

# The New Early Head Start Directors' Forum

July 19, 2010

Loew's Vanderbilt Hotel Nashville  
Nashville, Tennessee



Early Head Start Directors are charged with the growth and development of Early Head Start programs, in much the same way as Early Head Start teachers are charged with nurturing and encouraging the growth and development of infants and toddlers. **The New Early Head Start Directors' Forum** encourages leaders to focus on the effective administration of Early Head Start programs while exploring critical issues such as how existing programs can integrate Early Head Start services into their agencies' other initiatives. The event will also explore the opportunities and challenges of recruiting and selecting qualified staff and will also examine issues specific to Early Head Start services that may impact the program's budget.

Whether you are a Director that is new to Early Head Start or you are new to the leadership role of Director in Early Head Start, this one-day event will provide the opportunity to discuss issues related to reporting, environmental design, and transportation as they specifically impact the Early Head Start program. The forum is also designed to allow participants the opportunity to join in group discussions about their own "hot topics".

**The New Early Head Start Directors' Forum** will help participants examine the differences between requirements and best practices in Early Head Start as we work to design quality systems. Participants will also have the opportunity to review and discuss rules, regulations, and best practices impacting the Early Head Start program. Finally, we will explore strategies for using those rules, regulations, and practices as a means to enhancing programming without becoming barriers to quality.

The Standard Registration Fee is \$180 per person. Members of **T/TAS@Your Service** may qualify for the Subscriber Rate of \$170 per person. (Some restrictions may apply based on the level of your subscription; please visit [www.ttas.org/ays.html](http://www.ttas.org/ays.html) for information on how to become a subscriber.) Persons attending both the Forum and **Managing a Successful Early Head Start Program** (page 14) or **The Head Start Directors' Institute** (page 16) qualify for the reduced rate of \$150 for Standard or \$140 for Subscribers. For details on registering, including information on earning .55 Continuing Education Units (CEUs) for this event, please see page 3.

## Learning Outcomes

- ★ Participants will explore strategies for designing the systems necessary for directing quality programs for infants and toddlers.
- ★ Participants will increase their understanding of the difference between preschool Head Start programming and Early Head Start programming.
- ★ Participants will better understand the requirements of the Performance Standards and other parts of the CFR 1300 series that are specific to Early Head Start programs.
- ★ Participants will address additional issues inherent in providing Early Head Start services such as reporting, environmental design, and transportation.
- ★ Participants will better understand the rules, regulations, and best practices of Early Head Start and explore ways to use practices and regulations to enhance quality programming.
- ★ Participants will discuss "hot topics" related to effectively directing Early Head Start programs.

## Your Presenters



**Amy S. Hooten** is an Infant/Toddler Specialist at T/TAS and has worked extensively with EHS caregivers and administrators since Early Head Start began. She was an EHS Coordinator with a Wave I program and has provided training and technical assistance to many Early Head Start programs. Certified in all four modules of the Program for Infant-Toddler Caregivers, she also has an extensive background in child development, including an EdD in Child and Youth Studies.

**Eric Dupree**, Management Specialist, has an MBA and over 30 years of managerial experience in large, multi-county, urban and rural Head Start and Early Head Start programs. Eric's specialty areas are management and operations of Head Start and Early Head Start Programs, home-based supervision, program governance, strategic planning, team building, community partnerships and linkages, facilities, and lease negotiations.



