

**RiverTree Christian School
ODJFS Required Training Course
Cancellation and Refund Policy**



Meet Our Instructor

Marie (Mimi) Gozdan, RN, MSN, CNS

Registered Nurse

Master of Science in Nursing

Clinical Nurse Specialist

Clinical Informatics Knowledge Expert

42 Years of Experience

RiverTree Christian School
7373 Portage Street NW
Massillon, OH 44646

1. Refunds or transfers will not be permitted for students who do not attend class. Refunds, transfers or class participation will not be permitted for students arriving 15 or more minutes to any class.

2. Refunds cannot be issued to students who cancel out of a course within three business days before the class date. The paid tuition may be transferred to another course if the transfer request to RiverTree Christian School is made three (3) business days or more before the original class date. Will work within the policy to assist each registrant with the transfer to another class.

3. Students registered in a class cancelled by RiverTree may transfer into another class or must request a refund within three (3) business days (M-F) of the cancelled class or the paid tuition will be forfeited. Refunds will only be issued in the same form as payment unless a cash payment was made and the student accepts a refund in the form of a check. All cash refunds must be picked up at the RiverTree Christian School office located at 7373 Portage Street NW, Massillon, OH 44646. Cash refunds require up to three (3) business days for processing after the request is made by the customer. Refunds for checks received may take up to ten business days to process, unless customer can provide proof that the check 'cleared' their financial institution.

3. If RiverTree Christian School cancels a class due to low enrollment, you will be notified before the start of the class please ensure you provide an accurate phone number and an e-mail address to ensure contact is made prior to the class. If the class is cancelled for other reasons such as weather or facility emergency RiverTree Christian School will provide the information to local news channels and list the information on our school's answering machine. We require payment, phone number, address and e-mail information at time of registration.

Confirmations

Course confirmations will not be mailed unless a request is made by the student.

Receipts of payment will be attached to training forms upon completion of class unless an alternate request is made by the student.

**2012
Winter In-Service Classes**



FIRST AID

First Aid



Common
Childhood
Illnesses



Child Abuse
Recognition &
Prevention

Located in Stark County





2012 Winter Training Classes

All curriculum and content is approved by
ODJFS
and meets CDA requirements.

3hr Review Class **\$15**
6hr Certification Class **\$25**

Check the classes that you are registering for:

ODJFS First Aid 3hr Review

- January 24 6:30pm-9:30pm
- January 28 9:00am-12:00pm

ODJFS First Aid 6hr Certification

- January 24 & 26 6:30pm-9:30pm
- January 28 9:00am-3:00pm

ODJFS Child Abuse Recognition 3hr Review

- February 7 6:30pm-9:30pm
- February 11 9:00am-12:00pm

ODJFS Child Abuse Recognition 6hr Certification

- February 7 & 9 6:30pm-9:30pm
- February 11 9:00am-3:00pm

ODJFS Communicable Disease 3hr Review

- February 21 6:30pm-9:30pm
- February 25 9:00am-12:00pm

ODJFS Communicable Disease 6hr Certification

- February 21 & 23 6:30pm-9:30pm
- February 25 9:00am-3:00pm

Payment method: Credit Card Check

Card number: _____

Name on card: _____

Expiration date: __/__/__ Amount to charge: \$ _____

Name: _____

Phone: _____

Center Name: _____

Center Street: _____

Center City: _____ Center Zip: _____

Do you need a receipt attached to your training form ? Yes No

Do you need a letter for your CDA? Yes No
If yes, include \$5.00 with your registration.

CDA Renewal Candidates—Effective Nov. 15, 2011, you will need to have Pediatric First Aid Certification that includes treatment for a blocked airway and instruction on how to provide rescue breathing for infants and young children. Our classes meet this new requirement.

NOTE WHEN REGISTERING:
Our office will be closed beginning December 22. We will return January 3, 2012.

Steps to Register:

1. Review the classes and dates offered.
2. Identify your class selections and complete the attached registration form.
3. Mail completed registration form and fees to:

RiverTree Christian School
Attn: In-Service Training
7373 Portage St. NW
Massillon, OH 44646

If paying by MasterCard, Visa, American Express or Discover, you may fax your completed form to (330) 494.3353 or call (330) 494-1860 to register over the phone. Payments must be made at the time you call to register.

*First Aid curriculum developed by ODJFS/ODH/ODPS

**Common Diseases curriculum developed by ODH & ODJFS

rivertreechristianschool.com
school@rivertreechristian.com

