



## **20th annual gsa child care training conference**

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July 21-23, 2009    Orlando, Florida



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Twenty years ago GSA established the Office of Child Care, the year was 1989. Later that year, GSA hosted its first annual Child Care Conference at a hotel in Washington, DC. The Administrator invited all interested people to “participate in a conference that promised to be an exciting opportunity for learning, networking, sharing, and celebrating the joy of quality child care.”

Today, as we celebrate another milestone, 20 years, we are still learning, networking, sharing and celebrating. Each year we grow and now, in the GSA program alone, we care for more than eight thousand four hundred children in more than 110 centers across the United States (including Puerto Rico). Another remarkable achievement is the number of key Federal and child care staff and providers who have been with the program since its inception.

Training has become an integral part of this conference and it is designed to share new and successful practices, build on past conference training, and address questions and issues of importance to our participants. Over the years we have focused on making our children safer, making them healthier and creating a “green” environment that is good for everyone. Drawn from diverse backgrounds such as teachers and center directors, boards of directors, facility managers and agency leaders, we all share one goal to make a good system even better. We hope this conference adds to your knowledge about child care in GSA-controlled space and provides you with the tools you need to keep raising the quality of child care.

We welcome back all who have attended past GSA conferences and encourage everyone interested in employer sponsored child care to register for the conference. Highlights of the conference agenda are included in this registration brochure.

We hope you will be a part of this exciting conference enhanced by the “magic” that is Orlando.

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# conference agenda

The following pages provide a general overview of this year's training conference. Detailed descriptions start on page 5.

## Tuesday, July 21

8:30 - 3:00	Federal Aviation Administration National Meeting
8:30 - 12:00	GSA Child Care Division & Regional Child Care Coordinators' Meeting
8:30 - 3:30	Social Security Administration National Meeting
8:30 - 2:00	Veterans Administration National Meeting
12:00 - 5:00	Conference Registration
4:00 - 5:00	Meetings with Regional Child Care Coordinators
5:30 - 7:30	Welcome Reception & Award Ceremony

## Wednesday, July 22

7:30 - 8:15	Continental Breakfast
8:00 - 5:00	Conference Registration
8:30 - 10:00	General Session: Creating and Sustaining a Service Culture
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10:15 - 11:45	Breakout Sessions:
Director	Explaining the Importance of PLAY to Parents
Teacher	The Three R's of Being with Babies
Board	Building a Great Board of Directors
Facility	Senior Leadership Session
Other	New Directors Session
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12:00 - 2:00	Opening Luncheon Making Your Mark as a Leader
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2:15 - 4:15	Breakout Sessions:
Director	A Literacy Rich Classroom...What Does it Look and Sound Like
Teacher	Squish Squash Bookmaking
Board	Energizing Your Board for Fund Raising Success
Facility	News You Can Use From Facilities Management
Other	NAEYC Accreditation: Maintaining, Annual Reports, Self Reporting and TORCH
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5:00 - 7:00	Optional Tour: Disney Behind-the-Scenes Innovation in Action

## Thursday, July 23

7:30 - 8:15 Continental Breakfast  
8:00 - 5:00 Conference Registration

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8:30 - 10:00 Breakout Sessions:  
Director Empowering Staff  
Teacher Fun Ways to Fitness: Fighting Childhood Obesity  
Board Recruiting and Retaining Board Members  
Facility Green and Sustainable Child Care Facilities  
Other NAEYC Accreditation: Preparing Program Portfolios

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10:15 - 11:45 Breakout Sessions:  
Director The Impact of Culture in the Early Childhood Setting  
Teacher Activities that Build the Young Child's Brain  
Board Evaluating Your Board's Operations and Developing a Strategic Plan for Success  
Facility The Many Faces of Natural and Built Play Environments  
Other NAEYC Accreditation: Preparing Classroom Portfolios

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12:00 - 2:00 NAEYC Accreditation Awards Luncheon

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2:15 - 3:45 Breakout Sessions:  
Director and Teacher Learn the Signs, Act Early: A Discussion of Childhood Development and Early Intervention  
Board Practicing Safe Stress in Times of Change  
Facility Successful Facilities Services and Child Care Partnerships

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4:00 - 5:00 Closing Session:  
Do You Need a Jolt of CPR – *Creativity, Passion and Risk-Taking?*

During the height of Orlando's very humid summer season, temperatures rarely fall below 70°, and daytime highs average in the 90s. Although the city rarely records temperatures over 100°, extreme humidity can push the heat index to over 110°.

