

## Playground Safety Online Training Policies Page 1

- Registration should be completed online (**Easier and Faster**). All registrants must have an individual email address. (see second page allows for other ways to register)
- Our goal is to have all/most of our trainings face to face.
- Trainings are limited; so please sign up early.
- Each registrant will receive an email containing a Zoom link (if online) with pre, post and evaluations by Eventbrite once registered. This link should not be shared with others. Individuals that are not registered will not be allowed to join online trainings. Download Zoom at <https://zoom.us/download>
- Registrants should log onto the training at least 10 -15 minutes before the online training begins. (if having problems contact the trainer by email or phone) This information will be in the introduction letter.
- Trainings should not be attended while working in the classroom, taking attention away from supervising young children. Teacher/Child ratio in the classroom should be maintained at all times. No Driving while attending trainings.
- If it is determined that participants are unable to fully participate in the training or become disruptive, participants will be removed from the training and will not receive credit.
- Participants are required to participate in discussions and activities during the training. You must have the capability to use a web camera, mute/unmute, and use the chat box throughout the training. (no exceptions)
- Participants must leave web camera on throughout the training. (no exceptions)
- To receive credit hours, participants must attend the entire training and complete all necessary surveys **within 48 hours (2 business days)**. Training certificates will be emailed within 1 week after training. Everyone must complete pre, post and evaluation for the training in order to receive a certificate. Homework must be turned in if applicable as well.
- Trainings should not be recorded and shown to other staff members at a later date.
- All trainings will begin on time and no refunds or credits will be given. If we reschedule a training; you will be notified of new training date and time.
- Participants who arrive more **than 15 minutes late for any** training are ineligible to receive training credit.

### ***Training Registration & Payment Process***

ADVANCE PAYMENT IS REQUIRED: Check/Money Order  
or Eventbrite – see below.

#### **Option #1:**

##### **Check/Money Order Payment Steps:**

Steps to Mail Payment: **PRINT CLEARLY on registration form!!! Must have valid email!**

1. Complete Registration Form. *(one per participant)*
2. Complete Payment Form. *(one per participant)*
3. Make Check/Money Order Payable to SSDC
4. Mail to: **NEW ADDRESS:**

803 West Center Street  
Lexington, NC 27292

**Option #2 EASIER AND FASTER – DO NOT TURN IN ANY PAPERWORK if you register through Eventbrite.**  
Eventbrite on line payment /Registration

Go to: <https://www.eventbrite.com/d/online/smart-start-of-davidson-county/>

**YOU WILL RECEIVE AN EMAIL TO Introduction Letter to Training from the trainer.**

**Your zoom link, pre, post and evaluation links will be in Eventbrite; once you have registered. Be sure to put correct email. Double check your email.**

**Page 2 Instructions:** Advance payment is required. You may register online at <https://www.eventbrite.com/d/online/smart-start-of-davidson-county/>. **Checks or Money order; please make payable to SSDC. (NO CASH)** If completing paper form; please attach your payment with registration pages 4 & 5 and make sure it has your name on it. If your money is received after a workshop is full or if a workshop is cancelled you will be informed by phone; the rescheduled date will be given to you or you may choose another workshop. Smart Start of Davidson County **is not** responsible for registration forms or fees lost in the mail or not delivered on time. **Please remember your workshop location and time. Confirmations will not be sent.** If you register and do not attend **no refund or credit** will be given. You will not be able to switch classes. Trainings fill up fast; so please turn in registration as soon as possible. All of your information will be in the **Eventbrite email that you need. Ex: link to training, pre, post and evaluation.**  
**Complete one form per participant (complete the entire form / PRINT CLEARLY) if not using Eventbrite.com link from above.**

PLEASE RETURN REGISTRATION FORM by mail or drop off at the Smart Start Office.  
 Please complete in full page 3 & 4 and return with payment.  
 803 West Center Street Lexington NC 27292  
**Play Ground Safety October 20 & 27, 2022 Online by Zoom COST \$10.00 4 Hours (must attend both trainings)**

