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**Process Workshop at the home of Yehudi Gordon  
in Devon, England – Saturday-Wednesday, March 10-  
14, 2012**

**Hi and welcome!** We're glad you can attend the Process Workshop. **Please fill in and return the birth process form as soon as possible.** It is available on the website at <http://www.castellinotraining.com/process/#forms>. If you've previously filled in a 5-page form, please fill in the 2<sup>nd</sup> form, one page. You may mail or fax this to us. You may email an attached text document. **Do NOT email scanned image files.**

**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 vegetarian snacks) and one and a half hour lunch break. Sometimes the group decides to take a shorter break the last day.

**Ending times:** Please do not schedule activities immediately afterward since the exact ending time is impossible to predict. If you are flying, please do not plan to fly out until the next day, as the workshop may end late in the evening and ***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.***

	<b>Please arrive by:</b>	<b>Workshop starts promptly at:</b>	<b>You will be finished by around:</b>
<b>First Day</b>	8:45 AM	9:00 AM	7:00 PM - 9:00 PM
<b>2<sup>nd</sup>-4<sup>th</sup> Days</b>	8:45 AM	9:00 AM	7:00 PM - 9:00 PM
<b>Last Day</b>	8:45 AM	9:00 AM	2:00 PM

### SNACKS

Please bring **vegetarian snacks**. There will be a morning and afternoon 10 min bathroom/snack break.

### PAYMENT

A **\$210 deposit** is needed to hold your place (discounted by \$10 if paid in cash or check), or you can send the whole amount when signing up.

The **workshop costs \$1100** (up to \$100 discount available – see below).

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

Up to **\$50 additional discount** if payments by cash or check rather than credit card.

Thus, if full payment 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 \$1000.

### RETURNED CHECKS

We charge a \$20 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 the site at (+44) 1271 850 712 or Yehudi's mobile phone at (+44) 777-962-5480. If there is no answer, please leave a message and call back later also until you reach him.

### **VIDEO RECORDINGS**

Unless you request otherwise, all sessions are videotaped by one of Ray's assistants or with the camcorder on a tripod if there is no assistant. DVD copies of your session are available for those who wish to purchase them. Cost is \$55 plus tax and shipping for your session. DVDs of the debriefs are also available for purchase for \$25 plus tax and shipping.

### **OTHER REQUESTS**

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, aromatherpy oils or strongly scented shampoos or aftershave.

## LOCATION & DIRECTIONS

To Rock Cottage, East Down, North Devon, Barnstaple, EX31 4LR:

Turn off the M5 onto the A361 (to Barnstaple) at Junction 27.

There are two alternatives from here:

1. If travelling during the day or during the summer when roads are busy (Barnstaple can get very busy).

Turn off the A361 at the A399 which is sign posted to Blackmoor Gate. There is a restaurant at this roundabout. Go along the 399 quite a way, about 5 miles along a valley, past a quarry, and then at Blackmoor pub, turn on left onto the **A39** towards **Barnstaple**. It is well signposted.

East Down is just after 'Arlington Court' (a stately home with beautiful grounds) on the A39. Turn right into East Down at the bridge over the river Yeo and the cottage can be seen first on the left about 200 yards from the turnoff.

2. If travelling at night or low season:

Continue on the A361 into Barnstaple. There are quite a few roundabouts in Barnstaple.

Follow signs to the A39 towards Lynton. Continue on the A39 for about 11 miles. Pass through the village of Shirwell. East Down is about 3 miles from Shirwell and is sign posted to the left at the river Yeo. The cottage is the first building on the left.

There is parking space for 3 cars - two in the driveway over the road. Please be careful as you back in to avoid damage to your car or the fence. The other one is on the uphill side of the cottage.

## FOOD AND DRINK

We supply both hot and cold water and tea bags. We suggest bringing your own water bottle. We ask that you bring onto the property **NO MEAT, FISH, EGGS, FOWL. Dairy is fine.** So if you go out to eat for non-vegetarian food, please don't bring leftovers back.

## **Nearby Restaurants**

- The Pyne arms is only 10 mins away. Walk left up to the village and you will see it. It gets really dark as there are no street lights so take the torch with you.

- The Sands café on Saunton sands has a balcony with sea view (if you turn away from the carpark) and simple but good food and not too pricey.
- The Black Venus at Challacombe is a lovely pub restaurant too at the edge of Exmoor.

## ACCOMMODATIONS – local B&B with space available

### Night in Gails

Owners are Gail and John

They have 4 rooms available: Fri 9th March – leaving Tue 14th March

Swallow (2 people can share this one – 2 singles) £68.00 per room, per night, inc breakfast.

Nuthatch – double bed - £64.00

Wren – double bed - £60.00

Magpie – single - £32.00

They are all en-suite.

Night in Gails

Kentisbury Mill

Kentisbury

Nr Combe Martin

North Devon

EX31 4NF

Tel : 01271 883545

[info@nightingails.co.uk](mailto:info@nightingails.co.uk)

[www.kentisburymill.co.uk](http://www.kentisburymill.co.uk)

### **Finding Us** - Just off of the B3229

Kentisbury Mill is at Ordnance Survey Maps 180 & OL9, reference SS 618 436.

*From the M5 ~ Exit the M5 at J27. Take the third exit from the roundabout, A361 towards Barnstaple. At the fourth roundabout take the 3rd exit, A399 to Blackmoor Gate and Combe Martin. Take the left turn at Blackmoor Gate, by The Old Station Inn, onto the A39. Take the right turn onto the B3229 at Kentisbury Ford. Just past the garage & post office, and as the road bears left, Kentisbury Mill is on the right.*

*From Barnstaple ~ Take the A39 from Barnstaple, past the Hospital, through Shirwell and Arlington until you reach Kentisbury Ford. Take the left turn onto the B3229. Just past the garage & post office, and as the road bears left, Kentisbury Mill is on the right.*

### **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 \$2.50 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**

We do not offer any official continuing education credits other than the contact hours for nurses. If you wish to have a certificate of attendance for use with another professional organization it is available by request for \$15 if you preorder, plus an additional \$2.50 if you order at the workshop and we must mail it to you. Please specify what information you need on the certificate.

### **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 \$900 by cc, you could receive a refund of \$650 (\$900-200 -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 (\$210 by cc)

Less than 6 weeks' notice: \$300 if paid by check (\$315 by cc)

Less than 1 month's notice: \$400 if paid by check (\$420 by cc)

Less than 3 weeks' notice: \$600 if paid by check (\$650 by cc) [60% of discounted price]

Less than 2 weeks' notice: \$800 if paid by check (\$850 by cc) [80% of discounted price]

Less than 1 week's notice: \$1000 if paid by check (\$1050 by cc) [full cost of workshop]

**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.