



Winter 2 Open Enrollment
Al's Pals: Kids Making Healthy Choices Online Training
Four-Session Training

Tuesday	January 23	12:30 pm - 3:30 pm	3 hours
Thursday	January 25	12:30 pm - 3:00 pm	2.5 hours
Tuesday	January 30	12:30 pm - 3:30 pm	3 hours
Thursday	February 1	12:30 pm - 3:00 pm	2.5 hours

- All training sessions will be held in **Eastern Standard Time**
- Each participant must be at their own computer with stable internet connection (not wireless)
- Participants must be logged into the training session 15 minutes before the training start time.
- Client can contact Wingspan to run a test on the computers within each building/setting that will be used for Online Training to ensure compatibility with the Wingspan Online Training program.

Al's Pals: Kids Making Healthy Choices teaches children ages 3-8 years old to express feelings appropriately, care about others, use self-control, think independently, solve problems peacefully, and make safe and healthy choices. The 46-lesson *Al's Pals* curriculum kit is available **only** with accompanying Wingspan training for preschool - 1st grade classroom teachers and their instructional assistants, who deliver the classroom lessons. Administrators and support staff are encouraged to also register and participate in the training to support the teaching approaches.

Each classroom needs its own curriculum kit to fully implement the program. Administrators and support staff will receive a complimentary set of lessons.

Space is limited to a first-come, first-served basis. Please register **by January 16th**. Payment or purchase order for curriculum kits must be returned along with the completed registration form in order for the materials to be shipped in time for use at the first training session. Please register **all staff** who will participate in the online training by completing the appropriate sections below.

Wingspan reserves the right to cancel the training because of insufficient enrollment. Individuals registered for a cancelled training can choose to register for another scheduled training or receive a refund. A refund will be issued for fees paid after all materials that have been delivered are returned to Wingspan in good condition.

When we receive your completed registration form, with payment or purchase order, we'll send you instructions on how to log on to the first online training session.

1 Al's Pals Curriculum Kit - For use in Preschool, Kindergarten, and First Grade

One curriculum kit distributed to the teacher who completes the training. Kit includes two manuals of lessons and activities with color photographs, patterns, and posters. Also included are one puppet house, three original puppets, puppet scripts, parent letters, Al-a-gram school-to-home message pads, original songs on CD, songbook, certificates of program completion, and selected children's books. (Spanish parent letters and message pads may be purchased separately - see Section 4 below.)

Unit Price

\$790 one curriculum kit including shipping and handling

_____ QTY @ \$790

Total \$ _____

*VA residents add sales tax: \$39.49 per curriculum kit; or submit sales tax exemption form.

2 Al's Pals Online Training for Teachers and Instructional Assistants

Start Date of First Online Training Session: _____

Unit Price \$325 Per person

_____ QTY @ \$325 Per person Total \$ _____

Teacher _____ Grade Level _____
Assistant _____ Special Ed Classroom: YES NO
School/Organization _____

Teacher _____ Grade Level _____
Assistant _____ Special Ed Classroom: YES NO
School/Organization _____

Teacher _____ Grade Level _____
Assistant _____ Special Ed Classroom: YES NO
School/Organization _____

Teacher _____ Grade Level _____
Assistant _____ Special Ed Classroom: YES NO
School/Organization _____

3 Al's Pals Online Training for Administrators and Support Staff

For school or program administrators and support staff such as principals, guidance counselors, mental health consultants, prevention specialists, and other resource specialists. Includes a spiral bound set of lessons and the same training that the teachers participate in.

Start Date of First Online Training Session: _____

Unit Price \$325 Per person

_____ QTY @ \$325 Per person Total \$ _____

List names and positions. Copy this form for additional registrations.

Name _____ Position (Please spell out) _____
School/Organization _____

Name _____ Position (Please spell out) _____
School/Organization _____

Name _____ Position (Please spell out) _____
School/Organization _____

Name _____ Position (Please spell out) _____
School/Organization _____

4 Al's Pals Materials in Spanish

Description	Price	Qty.	Total
*Spanish parent letters – 14 letters in sets of 10 copies each	\$25 set		\$
*Spanish Parent Letters – Copy- Ready Masters Durable, high contrast copier ready master of each letter. Limit one set per organization. Available with signed licensing use and quality control agreement. Please contact Wingspan for more information.	\$20 set		\$
*Spanish Al-a-gram message pads –set of 8 different school-home message pads	\$40 set		\$
Shipping/Handling fees			\$
Subtotal Materials - Spanish (including shipping/handling)			\$

** Please call for shipping/handling fees*

*VA residents add 5.3% sales tax to order; or submit sales tax exemption form.

Add Totals Sections 1 - 4

Subtotals

1	<i>Al's Pals Curriculum Kit</i>	SECTION 1	\$
2	<i>Al's Pals Online Training for Educators</i>	SECTION 2	\$
3	<i>Al's Pals Online Training for Administrators and Support Staff</i>	SECTION 3	\$
4	<i>Al's Pals Materials in Spanish</i>	SECTION 4	\$
		Grand TOTAL COST	\$

Payment Information

Check made payable to Wingspan Purchase Order *(If applicable, please include copy with this form.)*

LEAD CONTACT _____ TITLE _____

PHONE () _____ FAX () _____

E-MAIL _____

PLEASE PROVIDE AN EMERGENCY CONTACT PHONE NUMBER FOR EVENINGS AND WEEKENDS
() _____

ORGANIZATION _____

ADDRESS

AUTHORIZED BY _____ TITLE _____

EMAIL _____

SIGNATURE* REQUIRED: _____
**By signing, you accept the Substitution Policy below and Wingspan's Terms and Conditions, attached*

Substitutions. The individual authorized to register participants to attend training may substitute one training participant for another at any time prior to the beginning of the first training session by giving written notice to Wingspan. No changes or substitutions will be permitted after the first training session has begun.

