

Dear Participants,

Welcome to the 2011-2012 year at the Francis Institute. We have an exciting year of educational opportunities planned. Enclosed is a flyer with the nine upcoming Professional Development trainings offering 5 clock hours and .5 CEU's at the Resource Center this year. We have scheduled two classes on specific Saturdays.

Also enclosed is an enrollment form for the first four sessions of the year. We have scheduled two trainings on Saturdays in September, November, February and April, 2012. Please note that MCC campuses will be **tobacco free** effective August 1, 2011. No smoking allowed anywhere on campus.

MCC Penn Valley policy changes being enforced this year:

- You must be **pre-registered** and **pre-paid** ten (10) days in advance to attend each session. This college policy is being enforced and each session's enrollment form must be filled out completely, clearly and contain an MCC ID# or Social Security Number and birth date to be processed. If you do not prepay you are not enrolled in class.
- The **cost** of the training for Francis clients is \$10.00 per person per session and the cost for the community is \$30.00 per person per session. No refunds will be issued or credited if you do not attend. Registration will start at 8:15 a.m. and continue until 8:55. The cafeteria is not open so you need to bring your own lunch. There is a 30 minute break for lunch.
- An **individual** can pay for the scheduled sessions by cash, money order or check made payable to MCC-Penn Valley. If you have any outstanding balance with any MCC campus you will not be able to enroll. Please contact the business office at any MCC campus to find this information. MCC Penn Valley business office number is 816/604-1040.
- **Programs or agencies** paying for persons can only pay for **ONE** month at a time. If any of the participants cannot be enrolled from the agency check, no one from the site will be registered. A completed enrollment form is necessary for each individual attending each session. This will be the person enrolled. There will be no substitutions of persons due to the registration requirements of the College and no refunds or credits will be issued for not attending.

As in the past, there is no babysitting or day care available for the participants. No children are allowed in the building while class is in process. This is college policy and if you bring children you will not be allowed to stay and participate.

Additional forms are available on the website, www.AskFrancis.org or you can make copies of the enclosed form. Mail the enrollment form with the registration fee to: The Francis Institute MCC Penn Valley, Attn: Paula Puszczewicz, 3201 Southwest Trafficway, Kansas City, MO 64111. You will receive a confirmation reminder call the week before the class.

Due to increased enrollment, classes will be held in the MCC Education Center located on the MCC Penn Valley campus. Please park in the parking garage located at 3200 Broadway or the "B" parking lot at 33rd and Southwest Trafficway, and enter through the Campus Center Building. Go to Level "0" (elevator or stairs located to the left) and follow the ST, EC, FI Hallway and turn to the right. Enclosed is a map to help you find your way. **DO NOT go to the Francis Institute door**, there will not be anyone to let you in. If you have any questions, call Paula at 816/604-4700.

Sincerely,

Rebecca Curtis, M.S.Ed, A.B.D., Coordinator
Francis Institute for Child & Youth Development

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