Meeting space in large hotels can be cold, and we have no control over the thermostat settings. For your comfort, please dress in layers.

**Remember to sign up for food events on your registration form. That allows us to ensure the proper number of meals for each event.**

## session descriptions

### Tuesday, July 21

5:30-7:30 Welcome Reception & Awards Ceremony

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**Presentation of Awards: Anthony Costa, Acting Commissioner, Public Buildings Service, GSA**

**Eileen Stern, Director, Child Care Division, PBS, GSA**

Take time to celebrate key individuals whose work has improved the quality of our child care centers and network with others who share in our commitment to children.

Entertainment provided by Disney Productions. Bring your cameras!

### Wednesday, July 22

8:30 - 10:00 General Session

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**Creating and Sustaining a Service Culture**

The long-standing reputation Disney Destinations has for incredible service and friendly employees is not magic, it is sound ideology consistently applied in business. In today's workplace, change is occurring at an ever-increasing rate. In order to be successful in a climate of change, organizations must be able to foster an environment where collaboration and new ideas are not only safe, but expected.

The Disney Institute program will immerse you in the successful Disney Model that can unleash ideas and foster even greater Quality Service.

10:15 - 11:45 Breakout Sessions

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**Explaining the Importance of PLAY to Parents – Lois Wachtel**

Learn how to make a strong, research-based case for the value of play in the lives of children. New and imaginative ways will be presented to encourage parents and teachers to explore, dig, build, experiment, create, and so much more with the children in their care. Encouraging strong parent involvement and linking play to children's early development and education will be emphasized.

**The Three R's of Being with Babies – Beverly Kovach**

Learn how to establish respectful, responsive and reciprocal relations with infants and toddlers. Beliefs about babies being helpless often get in the way of allowing them to develop their competence. Discuss the ways adults influence babies' capabilities when relationship based care occurs.

**Building a Great Board of Directors - John Elbare, MBA, CFP**

This session provides an overview of the characteristics and behavior of a "great" board of directors, so attendees can emulate what works. The nature of the non-profit boards, governance responsibilities, fiduciary duty, conflicts of interest, board member recruitment, orientation, committees, board giving, and participation in the fund raising process will be covered. All attendees will receive a Board Evaluation Checklist.

**Senior Leadership Session – Anthony Costa, Moderator**

In this session, senior leaders from the Public Buildings Service will discuss the importance of high quality early care and education to this agency and this administration. How GSA supports working families by providing child care centers as a key building amenity and an essential component of a quality work environment will be covered.

**New Directors Session – Nancy Norris and Emily Friddle**

This session is intended for directors who have been in a GSA Child Care Center less than one year. It will focus on issues new directors face and explore solutions unique to GSA Child Care Centers.

12:00 - 2:00 Opening Luncheon

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**Making Your Mark as a Leader – Shari Scher, MA**

Who is a leader? What are the attributes of a good leader? What are the attributes of a great leader? How do you go from 'good' to 'great'? This talk will share some of the key points found in Jim Collin's book, *From Good To Great*. This interactive session will help you improve upon your own leadership skills.

## session descriptions

2:15 – 4:15 Breakout Sessions

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### **A Literacy Rich Classroom...What Does it Look Like and Sound Like – Shari Scher, MA**

What does the research tell us about literacy development and young children? What strategies are the most promising? What will get children ready for the rigors of elementary school, and yet meet their developmental needs? Come and join this interactive session and find out everything you can do tomorrow to strengthen the literacy in your center.

### **Squish Squash Bookmaking – Lois Wachtel**

In this hands-on session, participants will follow the lead of their children, as we learn best by “doing!” After discussing the importance of reading and bookmaking with preschoolers, we will make some creative and imaginative books for the early childhood classroom. A few folds and creases, a can of potato chips, a rolling pin, two brown paper bags, and a soft sock will turn into books before your eyes.

### **Energizing Your Board for Fund Raising Success – John Elbare, MBA, CFP**

Learn the simple, yet powerful steps for turning a volunteer board into a fund raising powerhouse. We cover basic fund raising principles, the fund raising plan, donor acquisition and retention, the role of board members, and special strategies for involving board members in fund raising activities. Most boards want to do the right thing they just need some structure and guidance.

