



An Introduction & Orientation to Home-Based Head Start

September 21, 2010

River Terrace Resort & Convention Center
Gatlinburg, Tennessee

An Introduction & Orientation to Home-Based Head Start is a comprehensive, materials-intensive orientation to the Home-Based program option that will be of benefit for all new home visitors and to home visitors who would like a review or refresher course. Participants will explore the history and background of the Home-Based option, review program regulations specific to the program option, and discuss issues related to child-focused services, working with families, and program design and management in Home-Based Head Start.

The Orientation is an optional one-day pre-session of the **The Head Start & Early Head Start Home-Based Institute**. To learn more about or to register for the 21st annual institute, visit www.ttas.org/calendar.html, locate the event title, and click on the Register button.

The Standard Registration Fee for **An introduction & Orientation to Home-Based Head Start** 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 the level of your subscription; please visit www.ttas.org/ays.html for information on becoming a subscriber.) For details on registering for this event, including information on earning .575 Continuing Education Units (CEUs), see page 3. To register, please complete the Registration Form on page 4 or visit www.ttas.org/calendar.html, locate the event title, and click on the Register button.

Learning Objectives

- ★ Participants will be introduced to and review the requirements for operating a Head Start or Early Head Start program using the home-based option;
- ★ Participants will review the Head Start Program Performance Standards and discuss techniques and strategies to implement the standards in Home-Based Head Start and Early Head Start; and
- ★ Participants will receive information and materials about approaches and techniques in working with home-based families.

Your Presenters



Janet Buckley, Special Projects Specialist, has over 25 years of leadership experience in a variety of Head Start and other non-profit programs. She founded and manages the National Home Visitor Resource Center and her training materials on the home-based option have been disseminated nationally. She has a BA in Communications, a Master's in Education, and a Certificate in Non-Profit Management.



Christopher Watkins, Management Specialist & Finance Specialist, has over 15 years experience in providing training and consultation to Head Start grantees. He is an expert in program design and management, strategic planning, and organizational design and has developed and presented hundreds of management and supervision workshops. He has a Certificate in Non-Profit Management, an MA in Economics, an MBA, and a BA in Government.

For more information, call 800-882-7482 or visit www.ttas.org

Hotel Accommodations

An introduction & Orientation to Home-Based Head Start will be held at the River Terrace Resort & Convention Center located at 240 River Road in Gatlinburg, Tennessee. Hotel accommodations are available at the special conference rate of \$75 per night, single or double occupancy (plus applicable state and local taxes of 12.5 percent).

To qualify for the special conference rate, please state that you will be attending **Head Start Home-Based Conference/Western Kentucky University** when making your reservations. Please make your reservations **no later than August 21, 2010** by calling 800-251-2040.

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, and to learn about additional charges that may apply to hotel guests (i.e., parking fees, local phone charges, internet access fee, etc.). Ask the hotel for additional information on available amenities, such as room service, in-house dining, and additional area attractions.

The area is served by the Knoxville airport, 45 miles away and (about a 75 minute drive). Book your flights with Delta, American, Northwest, or United. Information about car rentals and ground transportation from the Knoxville airport to Gatlinburg is available at the web site for the Knoxville airport at <http://www.tys.org>.



Gatlinburg is a charming mountainside community that provides a wide assortment of antique shops, arts and crafts, dining and entertainment for the whole family. Gatlinburg is the gateway to the Great Smoky Mountains National Park and local activities include The Great Smoky Arts and Crafts Community, Ripley's Aquarium of the Smokies, the Guinness World of Records Museum, Ober Gatlinburg Ski Resort and Amusement Park, The Gatlinburg Aerial Tramway and Sky Lift, Ripley's Believe It or Not Museum or Ripley's Moving 3D Theater, Smoky Mountain Winery, the Motion Ride Movie Theater, World of Illusion, or the Star Cars Museum. Gatlinburg and the River Terrace Resort are also just a short drive from Pigeon Forge, Dollywood, and other local tourist attractions.

Tentative Agenda

Tuesday, September 21, 2010

8:00 - 9:00 a.m.	Pre-Institute Registration
9:00 a.m. - Noon	History and Background Program Option Regulations <ul style="list-style-type: none">• Staffing and Staff Training• Planning and Scheduling Home Visits and Socialization Days Child-Focused Services in Home Based Head Start <ul style="list-style-type: none">• Health Services• Nutrition• Health and Safety• Disabilities Services• Mental Health Education and Child Development
Noon- 1:15 p.m.	Lunch on Your Own
1:15 - 4:30 p.m.	Working with Families as Partners <ul style="list-style-type: none">• Family Services• Community Partnerships Program Design and Management in Home Based Head Start Wrap Up and Evaluations

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!**





Pre-Institute 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>AN INTRODUCTION & ORIENTATION TO HOME-BASED HEAD START</p> <p>SEPTEMBER 21, 2010, RIVER TERRACE RESORT AND CONVENTION CENTER, GATLINBURG, TN</p>	<p><input type="checkbox"/> Standard Registration: \$150</p> <p><input type="checkbox"/> TTAS@Your Service Subscribers: \$140 *</p> <p><input type="checkbox"/> Check if requesting .575 CEUs (5.75 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 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.
EIN61-1358086

To learn more about or to register for the 21st Annual Home-Based Institute, visit www.ttas.org/calendar.html, locate the event title, and click on the Register button.