Please return with payment to:

Wingspan Phone: 804-967-9002
4443 Cox Road Fax: 804-967-9003
Glen Allen, VA 23060 *(If faxing, send entire form along with purchase order.)*



WINGSPAN, LLC
Terms and Conditions

Following are the Terms and Conditions on which Wingspan will provide to Client Wingspan's proprietary program and materials (the "Program").

Use of Program and Program Materials. All Client personnel who sign and submit to Wingspan an Acknowledgment of and Agreement to Terms and Conditions ("Acknowledgment") and who complete the training conducted by Wingspan authorized trainers are authorized to use the Program in accordance with all specifications and requirements of the Program, as set forth in the Program manual and as otherwise communicated by Wingspan. No other persons are authorized to use any aspect of the Program or the associated materials. Client personnel who have completed the Wingspan training may not train other persons in the use of the Program.

Wingspan Intellectual Property. Wingspan grants to Client and its personnel who are authorized to use the Program a limited, nonexclusive, and nontransferable license to conduct the Program, distribute and display Wingspan's copyrighted program materials (the "Licensed Materials") and to use Wingspan's proprietary trademarks and service marks (the "Licensed Marks") solely in the course of and for the purpose of providing the Program in accordance herewith. The Licensed Materials, the Licensed Marks and all related know how and trade secrets are referred to collectively as the "Wingspan Intellectual Property." Wingspan reserves all rights to the Wingspan Intellectual Property not expressly licensed. Client acknowledges that Wingspan is the sole owner of the Wingspan Intellectual Property. Neither Client nor any of its employees or agents will (i) contest or challenge Wingspan's ownership or rights in the Wingspan Intellectual Property, (ii) make or authorize any use of the Wingspan Intellectual Property that is not consistent with these Terms and Conditions or (iii) modify or reproduce the content or substance of the Wingspan Intellectual Property. In the event of a violation by Client or any of its employees or agents of these Terms and Conditions, the license provided for herein will terminate immediately, in which case Client and its employees or agents will immediately cease all use of Wingspan Intellectual Property and return all program materials to Wingspan.

Substitutions. The individual authorized to register participants to attend training may substitute one training participant for another at any time prior to the beginning of the first training session by giving written notice to Wingspan. No changes or substitutions will be permitted after the first training session has begun.

No Warranties; Limitation of Liability. Wingspan provides the Wingspan Intellectual Property "AS IS," without any warranty of merchantability or of any other type. Wingspan expressly disclaims any warranty or representation that the Program or the Wingspan Intellectual Property will achieve any particular results. In no event shall Wingspan be liable for any consequential, incidental, special, punitive or other damages arising from Client's use or inability to use the Program or the Wingspan Intellectual Property.

Miscellaneous. Client may not assign or transfer in any way any of its rights and obligations relating to the Program. These Terms and Conditions can be modified only in writing signed by both Client and Wingspan. Any matters relating to the Program or these Terms and Conditions are to be governed exclusively by the laws of the Commonwealth of Virginia, and any legal proceeding arising out of or relating thereto shall be brought exclusively in the federal or state courts whose jurisdiction and venue are in Richmond, Virginia, and Client and Wingspan each agree and submit to the personal jurisdiction and venue of any court therein. Client acknowledges that any violation of these Terms and Conditions may subject Wingspan to irreparable injury not fully compensable in monetary damages, and that Wingspan is entitled to seek whatever remedies are available to it at law or in equity, including but not limited to preliminary and permanent injunctive relief. Client further consents to court enforcement of the specific language of these Terms and Conditions.

Al's Pals Online Training Participant Registration Form

Name of School/Organization: _____

Date of 1st Online Training Session: _____

E-mail addresses provided below will be used to register your participants. Please list the e-mail address they will use to register for and log into the first session. For example, if a participant will be using a computer at home, and cannot access their work e-mail remotely, they need to list their home e-mail.

	Participant Name (First and Last Name Required)	Email Address (Please use the e-mail address they will be using to log into the training session - work or home e-mail account)	Cell Number (Cell number or <i>direct</i> office number in case participant needs to be contacted during a training session)	Grade	Position (Teacher, assistant, administrative, etc.)	Name of School or Center	PC or Mac
1.							
2.							
3.							
4.							
5.							
6.							
7.							
8.							
9.							
10.							

While our training will work over Wireless connections, we do not advise using it as unpredictable problems have been known to occur. We highly recommend a wired Ethernet connection and Broadband connection to the Internet.

Wingspan will provide headsets with a microphone for online training participants. The headsets will have a USB connector. If the computers that will be used for the online training do not have a USB port, please contact the Wingspan office so other arrangements can be made.

Please allow email from messenger@webex.com to be added to your Safe Sender list to prevent the Webex invitations and registration confirmation emails from going into a Spam/Junk folder.

