

American Red Cross—Greater Richmond Chapter

IMPORTANT INFORMATION

Refunds & Cancellations (\$10.00 fee)

If for any reason you need to cancel your registration we ask that you give us **at least 5** business days notice and if you need to transfer your registration we ask that you give us **at least 3** business days notice prior to the start of the class. Regardless of notice given **an additional \$10 fee will be charged for transfer or cancellation**. Refunds and/or rescheduling to another class is not possible for those who do not show for a scheduled class. We understand that emergencies do arise, however we must be good stewards of the funds we receive. If you find you are unable to attend class, please consider sending another individual in your place.

In rare circumstances, the Greater Richmond Chapter cancels or postpones a class. Should a class be cancelled, participants will be contacted for rescheduling and/or reimbursement of course fees. In cases of inclement weather, please call **804-343-2088** for a recorded message regarding the status of your class.

Late Arrival

Please plan to arrive 10-15 minutes prior to the scheduled class time. Information critical to the remainder of the class is provided at the beginning of the class, and class starting times are firm. Late arrivals will be admitted at the discretion of the instructor. **Refunds or rescheduling will not be possible for those students who are not admitted due to late arrival.**

Please note that the Greater Richmond Chapter is automatically locked prior to 8:30am and after 4:30pm on weekdays, and all day on Saturday and Sunday. For classes scheduled to begin before 8:30am or after 4:30pm on weekdays or on weekends, the instructor will be in the front lobby no earlier than 15 minutes prior to the scheduled class start time to admit students into the building. **To ensure that classes end at the scheduled time, the instructor must leave the lobby immediately at the class start time and will not be available to admit late arrivals into the building.**

Dress

Class participants should dress comfortably and casually in order to fully participate in required activities. If attending a full-day session, consider packing a lunch, as break times are limited. Vending machines are available for drinks and snacks.

Parking

On **weekdays**, please use the Honor Lot bordered by 3rd, Cary, 4th and Canal Streets; the fee for the lot is \$6/day. (On-street parking is limited to two hours from 8am – 6pm.) On **weekends**, you may park on the street or in the Honor Lot. **The parking lot next to our building is a private lot—towing is strictly enforced. The parking lot across from our building is for monthly parking only, and you may receive a ticket for parking there.**

Certification

Certification cards will be issued at the completion of course sessions. To receive certification, participants must attend **all** class sessions, be able to perform skills and pass the written test.

Special Needs

Please call ahead if special accommodations are needed.

If you have any questions, please call our office at 804-780-2250.

DIRECTIONS TO THE GREATER RICHMOND CHAPTER ARE ON THE NEXT PAGE.

**The Greater Richmond Chapter is located at 420 E. Cary Street
(On the corner of 5th and Cary Streets in downtown Richmond)**

NOTE: From the parking lot, walk ½ block East (down hill) on Cary and cross the street to our front door with a green awning over it.

Driving north on I-95

Coming from Petersburg and all points south

- ◆ Take Exit 74A—the Downtown Expressway (I-195) exit (just after you cross the James River).
- ◆ Take the Adams St. exit off the Downtown Expressway (about a mile from I-95) onto Canal St.
- ◆ Immediately get in the right lane and turn right at the first street you come to which is South Adams
- ◆ Go one block on South Adams and turn right onto Cary
- ◆ Go 4 blocks to 3rd St. and turn right on to 3rd St. and quickly turn left into the parking lot. (\$6.00)

Driving south on I-95

Coming from Ashland and all points north

- ◆ As you approach Richmond on I-95 south, get in the right lane and take Exit 75—Airport/Coliseum.
- ◆ Exit immediately to 3rd Street/Coliseum to the right.
- ◆ Proceed straight on 3rd Street for 8 blocks to Cary Street,
- ◆ Stay in the left lane.
- ◆ Cross Cary St. but be prepared to take an immediate left into the parking lot. (\$6.00)

Driving east on I-64

Coming from Short Pump and all points west

- ◆ Exit onto I-95 south from I-64.
- ◆ Take exit 75—Airport/Coliseum.
- ◆ Exit immediately to 3rd Street/Coliseum to the right.
- ◆ Proceed straight on 3rd Street for 8 blocks to Cary Street
- ◆ Stay in the left lane.
- ◆ Cross Cary St. but be prepared to take an immediate left into the parking lot. (\$6.00)

Driving west on I-64

Coming from New Kent and all points east

- ◆ After you pass the Mechanicsville exit, drive in the middle lane.
- ◆ Take exit 190—5th Street. (There is a 3-way split in the exit)
- ◆ Follow the signs for 5th Street (middle lane).
- ◆ Proceed on 5th Street and turn right at Main St.
- ◆ Proceed to 3rd street and turn left onto 3rd
- ◆ Stay in the left lane.
- ◆ Cross Cary St. but be prepared to take an immediate left into the parking lot. (\$6.00)

Driving east on 195/Downtown Expressway

From the Powhite Parkway within the City of Richmond

- ◆ Exit from the Powhite Parkway onto 195/Downtown Expressway (.50 toll).
- ◆ Once you pass through the tollbooth, take the Byrd Street/2nd Street exit.
- ◆ Proceed on Byrd Street to the first stoplight. Turn left onto 2nd Street.
- ◆ Proceed on 2nd Street for 2 blocks to Cary Street and turn right onto Cary Street.
- ◆ Stay in the right lane and turn right onto 3rd St. but be prepared to make an immediate left into the parking lot. (\$6.00)

Driving south on US301/Belvidere Street

From Broad Street within the City of Richmond

- ◆ Follow US301/Belvidere Street south to Cary Street.
- ◆ Turn left onto Cary Street and follow Cary Street 7 blocks to 3rd Street. And stay in the right lane.
- ◆ Turn right at 3rd and be prepared to take an immediate left into the parking lot. (\$6.00)