

A Primer for New Head Start & Early Head Start Managers:

Everything You Wanted to Know, But Were Afraid to Ask

January 13-14, 2010

Crowne Plaza Riverwalk, San Antonio, Texas



Being a Head Start or Early Head Start manager and leader is a daunting, challenging, and rewarding job. For managers new to Head Start, there is so much to learn! Even Head Start and Early Head Start veterans who are promoted to a managerial position find that there is a lot to learn. **A Primer for New Head Start and Early Head Start Managers** provides new managers with a comprehensive look back at the history, philosophy, and goals of Head Start. The seminar also provides a coordinated and integrated review of the Federal regulations that are relevant to Head Start and Early Head Start.

A Primer for New Head Start and Early Head Start Managers offers participants an opportunity to develop skills and knowledge that they can use in everyday program operations. Activities will emphasize understanding and appreciating the evolution of Head Start and Early Head Start and exploring the relevance of the programs in the 21st century. The seminar will also explore the challenges and opportunities posed by the Head Start Program Performance Standards and other regulations and requirements.

As part of the event, a communication network for new managers will be developed, providing participants with the opportunity to share, analyze, and address local challenges through regulations and the group's experiences for six months after the training. A program manager's "tool kit" of resources will also be distributed, providing practical strategies for keeping abreast of changes in regulations and tapping into a network of peers that can share ideas and help jointly solve everyday problems.

PLEASE NOTE: Copies of the Code of Federal Regulations, Parts 1301-1310 and the Head Start Act will NOT be provided at the training. Participants are strongly encouraged to bring their own copies of these regulations to the training. To access a printable on-line version of these documents, click the corresponding link above.

The Standard Registration Fee is \$375 per person. Members of *T/TAS@Your Service* may qualify for the Subscriber Rate of \$350 per person. (Some restrictions may apply based on level of subscription; visit www.ttas.org/ays.html for information on how to become a subscriber.) For details on registering, including how to earn 1.15 Continuing Education Credits (CEUs) for this event, please see page 3.

Learning Outcomes

- Participants will learn about the history, philosophy, goals, and evolution of Head Start and Early Head Start.
- Participants will gain a basic understanding of the requirements of the CFR 1300 series and other regulations, with particular attention to 1304, 1305, 1306, and 1308.
- Participants will develop strategies for applying their knowledge to manage day-to-day program operations.
- Participants will be provided with access to resources which provide additional and current information.

Your Presenters



Marce Verzaro-O'Brien, Director of T/TAS, has over 30 years of early childhood and Head Start management experience, including service as the Head Start/Early Head Start Administrator of a large urban program.

Ms. Verzaro-O'Brien is an expert on child outcomes, serves as a consultant for the Florida Head Start Association, is the co-author of Florida's *Birth to Three Early Learning and Development Standards*, and served as Director of the Florida Quality Initiative. She has an AB in Psychology and Sociology, and an MSW and PhD in Early Childhood and Urban Education.

Colleen B. Mendel, Executive Director of T/TAS, is a veteran of more than 30 years of Head Start training and management. She holds an MBA, Master's degrees in Higher Education and Spanish, and Duke University's certificate in Non-Profit Management. Her training specialties include program governance, wage comparability/salary administration, and human resources (especially wage and hour issues, performance appraisals, and employee selection). Ms. Mendel helped develop quality initiatives for NHSA and the National Community Action Partnership and has done extensive training on behalf of the Office of Head Start.



(T/TAS reserves the right to substitute or reduce the number of presenters as circumstances warrant.)

Hotel Accommodations

The Crowne Plaza Hotel San Antonio Riverwalk is located at 111 Pecan Street East in historic San Antonio, Texas. Hotel accommodations are available at the special conference rate of \$117 per night, single or double occupancy (plus applicable taxes). Please make your hotel reservations **no later than December 13, 2009** by calling 800-828-6547, 888-233-9527, or 210-354-2800. You may also make your hotel reservations on-line at <https://resweb.passkey.com/go/hs1>.



