



2015 Atlanta Professional Development Series

4 – One Day Mini Conferences for ECE Owners and Directors

RONALD V. MCGUCKIN AND ASSOCIATES

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

Registration Form

NAME: _____ Conference(s) _____

NAME: _____ Conference(s) _____

NAME: _____ Conference(s) _____

AGENCY: _____

ADDRESS: _____

CITY/STATE/ZIP: _____

PHONE: _____ FAX: _____

Email Address: _____

REGISTRATION FEE: \$100.00 per person per Conference

DISCOUNT: When one person registers for all 4 Conferences: \$350.00

REGISTRATION FEE INCLUDES TUITION ONLY. MEALS AND ACCOMODATIONS ARE NOT INCLUDED. IF REGISTERING MORE THAN THREE PEOPLE PLEASE INCLUDE NAMES BELOW IN OPEN SPACE.

PLEASE MAIL REGISTRATION INFORMATION TO:
RONALD V. MCGUCKIN AND ASSOCIATES
P.O. BOX 2126 Bristol, PA 19007
OR FAX YOUR REGISTRATION TO: (215) 785-3401

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 20 business days or less prior to the first day of the seminar will not be refunded or credited. Cancellations received between 21 and 30 business days prior to the seminar will be offered full credit for future participation in a RVM and Associates professional development program or towards the purchase of any publications. Cancellations received 31 or more business days prior to the start of the seminar will be fully refunded in the manner in which the registration fee was originally paid.

For questions regarding these seminars call: (215) 785-3400 or email Dawn Martini at dkgt0409@aol.com

PAYMENT	
_____	A check made payable to RONALD V. MCGUCKIN
_____	Please charge my MasterCard Visa/Discover/Amex
Acct. # _____	
Exp. Date: _____	
Billing Zip Code: _____	
3 Digit Sec Code: _____	
TOTAL DUE: _____	

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CONFERENCE SCHEDULE

Each Conference is held from 9:00 am until 5:00 p.m. with a one hour lunch on your own.

LOCATION

All conferences will be held at:

**Hampton Inn & Suites
Atlanta Airport I-85**
3450 Bobby Brown Parkway
Atlanta, GA 30344
(404) 767-9300

Discounted Sleeping Rooms are available for \$109/per night the night before each conference. You can make reservations by calling the hotel and telling them you are with Ronald V. McGuckin and Associates to receive the discounted room rate. Rooms must be booked at least 3 weeks before the session to receive the discount.

PRESENTERS

Ronald V. McGuckin, Esq & Dawn K. Martini, BS Ed will be presenting our 2015 Atlanta One Day Mini Conferences. For more information on our presenters go to www.childproviderlaw.com and view the Presenter Biographies.

TRAINING HOURS

All participants will receive a Certificate for 6 hrs of Professional Development per session.

**All 4 conferences are
Bright from the Start (BFTS)
Approved.**

CONFERENCE ONE

Dealing with Parent Issues

JULY 13 2015

This session will focus on the latest issues in the area of personnel policies. We will discuss the most common issues parents present for the ECE program including, Non-Payment of Tuition, Custody and Release of Children, sending sick children to school and many more. Participants will be able to discuss agency specific issues with the presenter to develop appropriate policies to address the issues. Participants are asked to bring their current Parent Handbook and Fee Agreement and a laptop.

For an additional fee, we will review your current Parent Handbook and Fee Agreement prior to the seminar and provide written feedback.

Contact Dawn: 215-785-3400 for specific details and deadlines for submission

CONFERENCE TWO

The Top 3 Legal Issues Effecting ECE Programs

SEPTEMBER 14, 2015

This session will look at the recent trends in lawsuit or legal actions facing Early Care and Education Programs. First, participants will examine the effect the current economy has had on Unemployment Compensation Claims. The presenter will outline how to best prepare for an Unemployment case and what specific documentation and language should be used to help you in having Unemployment Compensation denied for employees. Second, participants will discuss Discrimination claims. In recent years there has been a sharp upswing in discrimination claims filed with the EEOC. Finally, participants will examine claims filed with the Department of Labor for violations of the Fair Labor Standards Act. Most specifically, the presenter will present information related to paying Overtime, What is considered work, Training pay and “Comp Time.”

CONFERENCE THREE

The Hiring Process

OCTOBER 26, 2015

Most organizations invest a significant amount of time and money searching for employees.. Therefore, it makes sense to be prepared to recruit and select the best possible candidates. This workshop will help you avoid the pitfalls resulting in legal dilemmas and hiring the wrong candidate. We will look at the documentation recommended at all stages of the employment relationship.

We will discuss the impact of various laws on the recruitment, application, interview and hiring process. This session will identify common hiring mistakes, create an information base for questions to select quality employees and develop a process that maximizes your chances selecting the best qualified candidate and minimize your chances of being involved in litigation.

CONFERENCE FOUR

Latest Trends in Personnel Policies

NOVEMBER 16, 2015

This session will focus on the latest issues in the area of personnel policies. We will discuss using your personnel policy manual as an effective management tool. Participants will discuss current trends in policy: Social Media, Cell Phone, Paid Time Off, Dress Codes and many other topics. Participants will be able to discuss agency specific issues with the presenter to develop appropriate language to address the issues. Participants are asked to bring their current Personnel Policy Manual and a laptop.

For an additional fee, we will review your current Personnel Policy Manual prior to the seminar and provide written feedback. Contact Dawn: 215-785-3400 for specific details and deadlines for submission