### **News You Can Use from Facilities Management – Elizabeth Themelis, Moderator**

Join us for updates in the new Facilities Management and Services Program. Learn the integral parts of child care security, Occupant Emergency Plans, Shelter-in-Place, “Go Kits” for evacuations, the proposed pilot emergency notification system and more. We will also introduce the new IDIQ (indefinite delivery, indefinite quantity) contract which allows regions to contract with Architectural and Engineering firms that have experience in child care center project design and construction.

### **NAEYC Accreditation: Maintaining, Annual Reports, Self Reporting and TORCH – Alison Pepper, MEd and Darcie Vugrinovich**

NAEYC Academy staff will discuss the steps necessary to maintain your program's accreditation including reporting on programmatic changes, Annual Reports, Unannounced and Verification Visits and responding to complaints. Staff will also discuss the resources available to programs through The Online Resource Center Headquarters (TORCH) created to support program quality improvement through NAEYC Accreditation for Early Childhood Programs.

## Thursday, July 23

8:30 – 10:00 Breakout Sessions

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### **Empowering Staff - Suzanne Gellens, MS**

The staff in an early care and education program must be a cohesive team with the same philosophy, goals, and objectives. This can be accomplished by empowering the staff to make decisions on a variety of topics from scheduling to buying equipment and supplies. When the Director delegates authority and consults the staff, buy-in occurs. This makes for a wonderful atmosphere of democracy that will be reflected in ease of communication between staff members.

### **Fun Ways to Fitness: Fighting Childhood Obesity - Terri Braun**

With the rising concerns related to childhood obesity, we have a responsibility to provide ALL children with physical fitness opportunities. Participants will learn about some trends and take back some ideas related to incorporating physical fitness into your curriculum. Attendees will learn techniques through a brief presentation, fun hands-on activities, a sample lesson plan, and an open discussion. The presenter will encourage participants to get up, get moving and have some fun!

## session descriptions

### **Recruiting and Retaining Board Members – Syretha Storey, PhD**

The Board has an enormous responsibility and makes decisions that have a serious impact on the children, families, staff, and community. Recruitment and retention of qualified candidates for this work can be a big challenge. Come and learn some practical tips for recruiting and retaining highly qualified board members for your program.

### **Green and Sustainable Child Care Facilities – Lance Davis, AIA, LEED**

The session will include information on how GSA is building green and using sustainable techniques and products to minimize the impact that our child care centers have on the environment. There will be an update on The Eco-Healthy Program for child care centers which was introduced at last year's conference.

### **NAEYC Accreditation: Preparing Program Portfolios – Alison Pepper, MEd and Darcie Vugrinovich**

Discover the long term benefits of portfolio creation. NAEYC Academy staff will highlight information and resources specific to preparing a Program Portfolio and why the process of documenting program practices and procedures is a quality improvement tool. The audience is encouraged to bring their own portfolio designed under the 2008 sources of evidence to share with their colleagues.

10:15 – 11:45 Breakout Sessions

### **The Impact of Culture in the Early Childhood Setting – Syretha Storey, PhD**

Understanding culture is the first step to effective leadership in the early childhood setting. Leading from a place of cultural awareness creates a more productive, happy, and educational environment. Come to this session to learn about the different layers of culture that exist in preschool settings and how this understanding can help directors effectively respond to staff and parents.

### **Activities that Build the Young Child's Brain – Suzanne Gellens, MS**

After an overview of current brain research, attendees will participate in a variety of activities that establish a brain-building environment. Participants will explore how to extend their current curriculum to help children gain problem solving and critical thinking skills. Music, rhythm instruments, and movement activities are coupled with books and nursery rhymes in a fun, interactive workshop.

### **Evaluating Your Board's Operations and Developing a Strategic Plan for Success – Barbara McCreedy**

Assessing a board's performance and developing a system for building short and long term goals are essential exercises in order to ensure a board is functioning effectively and efficiently to support a child care program. This hands-on session will provide tools, strategies, and suggestions to move you forward on both critical tasks.

