

# ***Policy & Procedures***

## **\* Registrations**

*To register for any professional development opportunity, please fill out the registration form completely. This form will generate an email to the workshop coordinator enrolling you. No phone registrations will be accepted.*

## **\* Confirmations**

*Confirmations will be issued to all registered participants automatically from our web site when you fill out the registration form. Please call the ROE (872.3727) if you have not received a confirmation for an event for which you believe you are registered.*

## **\* Refunds & Cancellations**

*Refunds will be issued only to participants who call the ROE five (5) working days prior to the starting date of the event. Cancellations received after that date will not receive a refund. Refunds will be issued for cancellations due to lack of enrollment or inclement weather. Any event with insufficient enrollment five (5) working days prior to the scheduled event will be cancelled. Notification of the cancellation will be by phone & email to the participants. Cancellations due to weather conditions will be announced on WAND-TV (channel 17) and WSOY Radio (AM1340)*

## **\*Materials & Meals**

*All events sponsored by the ROE include materials, breakfast & lunch.*

## **\* Individual Needs**

*The ROE is committed to encouraging participation by persons with individual needs. Please indicate if you have any need for which we can make advance arrangements.*

## **\* Contact Information**

*If at any time you have questions regarding a workshop please feel free to contact Cindy Thomas at 872.3727 or email her at [thomascl@roe39.k12.il.us](mailto:thomascl@roe39.k12.il.us)*