee & Non-Fee classes ON-LINE ONLY at www.ecs4kids.org at least 3 business days prior to class being held.

****You will need to pre-pay for classes.**

You need to send your payment by Mail or use PAYPAL. Payment must be received at least 3 business days prior to class start date. ECS can only accept checks or money orders for payment of classes or PAYPAL at www.ecs4kids.org

****Cancellations**

If you cannot attend a class, please call and let us know. Refunds for fees (in the form of a voucher) for the amount of the original class will be made for cancellations that are phoned in at least 3 days prior to the closing date of scheduled class. Vouchers can be used for future classes. No refund will be made if the participant does not show up for class or for late cancellations.

****How many participants need to be registered to hold a class?**

A minimum of 5 pre-paid participants are needed for a class to be held. If a class is cancelled, participants will be notified by phone and by mail. A credit voucher will be mailed to each participant to be used for a future class.

****Who can attend?**

Training Events are intended for registered participants only. Please do not bring children or unregistered guests. Please arrive on time for your class and plan to stay until the class is over. Please note: If your name is not listed on the attendance form you may not get credit for attending. No substitutions are accepted for participants of classes.

Most of all, we hope you gain knowledge and enjoy your professional development opportunities!

Mail check, Voucher, or Money Order to:

Episcopal Children's Services, Inc.

Attention: Lynette Clark, Training Registration

8443 Baymeadows Road; Suite 1

Jacksonville, FL 32256

Phone: (904)726-1500 ext.245

Online Registration Process Checklist:

- ✦ There is only one person listed on each registration form.
- ✦ Each online registration form has name, address, and phone number printed clearly.
- ✦ Each online registration form has the complete name of the class and its event number printed clearly.
- ✦ Each online registration form contains the event location and start date.
- ✦ Each online registration form contains the cost of the class.
- ✦ Classes registered for are classes offered by Episcopal Children's Services and not the Jacksonville Children's Commission.
*registrations for JCC classes must use JCC's registration form and be sent to the JCC address *
- ✦ Payment payable to Episcopal Children's Services is enclosed for cost of registrations.
- ✦ PLEASE NOTE: A \$25.00 FEE WILL BE CHARGED FOR RETURNED CHECKS
- ✦ If using vouchers, the enclosed voucher is in the name of the person registering. *vouchers are non-transferable and can only be used by the person named on it *
- ✦ Registration and payment must be received by ECS no later than 3 business days before the date of the class.

Visit www.ecs4kids.org to view our training calendar or to register online