### **The Many Faces of Natural and Built Play Environments – Joe Frost, EdD, LHD**

This session will include discussion of basic principles for creation and use of outdoor playgrounds. Topics include designing, equipping, installing, maintaining, supervising, and ensuring play value. A visual presentation will complement the opening presentation, followed by a question and answer period.

### **NAEYC Accreditation: Preparing Classroom Portfolios – Alison Pepper, MEd and Darcie Vugrinovich**

Learn how to use classroom portfolio creation as a strategy for professional development. NAEYC Academy staff will share tips and resources about preparing Classroom Portfolios. The audience is encouraged to bring their own portfolios designed under the 2008 sources of evidence to share with their colleagues.

## session descriptions

12:00 2:00 Accreditation Awards Luncheon

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**Eileen Stern, Director, Child Care Division, PBS, GSA**

**Alison Pepper, Senior Director, Accreditation Program Support Department, NAEYC Academy for Early Childhood**

Join Eileen Stern and Allison Pepper at this awards luncheon as we applaud the level of excellence that our centers have accomplished by achieving accreditation or re-accreditation since our last conference.

2:15 3:45 Breakout Sessions

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**Learn the Signs, Act Early: A Discussion of Childhood Development and Early Intervention – Georgina Peacock, MD, MPH**

This workshop will provide an overview of developmental milestones, autism, and other conditions in which children exhibit developmental delays. Participants will learn about identifying delays and ways to discuss it with parents. Videos, photos, and vignettes will be used. The Center for Disease Control's "Learn the Signs. Act Early." campaign will also be discussed.

**Practicing Safe Stress in Times of Change – Mark Gorkin, LICSW**

In today's 24/7 world, cycling between "do more with less" reorganizing; ever faster upgrading; managing stress and uncertainty; effective team communication and cooperation, are on everyone's mind. The pressure to sustain individual and organizational productivity and morale has never been greater. Learn to channel stress and frustration into safe sharing, cooperative/creative action and team building. Participants gain fresh perspective on using empathy and humor to sustain morale, defuse negative conflict, motivate productivity and high performance and strengthen team relationships.

**Successful Facilities Services and Child Care Partnerships – Barbara Daniels, Moderator**

A panel consisting of a GSA property manager, GSA project manager, child care center director, and GSA Child Care Division staff will discuss the working relationships that foster successful partnerships in GSA child care facilities and programs. The revised Facility Manager's Handbook will be used as an example of the resources that are available to both GSA staff and the center provider when a new situation or question arises.

4:00 5:00 Closing Session

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**Do You Need a Jolt of CPR – Creativity, Passion and Risk-Taking? – Mark Gorkin, LICSW**

Do you need a jolt of CPR -- Creativity, Passion and Risk-Taking? During times of change and conflict, we all need inspiring tools for laughing in the face of uncertainty and appreciating diversity and embracing our common humanity. Mark Gorkin, LICSW, the "Stress Doc"™, an acclaimed speaker and OD/Team Building consultant, will help you discover a "Passion Power" mindset through playful risk-taking and harmonious and humorous possibilities. You'll take home a fresh and FUN framework for jump-starting open communication while transforming conflict into camaraderie and creative connection.

## additional conference information



Photo © Disney

### **Optional Tour: Disney Behind-the-Scenes Innovation in Action Wednesday, July 22, 5:00 – 7:00**

During a 2-hour behind-the-scenes adventure, Disney facilitators will share stories about the early days of Walt's career and take you to a variety of locations for an up-close look at innovation. Participants must be at least 16 years old and carry government issued photo identification (drivers license, etc.). Tour is \$89 per person, including transportation. Please go to: [www.disneyurl.com/20thGSACHildCare](http://www.disneyurl.com/20thGSACHildCare) to learn more and to register.



### **Continuing your education?**

Register on-line in 3 easy steps at [www.ceed.pdx.edu/gsa](http://www.ceed.pdx.edu/gsa) by July 10, 2009. University Credit and Continuing Education Units (CEUs) are available! Portland State University (PSU) will offer this opportunity to conference attendees.

#### **Pre-register on-line for University Credit and CEUs:**

**Credit: 1 Graduate Credit - \$85 (CI-810)  
1 Undergraduate Credit - \$65 (CI-810)**

Students must document attendance at each session, and write a short paper integrating those principles learned into the workplace. See PSU website for details.

