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**Womb Surround Process Workshop with
Ray Castellino, DC, RPE, RCST & Dara Knerr, RCST®, CD, APP, IBCLC
at the home of Elizabeth Rogers & Al Fortis in Alamo, CA
Thursday-Monday, April 18-22, 2019**

Hi and welcome! We're glad you can attend the Womb Surround Process Workshop.

Please fill in and return the birth process form (the 'long form') within a week of signing up. It is available on the website at
<http://www.castellinotraining.com/process/#forms>

The ideal way for us to receive it is as an attached document – download the Word version, fill it in on your computer. Use **bold** for the answers please. It is fine that your signature is typed in on the form. Then return it as an attached file. You may alternatively mail or fax this to us.

If you've previously filled in a 5-page 'long form', either for a previous process workshop or for private session, **please fill in the 'short form.'**

SCHEDULE & COMMITMENT:

You must commit to attending all days, leaving your schedule open in case they run late.

Arrival and start times: Starting times are given and are firm. It is important to arrive early and be ready to begin by the listed start time. Please do arrive fifteen minutes early as listed so you will be seated and ready to go, snacks put away, a cup of tea prepared, etc. If you are flying in, please allow an extra two hours more than it would take to get from the airport to the site in case of plane delays; for workshops that begin in the morning, please plan to fly in the previous night.

Snack and lunch breaks: You will be given snack breaks (bring your own snacks) and one and a half hour to 2-hour lunch break. The last day there will be only a snack break since you will be complete by 2 pm.

Ending times: Please do not schedule activities in the evening as the end times the first 4 days will depend on the group process. *All participants must commit to staying until at least the listed end time for the last day, or the end of the workshop, whichever comes first.*

	Please arrive by:	Workshop starts promptly at:	You will be finished by around:
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First Day	8:45 AM	9:00 AM	6:00 PM - 8:00 PM
2nd Day	8:45 AM	9:00 AM	7:00 PM – 8:30 PM
3rd-4th Days	8:45 AM	9:00 AM	8:00 – 9:30 PM
Last Day	8:45 AM	9:00 AM	2:00 PM

SNACKS:

Please **bring snacks that do not need to be heated**. There will be a morning and afternoon 10 min bathroom/ snack break. No heating of any non-vegetarian food. **Vegetarian food may be heated**

COST & PAYMENT (see deposit just above for info on how to secure a space)

PAYMENT:

**Make checks or money orders to “Castellino Training, Corp.” Send to:
Castellino Training, 1105 N Ontare Road, Santa Barbara, CA 93105**

The workshop costs \$1425 (up to \$100 discounts available – see below).
This is for tuition only and does NOT cover the fee for staying on site.

The discounts up to \$100 for Castellino Training, Corp are as follows.

\$50 discount if full payment is received 2 months ahead (2/18) or postmarked 4 days before that (2/14) for checks. Discount is also given if full payment is sent by the day after signing up even if this is less than 2 months in advance.

Up to **\$50 additional discount** if payments are made by cash, money order or check rather than credit card/paypal.

Thus, if full payment due to Castellino Training, Corp by cash or check is received by 2 months prior to the workshop or postmarked 4 days before that OR payment in full is mailed by the day after signing up, then the full price is \$1325. If you have paid \$200 by check for the deposit, then the cost of the workshop is \$1375 and the balance due at or before the workshop if not received when signing up is \$1175.

RETURNED CHECKS

We charge a \$25 fee for all returned checks, even if they clear upon redepositing. Please make sure you have adequate funds in your account to cover your checks. Thank you.

PHONE

If you are delayed, call Ray's cell phone at 805-705-2135. He will leave his cell phone on until everyone has arrived or notified him of a delay. You can also try Elizabeth's phone: (925) 381-9421.

VIDEO RECORDINGS

Unless you request otherwise, all sessions are videotaped by one of Ray's assistants. Video files playable on any computer are available for your session for those who wish to purchase them. Cost is \$43 for your session, \$27 for your debrief and \$27 for any other debrief you wish to order. You can request these on a flash drive which we supply, which you can leave with at the end of the workshop. If ordering afterward the workshop, flash drives containing the video files are also available, with additional shipping cost of \$6 for first item and \$1 for each additional item.

