



# Offaly County Childcare Committee Ltd

## Training & Event Booking Form February – March 2018

One form to be completed per participant. Please complete the event details on the other side of this sheet.

Participant Name:

Service Name:

Address:

Participant Mobile No:

Details of the events from February to March are on the back of this sheet. Please tick the event you wish to attend. Please total the fees and include them in section A below. Payment should be returned with the completed booking form to secure your place. This event is subsidised by Offaly County Childcare Committee.

### Payment Details:

A: Total Cost of the Events you wish to attend: € \_\_\_\_\_

**Please Tick One Box Below:** A service may send in one cheque to cover all staff. If your payment is part of a group payment please tick C. Only one participant per service will complete B and will include the total amount payable by the service for all participants.

B. I enclose a cheque/postal order € \_\_\_\_\_ (made payable to Offaly County Childcare Committee and returned to the address below).

Or:

C. Payment included in Service Group Cheque

**Your place for this event will be confirmed when payment has been received.**

### Cancellation Policy:

- Cancellations must be submitted by contacting Offaly County Childcare Committee. Cancellations received 3 days before the start of the event will be entitled to a 100% refund. We regret that there will be no refunds for cancellations made within 72 hours of the start of the event.
- If the event is cancelled by Offaly County Childcare Committee as much notice as possible will be given to participants and fees will be fully refunded.

### Places Policy:

Places are offered on a first come first served basis. It is advisable to return the booking form as soon as possible as places fill up quickly. If places are not available when we receive your booking form you will be placed on a waiting list. A refund will be given if the event you wish to attend is booked out.

Signature: \_\_\_\_\_

Date: \_\_\_\_\_

Event	Date	Venue	Time	Cost	Please Tick if attending
<b>CHILD SAFE GUARDING STATEMENT BRIEFING SESSION</b>	Monday 5th February	The Offaly Centre for Independent Living, Tullamore	7.30pm - 9.30pm	<b>€5 per person</b>	
	Wednesday 7th February	The County Arms Hotel, Birr	7.30pm - 9.30pm	<b>€5 per person</b>	
	Wednesday 14th February	The Offaly Centre for Independent Living, Tullamore	7.30pm - 9.30pm	<b>€5 per person</b>	

**Maximum of 16 places in each area**

<b>TEACHER TALK SPEECH &amp; LANGUAGE WORKSHOPS</b>	Tuesday February 6 <sup>th</sup> & 13 <sup>th</sup>	The Offaly Centre for Independent Living, Tullamore	7.00pm – 10.00pm	<b>€10 per person</b>	
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**Maximum of 16 places on this course – currently there are 8 places available**

<b>INTERNATIONAL WOMEN'S DAY CELEBRATION</b>	Thursday March 8 <sup>th</sup>	St. Joseph's Community Centre, Kilcormac	<b>Session 1</b> 5pm -7pm	<b>€5 per person</b>	
			<b>Session 2</b> 7.30pm – 9.30pm	<b>€5 per person</b>	

**Maximum of 16 places in each session**

<b>Planning &amp; Documentation</b>	Wednesday February 21st	The Offaly Centre for Independent Living, Tullamore	7.30pm - 9.30pm	€5 per person	
	Wednesday February 21st	The County Arms Hotel, Birr	7.30pm - 9.30pm	€5 per person	

**Maximum of 20 places in each area**

<b>Parental Partnership Workshop</b>	Wednesday March 21st	The Offaly Centre for Independent Living, Tullamore	7.30pm - 9.30pm	€5 per person	
	Wednesday March 21st	The County Arms Hotel, Birr	7.30pm - 9.30pm	€5 per person	

**Maximum of 20 places in each area**

### County Wide Events

Event	Date	Venue	Time	Cost	Please Tick if attending
<b>Resilience &amp; Self Esteem Workshop</b>	Wednesday February 28 <sup>th</sup>	The Offaly Centre for Independent Living, Tullamore	7.30pm -9.30pm	€5 per person	
<b>Irish Workshop</b>	Thursday March 1st	The Offaly Centre for Independent Living, Tullamore	7.30pm -9.30pm	€5 per person	
<b>Under 3's Workshop</b>	Wednesday March 14 <sup>th</sup>	The Offaly Centre for Independent Living, Tullamore	7.30pm -9.30pm	€5 per person	

**Total Cost of Workshops / Events: € \_\_\_\_\_**