**CEUs: 1.1 CEUs - \$20 (11 contact hours)**

**Or register at the conference. Look for the Portland State University table.**

University CEU transcripts will be available for pickup on July 23, 2009 or will be mailed directly to each participant.

For questions, please visit the Portland State University website at [www.ceed.pdx.edu/gsa](http://www.ceed.pdx.edu/gsa) or contact Cailin O'Connor either by phone, 503.725.8324, or email at [caoconno@pdx.edu](mailto:caoconno@pdx.edu).

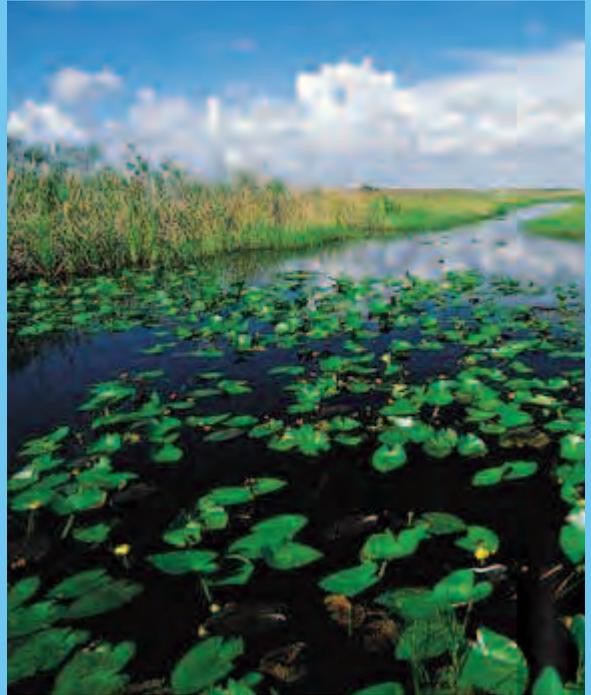
## orlando, florida

Orlando is a major city in Central Florida, and is the county seat of Orange County, Florida. It is Florida's third largest metropolitan area, behind Miami and Tampa. Orlando is also home to the University of Central Florida, which is the second largest university in Florida in student enrollment and has the fifth largest enrollment in the nation.

The city is well known for the many tourist attractions in the area, in particular the nearby Walt Disney World Resort, which is located in Lake Buena Vista about 20 miles southwest of Orlando city limits via Interstate 4. Other notable area attractions include SeaWorld and Universal Orlando Resort. The region sees an estimated 52 million tourists a year. Orlando has the second largest number of hotel rooms in the country (after Las Vegas, Nevada), and is one of the busiest American cities for conferences and conventions with the Orange County Convention Center, the country's second largest in square footage. It is also known for its wide array of golf courses, with numerous courses available for any level of golfer. Located several miles away from the main tourist attractions, Downtown Orlando is undergoing major redevelopment with a number of residential projects, commercial towers, and major public works projects including the Orlando Events Center and the Dr. P. Phillips Orlando Performing Arts Center.

The period from 1875 to 1895 is remembered as Orlando's Golden Era, when it became the hub of Florida's citrus industry. But the Great Freeze in 1894-1895 forced many owners to give up their independent groves, thus consolidating holdings in the hands of a few "citrus barons" who shifted operations south, primarily around Lake Wales.

In the 1920s, Orlando experienced extensive housing development during the Florida Land Boom. Land prices soared. During this period several neighborhoods in downtown were constructed, endowing it with many bungalows. The boom ended when several hurricanes hit Florida in the late 20s and by the Great Depression.



Perhaps the most critical event for Orlando's economy occurred in 1965 when Walt Disney announced plans to build Walt Disney World. Although Disney had considered the regions of Miami and Tampa for his park, one of the major reasons behind his decision not to locate there was due to hurricanes — Orlando's inland location, although not free from hurricane damage, exposed it to less threat than coastal regions. The famous vacation resort opened in October 1971, ushering in an explosive population and economic growth for the Orlando metropolitan area, which now encompasses Orange, Seminole, Osceola, and Lake counties. As a result, tourism became the centerpiece of the area's economy. Orlando is consistently ranked as one of the top vacation destinations in the world, and now boasts more theme parks and entertainment attractions than anywhere.

## orlando, florida



Orlando/Orange County Convention & Visitors Bureau, Inc.