OTHER REQUIREMENTS

Please do not use alcohol, recreational drugs, cigarettes or nicotine during the day before or during the workshop including during lunch & evening breaks. That means participants cannot smoke, use alcohol or recreational drugs for 6 days.

Please do not use any perfume, aromatherapy oils or strongly scented shampoos, deodorant or aftershave.

LOCATION:

The address is: 925 Escondido Court, Alamo, CA 94507

FOOD AND DRINK

We will supply both hot and cold water and tea bags. We suggest bringing your own water bottle. There is some space in Ariel's refrigerator on site in addition to the full kitchen with a stove, oven, and sink. **You may bring any food you like that does not need to be heated in any way. Vegetarian food only may be heated or microwaved.** Ray is a strict vegetarian and so there will be **no cooking, microwaving, steaming, etc of any meat, fish, fowl or eggs.** Dairy is fine and has no heating restrictions. Pre-prepared food containing the items that are not to be heated is fine. **The reason for the non-heating restriction is to keep non-vegetarian odors out of the seminar space.**

CONTACT HOURS FOR NURSES:

Provider approved by the California Board of Registered Nursing, Provider Number 10577 for at least 25 contact hours for attending a 3-day Process Workshop. The cost is \$25 above the cost of the workshop if you preorder, plus an additional \$2.00 if you order at the workshop and we must mail it to you. Number of hours will vary depending on the length of the workshop. Please let us know if you wish this certificate.

CERTIFICATE OF ATTENDANCE:

Sandra emails receipts for payments as she receives them.

We do not offer any official continuing education credits other than the contact hours for nurses. That will end 4/30/19.

We provide a certificate of attendance at no cost, which you will receive at the end of the workshop. This works for several continuing education programs.

If you don't take the certificate home and request one later, there is a \$2/charge for mailing it so please take the certificate with you.

CANCELLATION POLICY

The \$210 / \$200 deposit is non-refundable. If you cancel, the cost to you depends on whether we can fill the workshop and when you cancel. Please give Sandra as much notice as possible. She may be able to find someone to fill the workshop and thus save you money as well as provide opportunities for others who wish to attend a workshop.

The date of cancellation is considered the date that Sandra processes and confirms your cancellation. This is best done via a direct phone call to 805-687-2897. You may send a cancellation via email if you like, but it may take up to several days to be processed, if Sandra is out of email contact temporarily.

If the workshop fills, \$110 (cc) / \$100 (check) is a cancellation charge and \$100 credit will be given toward a future process workshop with Ray. At your request, anything you have paid beyond that will be refunded within 2 weeks of the first day of the workshop at the discounted (non-cc) rate, i.e. for those who paid by cc, we keep the difference between the amount you paid and the discounted amount. For example, if you paid \$1000 by cc, you could receive a refund of \$750 (\$1000-200 -50) plus a credit of \$100 toward a future workshop with Ray.

If the workshop doesn't fill, the cost to you is as follows. If you have paid more, at your request it will be refunded within 2 weeks of the first day of the workshop, OR you can apply your refund to a future Process Workshop, OR contribute it to BEBA. If you have not paid what is due, it will be due within 2 weeks of the beginning of the workshop.

6 weeks or more notice: \$200 if paid by check

Less than 6 weeks' notice: \$300 if paid by check

Less than 1 month's notice: \$400 if paid by check

Less than 3 weeks' notice: 60% of discounted price if paid by check

Less than 2 weeks' notice: 80% of discounted price if paid by check

Less than 1 week's notice: full discounted cost of the workshop if paid by check

For credit card payments, add 5% of fee paid by cc up to \$50.

If you have a refund due, let us know whether you'd like it mailed to you, credited to a future workshop, or donated to BEBA, the non-profit clinic for working with babies, children and their parents that Ray founded and directs.