

# Managing Disabilities Services in Head Start and Early Head Start

## October 26-27, 2010, Doubletree Hotel New Orleans, New Orleans, Louisiana



**Managing Disabilities Services in Head Start and Early Head Start** is a unique opportunity for managers to become familiar with both the management (or the “nuts and bolts”) side of disabilities services as well as the service delivery side. Managers will be introduced to and become reacquainted with the intricacies of requirements, regulations, recent policy guidance, the development of collaborative agreements, and establishment of contracts. The training will also explore the issues surrounding programmatic supervision (as opposed to personnel supervision) and examine strategies for developing and monitoring collaborative services agreements and service contracts.

However, when all the papers have been signed and all the regulations met, what actually happens to children in classrooms? How do disabilities managers support inclusion and how do they ensure that IEPs and IFSPs are in fact embedded in classroom practice? **Managing Disabilities Services in Head Start and Early Head Start** not only helps managers ensure that regulations are met, it provides managers with tools to help parents and classroom staff alike make sure that early intervention occurs all day, every day.

**PLEASE NOTE: Participants in Managing Disabilities Services are asked to bring their Part C and/or LEA agreements to the conference so that they may evaluate them against the information being presented.** Participants will also receive additional materials and information about available resources.

The Standard Registration Fee is \$285 per person. Members of **T/TAS@Your Service** may qualify for the Subscriber Rate of \$270 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.) For details on registering, including information on earning .875 Continuing Education Units (CEUs) for this event, please see page 3.

### Learning Outcomes

- ★ Participants will discuss and better understand current Head Start and Early Head Start regulations, policies, and policy clarifications.
- ★ Participants will examine issues involved in supervising in the disabilities service area in Head Start and Early Head Start.
- ★ Participants will explore issues and challenges in developing collaborative agreements with Part C and/or LEA providers for services for Head Start and/or Early Head Start children and their families
- ★ Participants will receive information and materials about national and state resources to use as reference and as potential collaboration partners.
- ★ Participants will identify specific strategies to support parents and classroom staff in their daily interactions with children with disabilities.

### 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. Her work experiences include serving as the Training Coordinator for the Resource

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Access Project at Vanderbilt University, providing disabilities training in a three-state area. She also founded and manages the National Home Visitor Resource Center. Janet has a BA in

Communications, a Master's in Education, and a Certificate in Non-Profit Management.

**Michael Gramling**, Human Development Specialist, has worked in a variety of capacities for Head Start since 1979 including classroom teacher, bus driver, cook, disability coordinator, center supervisor, and trainer. He holds a Master's in Human Development and is a primary author of the Head Start Family Literacy Project training as well as The Supervisor/Mentor Coach Handbook.



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

## Hotel Accommodations

The Doubletree Hotel New Orleans is located at 300 Canal Street in downtown New Orleans, Louisiana. Hotel accommodations are available at the special conference rate of \$109 per night for single or double occupancy (plus applicable taxes). To qualify for the special conference rate, please state that you will be attending **Head Start Disabilities Services** when making your reservations. Please make your hotel reservations **no later than September 25, 2010** by calling 504-581-1300 or 800-222-TREE.

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.

The Doubletree New Orleans on Canal Street offers full service at a premier downtown New Orleans location overlooking the Mississippi River and the city's major business and entertainment districts. Located directly across the street from Harrah's Casino the hotel is within walking distance to Bourbon Street, the historic French Quarter, Aquarium of the Americas, Morial Convention Center, Entergy IMAX® Theatre, and the hundreds of shops, upscale retail establishments, restaurants and clubs of Jackson Brewery and the Riverwalk. New Orleans International Airport is only 20 minutes away from the hotel.



## Tentative Agenda

### Tuesday, October 26, 2010

8:00 - 8:30 a.m.	Registration
8:30 - 10:00 a.m.	Introductions and Overview What's New in Disabilities Services Looking at Regulations, Requirements and Policy Guidance
10:00 - 10:15 a.m.	Break
10:15 - 11:30 a.m.	Looking at Regulations, Requirements and Policy Guidance (Cont'd) Planning and Monitoring Disabilities Services
11:30 a.m. - 1:00 p.m.	Lunch on Your Own
1:00 - 2:30 p.m.	Supporting Inclusive Practices in Classrooms
2:30 - 2:45 p.m.	Break
2:45 - 4:30 p.m.	Supporting Inclusive Practices in Classrooms (Cont'd)

### Wednesday, October 27, 2010

8:30 - 10:00 a.m.	Collaboration and Resources Developing Collaboration Agreements with Part C and LEA Providers
10:00 - 10:15 a.m.	Break
10:15 - 11:30 a.m.	Identifying Resources for Children, Families and Staff Development Wrap Up and Evaluation

# 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>MANAGING DISABILITIES SERVICES IN HEAD START AND EARLY HEAD START</b></p> <p>OCTOBER 26-27, 2010, DOUBLETREE HOTEL NEW ORLEANS, NEW ORLEANS, LA</p>	<p><input type="checkbox"/> Standard Registration: \$285</p> <p><input type="checkbox"/> <b>TTAS@Your Service</b> Subscribers: \$270 *</p> <p><input type="checkbox"/> Check if requesting .875 CEUs (8.75 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](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.  
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