### Top 10 Places to Share a Smile in Orlando

The world always looks brighter from behind a smile. As Mark Twain said, "wrinkles should merely indicate where smiles have been." Put a smile on your family's faces with these surefire Orlando landmarks that are known as both smile inducers, and places where memories are made.

**Breakfast with Mickey.** Share a smile with Mickey Mouse and his friends at a Walt Disney World® character breakfast.

**Journey to Atlantis at SeaWorld® Orlando.** Brave twists, turns and watery falls of mythical proportions as you explore the mysterious lost city of Atlantis aboard this thrilling water coaster ride at SeaWorld Orlando.

**Dinner for Two at Hemingway's.** It's just the two of you, enjoying a sumptuous and romantic meal in an authentic Key West setting at Hemingway's.

**Find the Perfect Gift.** Discover the perfect item for a loved one, something you know they'll treasure forever, and buy it for a song at an area outlet mall.

**Let All Your Cares Melt Away.** Get a massage at the Buena Vista Palace. Information on packages and price are available in your room.

**Discover a New Favorite.** Feel yourself unwind as you dance the night away to your favorite song, and find a few new ones at upscale lounge Blue Martini.

**Lose Yourself on the Green.** Play 18 holes at Eagle Creek Golf Club, and finally lose your handicap.

**Get Cultured at the Orlando Ballet.** Buy a ticket, take a seat and let yourself be transported from the grace of Swan Lake to the romance of fair Verona at the Orlando Ballet.

**Get Animated at Universal Studios Florida®.** Brace yourself for a wild ride with Homer, Marge, Bart, Lisa and Maggie Simpson, stars of TV's longest running series, *The Simpsons* at Universal Studios Florida.

**Stroll to Downtown Disney.** Browse colorful international shops, and dine in tantalizing restaurants.



Orlando/Orange County Convention & Visitors Bureau, Inc.

### Fascinating places to visit:

**The Orlando Museum of Art** is Orlando's largest modern art museum. Located in Loch Haven Park, the museum has ongoing exhibitions of American portraits and landscapes, American impressionist works, and art of the ancient Americas. In 2003, the museum hosted the world-renowned full exhibition of the famous glass sculptor, Dale Chihuly.

## orlando, florida

**Orlando Science Center**, is a 207,000 square foot (19,000 m<sup>2</sup>) hands-on learning center with hundreds of interactive exhibits for visitors of all ages. Images surround visitors on the giant screen of the Dr. Phillips CineDome. Other attractions include the Body Zone, teaching health and fitness, as well as an observatory. The center has the largest refracting telescope in Florida.

**The Morse Museum of American Art**, located in nearby Winter Park, houses the world's "most comprehensive" collection of the works of Louis Comfort Tiffany, among its permanent exhibits. It includes Tiffany art glass, jewelry, pottery, and the chapel interior designed for the 1893 World's Columbian Exposition in Chicago. There is also an exhibit on the Tiffany home, and American paintings from the 19th century. The museum was founded in 1942.

**The Orange County Regional History Center** Features exhibits and artifacts from the earliest days of the region to the modern day. Includes information on everything from the time of the Seminole Indians to the founding of the city to the Civil Rights era to the Disney period to today.

**Mennello Museum of American Art** features a variety of American Art exhibits, mostly from the 20th century. The museum is located in Loch Haven Park.

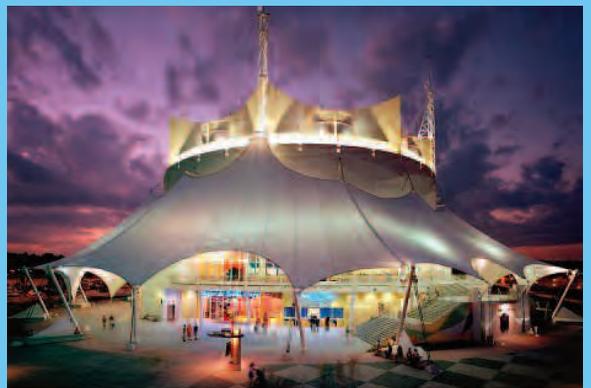
**Cornell Fine Arts Museum**, situated on the campus of Rollins College, located in nearby Winter Park, features significant loans, recent acquisitions, and items from the Cornell's renowned permanent collection. Admission is free.