## Tentative Agenda

### Monday, July 19, 2010

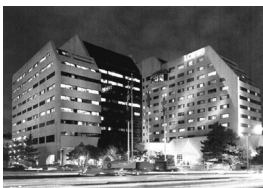
8:30 - 9:00 a.m.	Registration
9:00 - 9:30 a.m.	Welcome, Introductions & Overview
9:30 - 10:30 a.m.	Strategies for Directing an Early Head Start Program
10:30 - 10:45 a.m.	Break
10:45 a.m. - Noon	Strategies for Directing an Early Head Start Program (Cont'd)
Noon - 1:00 p.m.	Lunch on Your Own
1:00 - 2:30 p.m.	Key Issues and Priorities for Early Head Start
2:30 - 2:45 p.m.	Break
2:45 - 3:30 p.m.	Key Issues and Priorities for Early Head Start (Cont'd)
3:30 - 4:00 p.m.	Roundtable Q & A
4:00 - 4:30 p.m.	Wrap-Up

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

## Hotel Accommodations

The Loew's Vanderbilt Hotel Nashville is located at 2100 West End Avenue in Nashville, Tennessee. Hotel accommodations are available at the special conference rate of \$129 per night, single or double occupancy (plus applicable taxes). To qualify for the special conference rate, please use the reservation keyword **Head Start** when making your hotel reservations. Please make your reservations **no later than June 18, 2010** by calling 615-320-1700 or 800-336-3335.

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.



At the Loews Vanderbilt Hotel Nashville, you will experience the magic of Music City from the minute you enter. Choose your favorite music from the lobby jukebox or browse the Kraus Art Gallery. Enjoy American cuisine in a sophisticated setting at EAT, indulge yourself at Ruth's Chris Steak, or enjoy drinks in the lounge or on the patio with nightly live entertainment. Other area attractions include Nashville's famous Parthenon and Centennial Park, the Cheekwood Botanical Garden and Museum of Art, the Ryman Auditorium (original home of the Grand Old Opry), and the Vanderbilt University Fine Arts Gallery. For the best in live entertainment, visit the Blue Bird Cafe, Tootsie's Orchid Lounge, Exit/In, or the Wildhorse Saloon.

# Registering for T/TAS Events

- ★ **To Register On-Line:** Go to [www.ttas.org/calendar.html](http://www.ttas.org/calendar.html), locate the event for which you wish to register, and then click on the **Register** button. OR you can visit our home page at [www.ttas.org](http://www.ttas.org), click on the **On-Line Registration** link, and select the event for which you wish to register.
- ★ **To Register By Mail:** Copy the Registration Form in this catalog; OR go to [www.ttas.org/calendar.html](http://www.ttas.org/calendar.html), click on title of the event for which you wish to register, and print the Registration Form from the on-line post; OR call 800-882-7482 and we will send the form you need by mail, fax, or e-mail. Complete the form, and return 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:** Copy the Registration Form in this catalog; OR go to [www.ttas.org/calendar.html](http://www.ttas.org/calendar.html), click on title of the event for which you wish to register, and print the Registration Form from the on-line post; OR call 800-882-7482 and we will send the form you need by mail, fax, or e-mail. Complete the form, and fax your Registration Form with Purchase Order or Credit Card info (Visa, MasterCard, or Discover) 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. **Due to the requirements of the Information Technology administrators, registrations for all on-line events must be received 10 days prior to the start of the event.**

**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 your registration form and include an additional fee of \$25 per person. Consult the event description to learn how many CEUs are offered for each event.

## T/TAS Also Brings the Training to You

Did you know that T/TAS is also a leading provider of **on-site** professional development opportunities? 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 training catalogs can be adapted for presentation to your local program or to a cluster of programs in your geographic area. T/TAS also specializes in adapting our training style and content to meet the specific needs of your program, staff, and colleagues. To learn more, to discuss your local training needs, 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)
<p><b>THE NEW EARLY HEAD START DIRECTORS' FORUM</b>            JULY 19, 2010, LOEWS VANDERBILT HOTEL NASHVILLE, NASHVILLE, TENNESSEE</p>	<p><input type="checkbox"/> Standard Registration: \$180  <input type="checkbox"/> <b>TTAS@Your Service</b> Subscribers: \$170 *  <input type="checkbox"/> Check if requesting .55 CEUs (5.5 contact hours) from Western Kentucky University and include an additional \$25 in payment.</p>

\* Subscribers, please include **TTAS@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 description.

**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.