



## Waterford City Childcare Committee Training Application Form

Name: \_\_\_\_\_

Organisation/Service: \_\_\_\_\_  
(Where applicable)

Address: \_\_\_\_\_  
\_\_\_\_\_

Tel: (work/home) \_\_\_\_\_

Mobile: \_\_\_\_\_

Email: \_\_\_\_\_

**Please tick relevant box if you would like to be contacted by text messages about up and coming training dates & events**

YES  No

**Please tick relevant box:**

Manager/Owner  Senior Staff  Junior Staff  
 Childminder  Student  Parent  Other

**Name and date of training you wish to participate in:**

- \_\_\_\_\_
- \_\_\_\_\_
- \_\_\_\_\_

I enclose relevant payment/s of €\_\_\_\_\_ for identified training.

I confirm that all the above information is current and I agree that this information may be entered on the database of Waterford WCityCC for their use exclusively.

**Declaration: (In line with WCityCC's Child Protection Policy)**

Have you ever been convicted of a criminal offence or been subject of a caution or of a bound over order YES  NO

If yes, please state the nature and date(s) of offence(s)

Nature of Offence	Date

SIGNED: \_\_\_\_\_ DATE: \_\_\_\_\_

## **Booking Procedures:**

*The procedure to book onto a training course/workshop is as follows:*

- Bookings must be made through the office in order to confirm a place.
- If the training/workshop is fully booked a waiting list will be kept
- Completed application form and required fees must be sent to the office
- Payment must be made a week in advance of training or the place will be forfeited.
- If participants forfeit their place, the next person on the waiting list will be offered the space.
- Receipts will be issued on all monies received.
- Text messages will be sent a week in advance of training to remind participants
- Cancellations must be submitted in writing or by phone to WCityCC offices.
- It is WCityCC policy to charge full price for all cancellations made within 2 working days of the event.
- Payments cannot be returned in the event of non-attendance or late withdrawal from training. However, substitutions of names within services can be made.

**Please note: All training events are subject to change and/or cancellation depending on interested applicant numbers**

**Contact Details:   Waterford City Childcare Committee  
4 b Manor Village  
Cork Road, Waterford City  
Phone: 051-860444 Fax: 051-860445  
Email: [info@waterfordcitychildcare.com](mailto:info@waterfordcitychildcare.com)**

**Funded by the Irish Government under the National Development Plan 2007-2013**