**Harry P. Leu Gardens**, which is an inner city oasis covering 50 acres (20,000 m<sup>2</sup>) and features colorful annuals, palms, a floral clock and a butterfly garden.

**Arboretum of the University of Central Florida** is an arboretum and botanical garden located in the heart of the University of Central Florida main campus in East Orlando.



Orlando/Orange County Convention & Visitors Bureau, Inc.



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**The Holocaust Memorial Resource and Education Center of Central Florida** is a non-profit museum and education center dedicated to the Holocaust during World War II.

### **Favorite nearby attractions include:**

- Kennedy Space Center**
- Disney's Typhoon Lagoon Water Park**
- Disney's Blizzard Water Park**
- Disney's Fantasia Gardens Miniature Golf Course**
- Epcot**
- Disney-MGM Studios**
- Sea World Orlando**
- Disney's Animal Kingdom**
- Disney's Magic Kingdom**
- Universal Studios Florida**
- Florida Citrus Bowl**
- Bob Carr Performing Arts Centre**
- Mosquito Lagoon Fishing Charters**

**Tell us a little about yourself.**

Name \_\_\_\_\_ Org. \_\_\_\_\_  
 Address \_\_\_\_\_  
 City \_\_\_\_\_ State \_\_\_\_\_ Zip \_\_\_\_\_  
 Email \_\_\_\_\_  
 Phone \_\_\_\_\_ Fax \_\_\_\_\_

In case of emergency at the conference, please contact:

Name \_\_\_\_\_ Relationship to Attendee \_\_\_\_\_  
 Day Phone \_\_\_\_\_ Evening Phone \_\_\_\_\_

- |  |  |   |
|--|--|---|
| Caregiver                                      | Director/Assistant Director              | All Others  |
| <input type="radio"/> Teaching Staff           | <input type="radio"/> Director           | <input type="radio"/> Board Member                  |
| <input type="radio"/> Family Day Care Provider | <input type="radio"/> Assistant Director | <input type="radio"/> Property/Building Manager     |
| <input type="radio"/> Support Staff            |  | <input type="radio"/> Center Operator               |
|  |  | <input type="radio"/> Asset Manager                 |
|  |  | <input type="radio"/> Federal Agency Representative |
| Special Requirements                           |  | <input type="radio"/> Project Manager               |
| <input type="radio"/> Vegetarian               |  | <input type="radio"/> Architect                     |
| <input type="radio"/> Other _____              |  | <input type="radio"/> Other _____                   |

**Payment information.**

	Early Bird (by 6/19/09)	Regular Rate (after 6/19/09)
Caregivers	\$230	\$255
Directors & Assistant Directors	\$290	\$315
All Other Attendees	\$350	\$375

Method of Payment (Federal Tax ID# 54-1950092)

Money order or credit card is preferred. The charge will appear as "Capital Meeting Planning." No checks accepted.

Charge my:  Visa  MC  AMEX  Bank Draft/Money Order  
 (Payable to Capital Meeting Planning, Inc.)

Credit Card Number \_\_\_\_\_ Exp. Date \_\_\_\_\_ CVV Code (3 digit code on the back of credit card) \_\_\_\_\_

Name on Card \_\_\_\_\_

Signature of Cardholder \_\_\_\_\_

Billing Address \_\_\_\_\_

Go to www.gsa.gov/childcare to register on-line or tear out, complete and mail/fax this form.

## Choose your sessions.

### Tuesday, July 21

5:30 - 7:30

- Welcome Reception & Awards Ceremony

### Wednesday, July 22

7:30 - 8:15

- Continental Breakfast

8:30 - 10:00

- General Session: Creating and Sustaining a Service Culture

10:15 - 11:45 (choose one)

- **D** Explaining the Importance of PLAY to Parents
- **T** The Three R's of Being with Babies
- **B** Building a Great Board of Directors
- **F** Senior Leadership Session
- **O** New Director's Session

12:00 - 2:00

- Opening Luncheon

2:15 - 4:15 (choose one)

- **D** A Literacy Rich Classroom...What Does it Look Like and Sound Like
- **T** Squish Squash Bookmaking
- **B** Energizing Your Board for Fund Raising Success
- **F** News You Can Use From Facilities Management
- **O** NAEYC Accreditation: Maintaining, Annual Reports, Self Reporting and TORCH

