

# The Home Based Program Option

## Introduction & Orientation to Home Based Head Start

May 25, 2010, Galt House Hotel & Suites, Louisville, Kentucky

**The Introduction and Orientation to Home Based Head Start** is a one-day session to provide home based managers and supervisors with an overview and orientation to Office of Head Start regulations, Head Start Program Performance Standards, and *The Improving Head Start for School Readiness Act of 2007* as they pertain to delivering Head Start/Early Head Start services using the home based program option. The session will focus on both the requirements and best practices for implementing them in the home based option.



Although this is primarily designed as an introduction to the home based option for those newly hired, or new to implementing home based services, it can be a refresher or review for more experienced staff.

The Standard Registration Fee is \$150 per person. Members of **T/TAS@Your Service** may qualify for the Subscriber Rate of \$140 per person. (Some restrictions may apply based on level of subscription; see page 5 or visit [www.ttas.org/ays.html](http://www.ttas.org/ays.html) for information on becoming a subscriber.) For details on registering, including how to earn .575 Continuing Education Credits (CEUs) for this event, please see page 3.

## Learning Outcomes

- Participants will receive materials and information about the home based program option.
- Participants will become familiar with the Head Start Performance Standards as they apply home based.
- Participants will discuss regulatory requirements, elements of the Head Start Act, and examples of OHS Guidance that impact the delivery of home based Head Start and Early Head Start services.

## Managing & Supervising the Home Based Option

May 26-27, 2010, Galt House Hotel & Suites, Louisville, Kentucky

In Head Start and Early Head Start programs utilizing the Home Based Option, effective planning is essential to managing service delivery that ensures program quality. Programs must carefully and thoughtfully assess the methods by which home based and combination services are delivered, and must monitor and supervise these services to ensure that the model implemented both meets local needs and equips staff to provide appropriate services.

**Managing & Supervising the Home Based Option** is an interactive workshop designed to assist the managers of home based and combination option programs in developing and applying regulations and the Head Start Program Performance Standards in the ever-changing and challenging Head Start communities. The institute will assist veteran managers by providing a forum for discussing service delivery models and interpreting the Head Start requirements. The event will also provide new home based managers with information and skills to be effective managers.

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; see page 5 or visit [www.ttas.org/ays.html](http://www.ttas.org/ays.html) for information on becoming a subscriber.) For details on registering, including how to earn 1.1 Continuing Education Credits (CEUs) for this event, please see page 3.

## Learning Outcomes

- Participants will become familiar with the new regulations and guidance that apply to programs serving children in the home based option;
- Participants will discuss issues that impact the recruitment and retention of families for home based Head Start;
- Participants will share information, techniques, and strategies for managing a program and supervising staff in the Home based option
- Participants will receive materials and information about the home based option.

## Your Presenters



**Janet Buckley**, Special Project Specialist, has over 25 years of leadership experience in a variety of Head Start and other non-profit programs, including responsibilities for the development and implementation of adult learning. Her training materials on community and self-assessment have been disseminated nationally. Ms. Buckley has a BA in Communications from SUNY Geneseo, a Master's in Education from the University of South Carolina, and a Certificate in Non-Profit Management from Duke University.



**Christopher Watkins**, Finance and Management Specialist, has consulted extensively with local programs and has developed and presented hundreds of management and financial workshops throughout the country. Chris' areas of specialty include turn-around strategies, program governance, strategic and short-term planning, and preparing for Federal reviews. He has a Certificate in Non-Profit Management from Duke University, an MA in Economics from American University, and a BA in government and an MBA from Western Kentucky University.

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

## Hotel Accommodations

The historic Galt House Hotel & Suites is located at 140 North Fourth Street in downtown Louisville, Kentucky. Hotel accommodations are available at the special conference rate of \$105 per night for single or \$115 per night double occupancy (plus applicable taxes). A \$10 breakfast voucher per night is included in the guest room rate. To qualify for the special conference rate, please state that you will be attending **Head Start Home Based** when making your reservations. Please make your hotel reservations **no later than May 21, 2010** by calling 800-The-Galt (800-843-4258) or 502-589-5200.

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 hotel 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.

## Introduction & Orientation Tentative Agenda

### Date

8:00 - 9:00 a.m.	Registration
9:00 - 10:15 a.m.	Introduction to Home-Based Head Start History and Background Program Option Regulations Home Visits and Socialization Days
10:15 a.m. - Noon	Early Childhood Development & Health Services in Home-Based Head Start
Noon- 1:15 p.m.	Lunch on Your Own
1:15 - 2:30 p.m.	Working with Families as Partners
2:45 - 4:00 p.m.	Program Design and Management in Home-Based Head Start
4:00 - 4:30 p.m.	Wrap Up

## Managing & Supervising Tentative Agenda

### Day 1

8:30 - 9:00 a.m.	Registration
9:00 a.m. - Noon	What's New in Home Based Head Start? <ul style="list-style-type: none"> <li>• Looking at the Head Start Act</li> <li>• Regulations and Guidance</li> </ul>
Noon - 1:30 p.m.	Lunch on Your Own
1:30 - 4:00 p.m.	Supervision and Monitoring in Home Based Head Start <ul style="list-style-type: none"> <li>• What Should We Monitor in Home Based?</li> <li>• Approaches to Supervision in Home Based</li> <li>• Techniques for Support</li> <li>• Giving Effective Feedback</li> </ul>
4:00 - 4:30 p.m.	Wrap Up: What Have We Learned, What Can We Use?

### Day 2

8:30 a.m.- Noon	Home Based: It's About Adult Education <ul style="list-style-type: none"> <li>• What Is Your Adult Learning Style?</li> <li>• How Does Your Adult Learning Style Impact Your Interactions with Other Adults?</li> <li>• Reviewing Principles of Adult Education</li> <li>• Training and Preparing Home Based Staff to be Adult Educators</li> </ul>
Noon - 1:30 p.m.	Lunch On Your Own
1:00 - 3:30 p.m.	Justifying the Home-Based Option in the Community Assessment Recruiting Families for Whom Home Based is a Good Choice Issues and Challenges
3:30 - 4:00 p.m.	Wrap Up: What Have We Learned, What Can We Use?

# 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](http://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"/> <b>INTRODUCTION &amp; ORIENTATION TO HOME BASED HEAD START</b> , MAY 25, 2010, GALT HOUSE HOTEL AND SUITES, LOUISVILLE, KENTUCKY	<input type="checkbox"/> Standard Registration: \$150 <input type="checkbox"/> <b>TTAS@Your Service</b> Subscribers: \$140 * <input type="checkbox"/> Check if requesting .575 CEUs (5.75 contact hours) from Western Kentucky University and include an additional \$25 in payment.
<input type="checkbox"/> <b>MANAGING AND SUPERVISING THE HOME-BASED OPTION</b> , MAY 26-27, 2010, GALT HOUSE HOTEL AND SUITES, LOUISVILLE, KENTUCKY	<input type="checkbox"/> Standard Registration: \$375 <input type="checkbox"/> <b>TTAS@Your Service</b> Subscribers: \$350 * <input type="checkbox"/> Check if requesting 1.1 CEUs (11 contact hours) from Western Kentucky University and include an additional \$25 in payment.

\* Subscribers, please include **T/TAS@Your Service** Enrollment No. \_\_\_\_\_. Some restrictions may apply; visit [www.ttas.org/ays.html](http://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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