



## Northeast Foundation for Children, Inc. Summer 2012 Week-Long Institute Registration Form

To register, complete this form and submit it **with payment or a signed purchase order**. To register multiple people, complete a copy of pages 1 and 2 for each individual who wishes to attend, plus one copy of "Payment Information" (page 3) for the whole group. Incomplete forms will be returned.

Participant First Name \_\_\_\_\_ Last Name \_\_\_\_\_

School Name \_\_\_\_\_

Position/Grade Level \_\_\_\_\_

Home Address \_\_\_\_\_

City \_\_\_\_\_ State \_\_\_\_\_ Zip \_\_\_\_\_

Home Telephone (    ) \_\_\_\_\_ School Telephone (    ) \_\_\_\_\_

Primary Email \_\_\_\_\_

Secondary Email \_\_\_\_\_

**Please indicate the grade you teach.** We will use this information to place you in a grade level group. If you are a multi-age teacher or are in a non-grade specific position, choose the grade you're most interested in.

\_\_\_K \_\_\_1 \_\_\_2 \_\_\_3 \_\_\_4 \_\_\_5 \_\_\_6 (Please choose only one)

**Please indicate your level and provide the requested information:**

\_\_\_ RCI (no prerequisite)

\_\_\_ RCII Where did you take RCI? \_\_\_\_\_ (date & location)

**Please tell us about any serious dietary restrictions:** \_\_\_\_\_

***Please circle your date and location on page 2. Thank you!***

## Dates, locations, and levels offered

Participant First Name \_\_\_\_\_ Last Name \_\_\_\_\_

Please circle your choice of **date** and **location**. Then circle the **level** (RCI or RCII) you wish to attend.

Our website ([www.responsiveclassroom.org](http://www.responsiveclassroom.org)) is updated frequently as classes fill. If your first choice is full, we would be happy to put you on a waiting list.

June 11–15	Palm Bay, FL	RCI	n/a
June 25–29	Randolph, NJ Wilmington, DE	RCI RCI	RCII RCII
July 9–13	Chicago, IL Great Neck, NY Westford, MA	RCI RCI RCI	RCII RCII RCII
July 16–20	Edmonds, WA	RCI	RCII
July 23–27	Morrisville, VT New York, NY South Berwick, ME	RCI RCI RCI	RCII RCII RCII
July 30–August 3	Charlotte, NC Hayward, CA	RCI RCI	RCII RCII
August 6–10	Avon, CT Los Angeles, CA	RCI RCI	RCII RCII
August 13–17	Falls Church, VA	RCI	RCII

Questions? Email [registration@responsiveclassroom.org](mailto:registration@responsiveclassroom.org) or call 800-360-6332, ext. 130

## Payment Information

Number of people registering \_\_\_\_\_ @ \$695 per person = \$ \_\_\_\_\_

**We cannot register you until we have received one of the following:**

**(a) a hard copy of a school purchase order**

**(b) credit card information**

**(c) a check made payable to "NEFC, Inc."**

(a) \_\_\_ I am including a hard copy of school purchase order number \_\_\_\_\_  
with this registration form.

(b) \_\_\_ VISA \_\_\_ MC Number \_\_\_\_\_ - \_\_\_\_\_ - \_\_\_\_\_ - \_\_\_\_\_ Exp \_\_\_\_\_

Billing Name \_\_\_\_\_

Billing Address \_\_\_\_\_

City \_\_\_\_\_ State \_\_\_\_\_ Zip \_\_\_\_\_

Name as it appears on card \_\_\_\_\_

*Is this a* Business Card \_\_\_\_\_ *or a* Personal Card \_\_\_\_\_

Signature \_\_\_\_\_

(c) \_\_\_ Check number \_\_\_\_\_ is enclosed. Make payable to NEFC, Inc.

Contact name \_\_\_\_\_ Phone \_\_\_\_\_

**Mail or fax this form, along with payment or purchase order, to:**

NEFC, Inc.

85 Avenue A, Suite 204

P.O. Box 718

Turners Falls, MA 01376 - 0718

Fax: 877-206-3952

**We will confirm your registration by email within 2 weeks after we have received your completed form and payment.** The message will include a schedule, directions, and further information about the week. Please do not consider your registration confirmed until you hear from us.

**Cancellation Policy:** We accept cancellations received at least 7 days before the workshop date. In the event that you notify us of your intent to cancel, we will provide you with a credit to attend a future workshop, less a 10% handling fee. If you cancel less than 7 days before the start of the workshop, you will receive a credit to attend a future workshop, less a 25% handling fee. If you discover that you will be unable to attend the entire workshop, you may cancel through the end of the 1st day of the workshop, in which case you will receive a credit to attend a future workshop, less a 50% handling fee. After the 1<sup>st</sup> day of a workshop, cancellation will result in no credit of any kind and your tuition will be forfeited.

**Questions? Email [registration@responsiveclassroom.org](mailto:registration@responsiveclassroom.org) or call 800-360-6332, ext. 130**