To qualify for the special conference rate, please state that you will be attending **Head Start New Managers**. The room block will be held until the stated deadline or until the block is sold out, whichever comes first. Reservations are accepted on a space and rate availability basis by the hotel, and room blocks often fill quickly. Please consult the Crowne Plaza for information on their specific cancellation policies, to learn about additional charges that may apply to hotel guests (i.e., parking fees, local phone charges, internet access fee, etc.), and to learn about available amenities, such as room service, in-house dining, and additional area attractions.

The Crowne Plaza offers the warmth and comfort of a grand hotel combined with the comfort and amenities of today's business hotels. The hotel is within walking distance of the Alamo, Hemisfair Park and Tower, El Mercado Marketplace, the San Antonio Convention Center, and the RiverCenter Mall. Fiesta Texas (a Six Flags Amusement Park), Sea World, Schlitterbahn Water Park, the San Antonio Missions and the San Marcos Outlet Center are just a short drive away.

Tentative Agenda

January 13, 2010

8:00 - 8:30 a.m.	Registration and Refreshments
8:30 - 10:30 a.m.	Welcome and Introductions The History, Philosophy, Goals, and Evolution of Head Start and Early Head Start
10:30 - 10:45 a.m.	Break
10:45 a.m. - Noon	Head Start Program Performance Standards: Challenges and Opportunities
Noon - 1:15 p.m.	Lunch on Your Own
1:15 - 3:00 p.m.	Head Start Program Performance Standards: Challenges and Opportunities (Cont'd)
3:00 - 3:15 p.m.	Break
3:15 - 4:30 p.m.	Head Start Program Performance Standards: Challenges and Opportunities (Cont'd)
4:30 - 6:00 p.m.	Individual Time with Marce or Colleen

January 14, 2010

8:30 - 10:00 a.m.	Review and Questions The Code of Federal Regulations: More Opportunities
10:00 - 10:15 a.m.	Break
10:15 a.m. - Noon	The Code of Federal Regulations: More Opportunities (Cont'd)
Noon - 1:15 p.m.	Lunch on Your Own
1:15 - 3:30 p.m.	Applying the Regulations

Registering for T/TAS Events

It is easy to register for events sponsored by T/TAS. There are three methods for registering:

- ★ **To Register On-Line:** To register for any T/TAS event, please go to our web site at www.ttas.org/calendar.html, locate the event you wish to register for, and then click on the **Register** button.
- ★ **To Register By Mail:** Complete and return the attached Registration Form with check, money order, or Purchase Order (made out to T/TAS), or with Credit Card info (Visa, MasterCard, or Discover) to: **T/TAS, 1906 College Heights Boulevard, #11031, Bowling Green, Kentucky 42101-1031.**
- ★ **To Register By Fax:** Complete and fax the attached Registration Form with Purchase Order or Credit Card (Visa, MasterCard, or Discover) information to our office at 270-745-3340 or 270-745-2142.

Registration forms will not be processed unless accompanied by payment, credit card info, or Purchase Order. Registrations will be accepted until events fill.

Enrollment is Limited: T/TAS cannot guarantee enrollment at events. In the event that available enrollment slots fill, you will have the option of being placed on a waiting list in case space reopens due to cancellations. We recommend you do not make hotel or travel arrangements until you receive your registration confirmation. T/TAS is not liable for any hotel or travel penalties or fees that may be incurred by participants or registrants.

Confirmation of Registration: Registrations can only be confirmed by e-mail. Please provide your e-mail address on the registration form if you wish to receive a confirmation. If you do not receive a confirmation within five days of registering for the event, please contact Mike Hartz at 800-882-7482.

