

An Overview of the Head Start Program Performance Standards

An On-Line Event

April 4 - 13, 2012

**Note: This training will be repeated
August 17 - 31, 2012.**

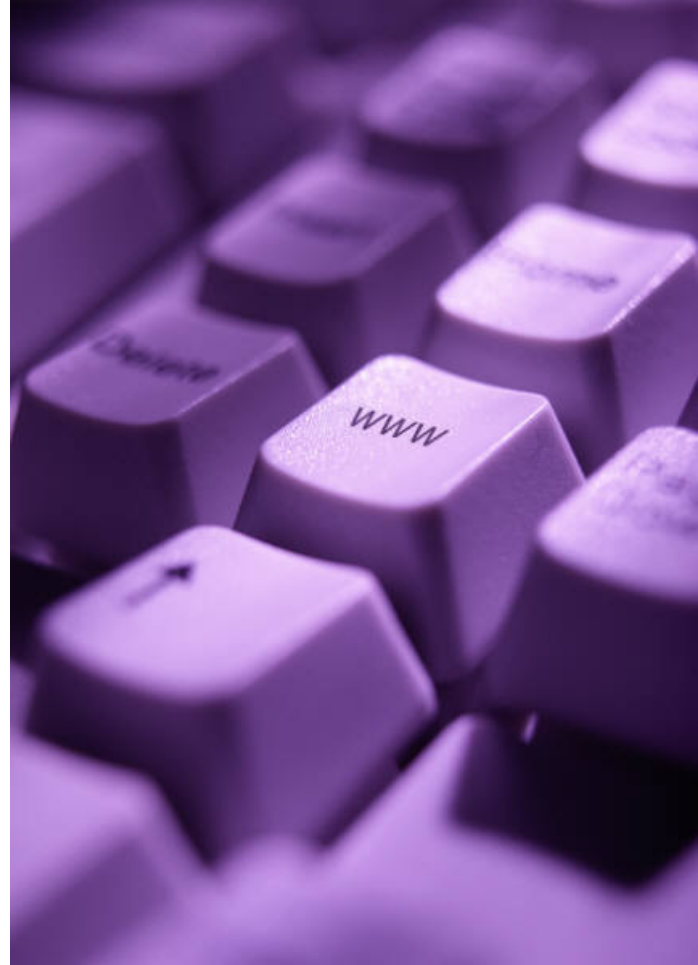
- *Are you a new Head Start or Early Head Start employee?*
- *Are you a Director or Manager with new Head Start employees?*
- *Do you need to know and understand the Performance Standards?*
- *Have you identified strategies for implementing the Head Start Program Performance Standards in your work?*
- *Would you benefit from participating in an overview of the Head Start Program Performance Standards?*

An Overview of the Head Start Program Performance Standards was designed just for you! In addition to providing insight into the structure and content of the Head Start Program Performance Standards, this excellent resource for new Early Head Start staff and preschool Head Start provides will explore the implications of the Performance Standards on specific service areas, and facilitate discussions on how the Performance Standards may be implemented locally. Participants will be utilizing Western Kentucky University's **Blackboard** (text-based) System for receiving the workshop, entering into conversations and sharing information - *no hotel expense, 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 10 days prior to the start of the event. Therefore, registrations received after March 21, 2012 will be returned. The Standard Registration Fee is \$125 per person. Members of **T/TAS@Your Service** may qualify for the Subscriber Rate of \$115 per person. (Some restrictions may apply based on the level of your subscription; please 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) for this event, please see page 3.

Learning Outcomes

- ★ Participants will access an on-line overview of the Head Start Program Performance Standards as their personal work schedules allow;
- ★ Participants will explore the implications of the Performance Standards on specific service areas; and
- ★ Participants will engage a community of learners from across the nation in discussions on how the Performance Standards may be implemented locally.



Your Presenters



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 M.A. in Economics from American University, and a BA in government and an MBA from Western Kentucky University.



Krystal Heinzen, Management Specialist, holds a JD degree and a BA in Journalism with a minor in Spanish from Howard University in Washington DC. She is certified in mediation and is a Registered Parliamentarian. Krystal's varied professional experience, along with her work in journalism and in the legal field, provides her with a strong background for working with Head Start programs. As a law student, she was also a Head Start parent. Therefore, her perspective is not only learned, but also personal. She brings a detailed and personable approach to assisting programs with deciphering and complying with Federal Regulations.

Tentative Agenda
Session One: History and Background
Session Two: Children's Services
Session Three: Family and Community Services
Session Four: Program Design and Management
Session Five: Quiz

(T/TAS reserves the right to substitute presenters.)

Important Participation Information

- ★ This is an "individual participation" on-line 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. We recommend a high speed connection with Internet Explorer 7 or Firefox 3.0.15 and up-to-date Java and Windows software.
- ★ At the beginning of the workshop period, registrants will receive an introductory e-mail explaining how to log onto WKU's **Blackboard** system to begin accessing materials.
- ★ Session materials for on-line training will be posted on the Internet and participants may access them at whatever time is convenient within the training period.
- ★ It is recommended that participants log in daily to check for postings from the trainer. The trainer will post instructions, documents, articles, and/or PowerPoint presentations throughout the workshop period.
- ★ Participants are required to join in the on-line discussion and give feedback.
- ★ Assignments will require investigating operations within their own program and providing essay answers to the workshop.
- ★ This training takes 6 hours to complete.

Registering for T/TAS Events

Registration forms will not be processed unless accompanied by payment, credit card info, or Purchase Order. Registrations will be accepted until the course fills.

Due to the requirements of the WKU Information Technology administrators, unless the event fills first, registrations for this event must be received prior to March 21, 2012.

- ★ **To Register On-Line:** To register for any T/TAS event, visit our web site at 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.

Confirmation of Registration: Registrations will be confirmed by e-mail. If you do not receive a confirmation within two days of registering for the event, please contact Mike Hartz at 800-882-7482.

Cancellations/Substitutions Policy: To obtain a refund of registration fees, cancellations must be received in writing by **April 4, 2012**. Once the course begins, no refunds will be allowed.

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 on our training schedule 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: *Due to the requirements of the WKU Information Technology administrators, unless the event fills first, registrations for this event must be received prior to March 21, 2012.*

EVENT	SELECT FEE(S)
An Overview of the Head Start Program Performance Standards An On-Line Event April 4-13, 2012	<input type="checkbox"/> Standard Registration: \$125 <input type="checkbox"/> TTAS@Your Service Subscribers: \$115* <input type="checkbox"/> Check if requesting .6 CEUs (6 contact hours) from Western Kentucky University and include an additional \$25 in payment.

* Subscribers, please include **TTAS@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 CV 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?