



On-Line Head Start and Early Head Start Facilities Overview

September 8-17, 2010

The Head Start and Early Head Start Facilities

Overview is a special on-line event to assist Facilities Managers in developing and monitoring strategies and timetables for ensuring that Health and Safety requirements are met. Participants will receive monitoring checklists for general Health and Safety program issues and will discuss the analysis required to synthesize information from those checklists in order to deliver concrete reports for directors and other administrators. The workshop will assist staff in conducting accurate status assessments on their facilities. Participants will receive Facilities Survey instruments to use for assessment purposes; discuss methods of utilizing the survey instruments; and explore issues related to the preferred frequency for surveying facilities.

Creating or modifying facilities to be more ecologically friendly is a topic of interest for many Early Head Start and Head Start programs; the Overview will help evaluate strategies to determine where and how to start reducing your program's carbon footprint - even if a **Leadership in Energy and Environmental Design** (or LEED) Green Building Rating may not be immediately obtainable.

The Head Start and Early Head Start Facilities

Overview is also intended to create a core of individuals who are interested in facilities issues and to create a network of learners who will continue the self-directed, distributive learning process through that network once the workshop has ended. Participants will be utilizing Western Kentucky University's *Blackboard* system for receiving the workshop, entering into conversations and sharing information - *no hotel expenses, no travel, and you may do the work from your office or home*. This workshop is designed to be accessed at times convenient for participants within the workshop period. Prior knowledge of *Blackboard* is helpful but not required.

Due to the requirements of the Information Technology administrators, **registrations for this event must be received no later than August 25, 2010**. Registrations received after August 25, 2010 will be returned. The Standard Registration Fee is \$175 per person. Members of **T/TAS@Your Service** may qualify for the Subscriber Rate of \$165 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 information on earning .6 Continuing Education Units (CEUs), please see page 2.

Learning Outcomes

- ★ Participants will receive an overview of the general Health and Safety requirements for Head Start and Early Head Start.
- ★ Participants will review and evaluate instruments for surveying and monitoring existing facilities.
- ★ Participants will learn more about Leadership in Energy and Environmental Design (or LEED) certification and generate ideas for creating environmentally-responsible Head Start and Early Head Start facilities.
- ★ Participants will develop a community of learners in order to continue a self-directed, distributive learning network for Facilities Specialists.

Your Presenter



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.

Important Participation Considerations

- This is an "individual participation" event. Participants must register individually and must have a current, valid and active personal e-mail address to participate. Groups of individuals cannot participate using a single e-mail address.
- Participants may experience delays in accessing the training based upon the speed and reliability of their Internet access.

Tentative Agenda

Lesson One:	Minimal Requirements in Health and Safety
Lesson Two:	Facilities Survey, Part 1
Lesson Three:	Facilities Survey, Part 2
Lesson Four:	Incorporating Facilities into the Program's Planning Process
	On-Line Discussion of LEED Elements

Registering for T/TAS Events

- ★ **To Register On-Line:** Go to 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, 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, 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, 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>ON-LINE HEAD START AND EARLY HEAD START FACILITIES OVERVIEW, SEPTEMBER 8-17, 2010</p> <p><i>Due to the requirements of the Information Technology Administrators, registrations for this ON-LINE event must be received no later than August 25, 2010.</i></p>	<p><input type="checkbox"/> Standard Registration: \$175</p> <p><input type="checkbox"/> TTAS@Your Service Subscribers: \$165 *</p> <p><input type="checkbox"/> Check if requesting .6 CEUs (6 contact hours) from Western Kentucky University and include an additional \$25 in payment.</p>

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

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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