First Name: (use real/biological name) not nickname		Last Name:		Phone# with Area Code: (    )    -							
<input type="checkbox"/> Male <input type="checkbox"/> Female		Race: <input type="checkbox"/> African American <input type="checkbox"/> Asian <input type="checkbox"/> Caucasian <input type="checkbox"/> Hispanic/Latino <input type="checkbox"/> Native American <input type="checkbox"/> Multiracial <input type="checkbox"/> Other _____		Primary Language:    Age:							
Address:											
Email Address: <b>PLEASE PRINT CLEARLY!!!</b> You will be emailed a link to the zoom training.				Specify <b><i>number</i></b> of children in each age group that you work with:							
I am employed at:				<table border="1" style="width: 100%; border-collapse: collapse;"> <tr> <td style="width: 33%;">Birth-2yrs</td> <td style="width: 33%;">3yrs – 5yrs</td> <td style="width: 33%;">5yrs – 12yrs Schoolage</td> </tr> <tr> <td style="text-align: center;">#</td> <td style="text-align: center;">#</td> <td style="text-align: center;">#</td> </tr> </table>		Birth-2yrs	3yrs – 5yrs	5yrs – 12yrs Schoolage	#	#	#
Birth-2yrs	3yrs – 5yrs	5yrs – 12yrs Schoolage									
#	#	#									
I work with: <input type="checkbox"/> Infants <input type="checkbox"/> Toddlers <input type="checkbox"/> 2's <input type="checkbox"/> 3's <input type="checkbox"/> 4's <input type="checkbox"/> SA Group (mark X for age group you work with)				<b>* Directors or Floaters do not complete</b>							
County in which I am employed:				Facility Star Rating:							
Position Held: <input type="checkbox"/> Administrator <input type="checkbox"/> Asst. Administrator <input type="checkbox"/> Lead Teacher <input type="checkbox"/> Asst. Teacher <input type="checkbox"/> Floater <input type="checkbox"/> FCCH <input type="checkbox"/> Program Coordinator (Sch. Age) <input type="checkbox"/> Group Leader (Sch. Age) <input type="checkbox"/> Sub <input type="checkbox"/> Other: Please Specify: _____				<input type="checkbox"/> Unlicensed <input type="checkbox"/> GS-110 <input type="checkbox"/> 1 Star <input type="checkbox"/> 2 Star <input type="checkbox"/> 3 Star <input type="checkbox"/> 4 Star <input type="checkbox"/> 5 Star							

**Return Page 2 & 3 together when registering for a training; if not registering through eventbrite.com**

**Complete one form per participant (Print Clearly)**

**Check or Money Order**

**Page 3 PRINT CLEARLY No Refunds**

<b>First Name:</b>		<b>Last Name:</b>	
<b>Training Title</b>	<b>Date of Training/Time</b>	<b>Select Training (X)</b>	<b>Cost \$\$</b>
<u>Playground Safety</u> <b>4 hours must attend both sessions in order to get credit.</b>	10/20 & 10/27, 2022 6:30-8:30PM		\$10.00
		<b>GRAND TOTAL</b>	<b>\$</b>
<b>Eventbrite will send you the zoom link, pre, post and evaluation so please use correct email. Must complete post test and evaluation within 48 hours of completed training.</b>	All face to face trainings will be held at: First Lutheran Church 320 S. State Street, Lex NC 27292	<b>Payment Method</b>  <b>Online at Eventbrite:</b>	Mail Check or Money Order to SSDC or register through link below. <a href="https://www.eventbrite.com/d/online/smart-start-of-davidson-county/">https://www.eventbrite.com/d/online/smart-start-of-davidson-county/</a>
<b>For Office Use Only:</b> Date Received: _____ Check# _____ MO _____ Receipt# _____		<b>Smart Start of Davidson County</b> 803 West Center Street Lexington, NC 27292 Phone: 336-249-6688 Ext 217	

Register through Eventbrite:

<https://www.eventbrite.com/e/playground-safety-1020-1027-2022-tickets-419852398827>

Evaluation: <https://www.surveymonkey.com/r/DZLSZZK>