



2008 Cape May Training

RONALD V. MCGUCKIN AND ASSOCIATES

Post Office Box 2126 Bristol, Pennsylvania 19007 (215) 785-3400 (215) 785-3401 (Fax) childproviderlaw.com

SEMINAR SCHEDULE AND LOCATION

Seminars are scheduled each day from 9:00 a.m. until 12:00 noon and 3:00 p.m. until 6:00 p.m.

Seminars will be held at the historic **Inn of Cape May**. The Inn of Cape May is located at 7 Ocean Street, Cape May, NJ. Hotel Reservations can be made by calling (609) 884-5555. Be sure to say you are with the Ronald V. McGuckin and Associates Child Care Seminars.

For additional housing options please contact **MISS NELL'S RESERVATIONS** (609) 889-0109

PRESENTERS

Ronald V. McGuckin and Associates is pleased to have Ronald V. McGuckin, Dawn K. Martini, Janice A. Nieliwocki, and Jason D. Dalton presenting for the 2008 Cape May Training Seminars. This team of presenters has over 55 years of combined experience in the Child Care Industry and provides a comprehensive view of the everyday issues facing Child Care Professionals.

For more information on the presenters go to childproviderlaw.com

SESSION ONE

Defining, Analyzing and Changing Your Corporate Culture

June 17, 18 and 19

Corporate Culture is a new buzz word in the Early Care and Education world, but businesses world-wide like Disney and Google have been carefully and purposefully developing and refining the Culture of their organizations for years. Corporate Culture is the personality of your organization; the feel; the temperament. This seminar will help your program by asking you to take a look at your policies, communication patterns and styles, conflict resolution strategies and management styles in order to analyze, identify, enhance or perhaps begin to change your Corporate Culture.

SESSION TWO

PRACTICAL HUMAN RESOURCE STRATEGIES

June 24, 25 and 26

Participants will be engaged in discussion and activities related to Human Resource functions including:
Writing Job Descriptions,
The Application Process & Conducting Interviews, Documentation and Record Keeping, Conducting Employee Performance Appraisals, Employee Corrective Action/Discipline, The Exit Interview and Terminating Employees.
Participants will leave this three day seminar with practical knowledge and policies/procedures they can implement to make their Human Resource functions run more efficiently.

SESSION THREE

18 HOUR LAW SCHOOL For Child Care Administrators

July 8, 9 and 10

An Overview of Basic Legal Concepts which are Key to Running a Successful Child Care Program including:

- Contract Law
- Employment Law
- The Fair Labor Standards Act:
- The FairPay Update: Including Wage and Hour
- Unemployment Compensation
- Discrimination and the EEOC
- Getting What's Owed to You: Small Claims Court
- Confidentiality and Rights of Privacy
- Custody: Releasing Children to the Appropriate Parent

SESSION FOUR

Your Agency's Personnel Policies and Parent Handbook

July 22, 23 and 24

Participants will be engaged in Drafting and Editing their Agency's Personnel Policy Manual and/or Parent Handbook during this seminar. Participants are asked to bring their current Personnel Policy Manual, Parent Handbook and a laptop computer. A laptop computer is not required for participation. As part of the registration fee, participants may choose to receive either the **Model Personnel Policy Manual for Child Care Agencies: FOURTH EDITION** or **Model Parent Handbook for Child Care Agencies**. A \$225.00 value.

For an additional fee, we will review your current Personnel Policies and/or Parent Handbook prior to the seminar. Contact Dawn: 215-785-3400 for specific details and deadlines for submission

SESSION FIVE

Strategic Planning for Business Owners and Administrators

August 5, 6 and 7

Long Range Strategic Planning is a process whereby the Owner/BOD of an agency set out to chart the course of the business. The agency's position is reviewed and goals are set in relation to various indicators including: Agency Mission, Financial Stability, Range of Services Provided, Facilities, Population Served, and Administrative/HR Systems. Participants will learn about the Strategic Planning Process. Participants will be engaged in goal setting discussion and will be given strategies for how to assemble a Strategic Planning Team, promote the open flow of ideas and writing a Strategic Plan.

10% Discount on Registrations PAID before May 15, 2008



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Registration Form

NAME: _____ SESSION _____ FEE: \$350.00

NAME: _____ SESSION _____ FEE: \$350.00

NAME: _____ SESSION _____ FEE: \$ FREE

AGENCY: _____

ADDRESS: _____

CITY/STATE/ZIP: _____

PHONE: _____ FAX: _____

Email Address: _____

USE ANOTHER SHEET FOR ADDITIONAL REGISTRANTS @ \$250.00 EACH

REGISTRATION FEE INCLUDES TUITION ONLY. MEALS AND ACCOMODATIONS ARE NOT INCLUDED.

10% Discount available for Registrations PAID by May 15, 2008

PLEASE MAIL REGISTRATION INFORMATION TO:
RONALD V. MCGUCKIN AND ASSOCIATES
Cape May, NJ Training Seminars
P.O. BOX 2126
Bristol, PA 19007

OR FAX YOUR REGISTRATION TO: (215) 785-3401 Attention: Jan

We reserve the right to cancel any session due to an insufficient number of registrants. We are not responsible for any expenses incurred by the participants in the event the session must be cancelled. **Please do not make any non-refundable travel arrangements until you have received a confirmation of your registration and a confirmation that the session will be held.**

Registrant Cancellation Policy: Cancellations received less than 5 business days prior to the first day of the seminar will not be refunded. Cancellations received between 5 and 21 business days prior to the seminar are subject to a 25% cancellation fee. Cancellations recieved prior to 21 business days before the seminar will be refunded 100%.

PAYMENT	
Method of Payment	
_____ A check made payable to RONALD V. MCGUCKIN	
_____ Please charge my MasterCard or Visa Account	
Acct. # _____	
Exp. Date: _____	
Seminar Fee: _____	
Minus Discount: _____	
TOTAL DUE: _____	

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