

### REGISTRATION POLICIES AND INSTRUCTIONS

All training provided by COMPASS for kids fulfills the Massachusetts EEC training requirements for center-based, school-age and family child care programs. Training hours equal the actual number of hours of the workshop session.

COMPASS for kids is registered with the Massachusetts Department of Elementary and Secondary Education as a PDP provider.

Pre-registration is required. Payment will secure your registration, and can be made by credit card online (via PayPal) or by check through the mail. Please note that credit card payment is only available through internet registrations. **Register online at [www.compassforkids.org](http://www.compassforkids.org).**

If registering by mail, please include your registration form and a check payable to: Parenting Resource Associates, (as we complete the transition to our new name), and mail to COMPASS for kids, 4 Militia Drive, Suite 7, Lexington, MA 02421.

COMPASS for kids reserves the right to reschedule or cancel workshops due to unforeseen circumstances.

Workshop fees are non-refundable.

Please note that we do not routinely send confirmation of registrations or receipts. Retain a copy of your registration form for your records.

**Inclement Weather Policy:** Every effort will be made to hold scheduled workshops. If a workshop must be cancelled, we will attempt to contact registered participants via the telephone number and/or e-mail address that is provided upon registration. If you have a question about the status of a workshop, please call us at 781-862-4446, or check our website.

#### **DIRECTIONS TO WORKSHOP SITES:**

For directions to workshop sites, please see our website ([www.compassforkids.org](http://www.compassforkids.org)) or use your favorite internet map program (such as MapQuest, Yahoo, or Google).