



2010 Cape May Training

RONALD V. MCGUCKIN AND ASSOCIATES

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10% Discount on Registrations PAID Before May 15, 2010

SEMINAR SCHEDULE AND LOCATION

Seminars are scheduled as follows:

Wednesday and Thursday

9:00 a.m. until Noon

then

3:00 p.m. until 6:00 p.m.

and Friday

9:00 a.m. until 3:00 p.m.

Seminars will be held at the historic

Inn of Cape May

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, Esq., Dawn K. Martini, BS, Janice A. Nielowocki, BS, and Jason D. Dalton, Esq. presenting for the 2009 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 Early Care and Education Professionals.

For more information on our presenters go to **childproviderlaw.com** and view the Presenter Biographies.

TRAINING HOURS

All participants will receive a Training Certificate for 18 clock hours of training per session. Pennsylvania participants will receive a PA Keys Training Certificate as our trainers are Certified Instructors.

SESSION ONE

Your Agency's Personnel Policies and Parent Handbook

June 9, 10 and 11

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. If you do not have a laptop you are welcome to use one of our laptops for the session.

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 Policy Manual and/or Parent Handbook prior to the seminar and provide written feedback. Contact Dawn: 215-785-3400 for specific details and deadlines for submission

SESSION THREE

I'm Running a Business here!

July 14, 15 and 16

Understanding Corporate Structures and their advantages for tax and liability protection.

To Profit or Not to Profit: That is NOT the Question: Understanding Tax Exemption

Should I also have a Non-Profit? A look at the advantages of establishing a NPO for For-Profit Businesses. Making Your Budget Work

Cost Analysis: Just How Much do those Little Ones Cost You?

Understanding Your Agency's Financial Statements Compensation Packages: Wages and Benefits

Controlling Cash Flow: Dealing with Late Tuition Payments Including Tuition/Fee Agreements, Policies and Procedures for Payment of Tuition and Collections

All participants should bring their most recent Profit and Loss Statement and their detailed budget, income and enrollment data.

SESSION TWO

Understanding Common Lawsuits

June 23, 24 and 25

Participants will take a look at the various types of complaints which can be filed against their agency. We will discuss risk management strategies to help agencies avoid having these complaints filed in the first place. We will then examine the documentation that is needed to respond and defend the agency.

We will be looking at complaints filed from: Licensing Agencies, EEOC, Unemployment Compensation among others.

Participants will also be engaged in discussion related to filing suit against clients for collections and how to best prepare documentation and policies to assure a decision in favor of your program.

SESSION FOUR

Excelling as a Manager, Leader and Team Builder

July 21, 22 and 23

Participants will be engaged in discussions activities related to: Effective Communication

Resolving Conflict

Building a Successful and Cohesive Team

Encouraging Professionalism among Staff

Dealing with Difficult People

Combating Staff Burnout and Turnover

Providing a Rewarding Experience for Employees and Volunteers

The Ten Commandment of a Good Supervisor

Make the Transition from Staff to Management: Understanding Your New Role

Fostering Employee Personal Accountability

Exploring Corporate Culture and Management Styles