## Tracks:

**D** Director

**F** Facility

**T** Teacher

**O** Other

**B** Board

### Thursday, July 23

7:30 - 8:15

- Continental Breakfast

8:30 - 10:00 (choose one)

- **D** Empowering Staff
- **T** Fun Ways to Fitness: Fighting Childhood Obesity
- **B** Recruiting and Retaining Board Members
- **F** Green and Sustainable Child Care Facilities
- **O** NAEYC Accreditation: Preparing Program Portfolios

10:15 - 11:45 (choose one)

- **D** The Impact of Culture in the Early Childhood Setting
- **T** Activities that Build the Young Child's Brain
- **B** Evaluating Your Board's Operations and Developing a Strategic Plan for Success
- **F** The Many Faces of Natural and Built Play Environments
- **O** NAEYC Accreditation: Preparing Classroom Portfolios

12:00 - 2:00

- Accreditation Awards Luncheon

2:15 -3:45 (choose one)

- **D/T** Learn the Signs, Act Early: A Discussion of Childhood Development and Early Intervention
- **B** Practicing Safe Stress in Times of Change
- **F** Successful Facilities Services and Child Care Partnerships

4:00 - 5:00

- Closing Session: Do You Need a Jolt of CPR – *Creativity, Passion and Risk-Taking?*

## accommodations and travel



Orlando/Orange County Convention & Visitors Bureau, Inc.

### Hotel

The GSA Child Care Training Conference will be held at the Buena Vista Palace Hotel located at 1900 Buena Vista Drive in Lake Buena Vista, just outside Orlando, Florida. Hotel reservations can be made directly by calling 1.866.397.6516. Ask for the "GSA Child Care Training Conference" room block to secure a room at the conference rate of \$109.00 plus tax, single/double occupancy (each additional adult is \$20), and children under 18 are free. There will be a resort fee in the amount of \$7.50 per room, per night. The conference rate will be honored three days pre and three days post based on availability at the time of the reservation.

Please note, when making your reservation, the hotel will also offer you rooms at rates higher than the reimbursable rate of \$109.00. If you are bringing family or would prefer a view of the water or Downtown Disney, you may book one of these rooms. However, please keep in mind if you are a government employee or an individual being reimbursed by the government you will only be able to claim the rate of \$109.00 a night plus tax and resort fee. Additional expenses will be borne by you. The hotel reservation cutoff date is June 19, 2009. Reservations made after that date are based on availability at time of reservation and at prevailing rates.

### Transportation

**From Orlando International Airport:** From the north end of the airport, take SR-528 (Beeline Expressway toll road) heading west. Merge onto I-4 West. From I-4, take Exit #68, then turn right onto SR-535. Turn left onto Hotel Plaza Boulevard, then right onto E. Buena Vista Drive. Hotel is on the right.

**From Tampa:** Take I-4 east to exit 68 for SH-535 toward Lake Buena Vista. Turn left at S. Apopka Vineland Rd/Kissimmee Vineland Rd/ SR-535 and continue to follow S. Apopka Vineland Rd/SR-535. Turn left at Hotel Plaza Blvd/Preview Blvd and right at N. Buena Vista Drive. Hotel is on the right.

**Shuttle:** Mears Transportation provides shuttle service to the hotel for a charge of \$19.00 per person one way or \$32.00 per person round trip. The shuttles run about every 20-30 minutes. When you arrive at the airport, proceed to the baggage claim area to purchase your tickets. You may call 407-423-5566 to make a reservation.

## Registering is easy, whether on-line or mail or fax.

### On-line:

Register on-line at [www.cmpinc.net/childcare](http://www.cmpinc.net/childcare).

### To register by fax or mail:

Simply fill out the form at the end of the brochure and fax to 703-536-4991 or send to Capital Meeting Planning, Inc., Attn: Mindy Quinnette, 6521 Arlington Blvd., Suite 505, Falls Church, Virginia, 22042.

### Need to cancel?

Written cancellation must be received by Capital Meeting Planning, Inc, prior to June 19, 2009 in order to receive a registration fee refund. Substitution of another individual is acceptable under certain circumstances. For more information, please contact CMP at 703-536-4992.



**We cannot always build the future for our youth, but we can build our youth for the future.**

**- Franklin D. Roosevelt**





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Register by June 19, 2009 and save \$25.00

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