

Participant Registration Process

September 2023

We have a new registration and payment process at the Early Childhood Development Support Centre – NSCC Kingstec for our workshops starting September 2023.

- ➔ There is a new registration form
- ➔ Payments will be made directly to Sara or Justine at the Support Centre.

Registration Forms

Individuals

If you are registering and paying for a workshop for yourself, please enter your centre or organization (if applicable) and choose “myself” for the second question. Complete all questions on the form.

You have the option to pick up your receipt at the workshop (for in person workshops) or have the receipt email or mailed to you.

Staff Registrations

If a **centre or organization is paying the workshop fee**, please choose “My staff” in the second question. You will complete *one* registration for all your staff.

- ➔ The form can accommodate 1 to 20 staff. If you are registering more than 20 staff, please complete additional forms.
- ➔ This will save time by skipping several questions that would otherwise be repetitive and ensure a more streamlined registration and payment process.
- ➔ You will receive *one* detailed receipt to the address of your choosing. (Previous processes had individual receipts sent to participants.)
- ➔ Please have participants’ names, email addresses and workshop selections hand when you start the form.

Payments

Payment options:

1. Cheque

- a. Mailed to: Early Childhood Development Support Centre; NSCC Kingstec; 236 Belcher St.; Kentville, NS; B4N 0A6
 - b. Dropped off: at the Support Centre.
2. Credit Card
 - a. Via phone: call Sara 902-690-2531 or Justine 902-690-2514. You can also email us to arrange a time to call in advance – sara.graves@nsc.ca or justine.macdonald@nsc.ca
 - b. In person: at the Support Centre
3. Cash
 - a. In person: at the Support Centre

Our usual hours are Monday to Friday 8:30 am to 4:00 pm. Feel free to call us in advance to ensure we're in the office or to arrange a time that is more convenient for you.

It is the responsibility of the participant, director, etc. to contact the Support Centre with payment.

Reminder: Participants are not registered, nor are spaces held, until both the registration form and payment are received.

Workshop Withdrawals

The deadline to withdraw from a workshop without penalty is reduced to one week (unless otherwise noted) to allow us to modify our supplies and contact our wait list. Withdrawals received by the deadline will result in a credit for a future workshop.

- ➔ The credit will expire after one calendar year.
- ➔ If the workshop was paid for by the participant, the credit will be set aside for use by that participant.
- ➔ If the workshop was paid for by an organization, the credit will be set aside for the organization to use for any of their staff.
- ➔ While the Support Centre will keep this information on file, it is the responsibility of the participant/centre/etc. to inform us when the credit should be used.

If you have any questions or comments regarding these new procedures, please let us know. This is a new process, but we hope it will be a more streamlined experience for you!