Cancellations/Substitutions Policy: If you cancel your registration in writing 10 or more business days before the event, registration fees will be refunded, less a \$25 enrollment charge. No refunds will be made less than 10 business days prior to the event; however, you may designate a substitute to attend in your place. T/TAS reserves the right to cancel the event if enrollment criteria are not met or when conditions beyond our control prevail. In the event of cancellation, each registrant will be contacted. The liability of T/TAS is limited to the refund of registration fees only.

Continuing Education Units (CEUs): Western Kentucky University offers Continuing Education Units (CEUs) for participants successfully completing a T/TAS training seminar. To apply for CEUs, please complete the appropriate section of the attached registration form and include an additional fee of \$25 per person. Consult the event registration form to learn how many CEUs will be offered for each event.

T/TAS Also Brings the Training to You

T/TAS is a leading provider of on-site professional development training and technical assistance. Our knowledgeable experts deliver the same high-quality training and materials in your local program setting, reaching **all** of your staff at a cost competitive with the cost of sending just a few to a conference or seminar. **Most of the events in our annual and quarterly training catalogs can be adapted for presentation in your local program or cluster.**

T/TAS also specializes in designing training specifically for delivery on-site in your local program, including such titles as *Preparing for An On-Site Federal Review*; *Program Governance: Road Map to Success for Decision-Makers*; *Positive Guidance: Making A Place for Everyone*; *Self-Assessment*; *The Supervisor/Mentor Coach Institute*; *Five Parenting Behaviors That Predict Success in School*; *Supporting the Involvement of Fathers in the Lives of Young Children*; and *Ongoing Monitoring: The Key to Quality in Head Start*. To learn more or to schedule training, call 800-882-7482.



Event Registration Form

PLEASE COMPLETE ALL FIELDS AND PRINT NAME & POSITION of person attending exactly as it should appear on the name tag. Copy form as necessary for registering additional persons.

Name: _____ Position: _____

E-Mail Address: _____

Agency/Program: _____

Address: _____

City: _____ State: _____ Zip: _____

Phone: _____ Fax: _____

Enrollment is Limited: T/TAS cannot guarantee enrollment in any event. In the event that available enrollment slots fill, you will have the option of being placed on a waiting list in case space reopens due to cancellations. We recommend you do not make hotel or travel arrangements until you receive your registration confirmation. There will be no on-site registration.

EVENT	SELECT FEE(S)
<input type="checkbox"/> A PRIMER FOR NEW HEAD START AND EARLY HEAD START MANAGERS , CROWNE PLAZA HOTEL SAN ANTONIO RIVERWALK, JANUARY 13-14, 2010, SAN ANTONIO, TEXAS	<input type="checkbox"/> Standard Registration: \$375 <input type="checkbox"/> TTAS@Your Service Subscribers: \$350 * <input type="checkbox"/> Check if requesting 1.15 CEUs (11.5 contact hours) from Western Kentucky University and include an additional \$25 in payment.

* Subscribers, please include **TTAS@Your Service** Enrollment No. _____. Some restrictions may apply; visit www.ttas.org/ays.html for information on becoming a subscriber.

Room blocks often fill quickly; please make your hotel reservations by the date listed in the conference descriptions.

CHECK METHOD OF PAYMENT (Forms will not be processed unless accompanied by payment):

- Check payable to T/TAS.
- Purchase Order No. _____ payable to T/TAS.
- Credit Card (Mastercard, Visa, Discover only): _____ - _____ - _____ - _____
 Expiration Date: _____ Signature: _____
Visa Card Users, please include 3-digit V number from back of card: _____

Return to: T/TAS
 1906 College Heights Boulevard #11031
 Bowling Green, Kentucky 42101-1031
 Fax: 270-745-3340 or 270-745-2142
 Call 800-882-7482 for more information

ACCESSIBILITY NEEDS:
 Do you have any disability that requires special materials or services?
 Do you have a special dietary need?

Cancellations: To obtain a refund of registration fees (less \$25 enrollment charge), cancellations must be received **in writing** 10 working days prior to the start of the event.

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