

REGISTRATION INFORMATION

Name

Agency Name

Address

City State Zip

() ()

Phone Fax

Email Address

Location Attending

Fees

Fee: \$250.00 per person—submit additional registrants on separate forms.

\$200.00 per person if registering three or more people, or if you are a previous attendee of Cape May, Director's Boot Camp, Mt. Airy Retreat, or are a Law Office Retainer Client.

Early Bird Special: *\$175.00 per person if registered and paid before Sept. 14, 2018.*

Registration Fee includes Tuition ONLY. Meals and Accommodations are not included. For hotel reservations, please contact the hotel directly and state that you are a part of the Ronald V. McGuckin and Associates Director's Boot Camp group to receive the special discounted rates.

Payment: Check made payable to *Ronald V. McGuckin and Associates* or

VISA/MC/Discover/AMEX Card Number

Expiration Date Billing Zip Code CVV Number

Mail or Fax Registrations to:

Ronald V. McGuckin and Associates

Post Office Box 2126 (215) 785-3401 (fax)

Bristol, PA 19007

Attention: Dawn Martini

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. Registrants will receive notification of cancellation at least two weeks prior to the first day of the seminar; more notice will be given when possible. **Please do not make any non-refundable travel arrangements until you have received confirmation of your registration and confirmation that the session will be held.**

Registrant Cancellation Policy

Cancellations received 20 or fewer business days 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 start of the seminar will be offered full credit for future participation in a RVM and Associates training program. 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.



**DIRECTOR'S
BOOT CAMP**

**FOR
EARLY CARE AND EDUCATION
ADMINISTRATORS**



Presented by
Ronald V. McGuckin and Associates

Ronald V. McGuckin and Associates

Post Office Box 2126

Bristol, Pennsylvania 19007

childproviderlaw.com

(215) 785-3400 Office

(215) 785-3401 Fax

dawn@childproviderlaw.com



DESCRIPTION

The Director's Boot Camp is designed to address the toughest Administrative issues for owners and administrators in the Early Care and Education Industry. Frequently, owners and administrators of Early Care and Education Programs, Head Start Programs and School Age Care Programs have little experience, training, or education in the areas of personnel management, licensing compliance, risk management, and documentation. This 10-hour training package is designed to specifically address the most needed administrative topics in the Early Care and Education Industry. All participants will receive a comprehensive program packet with handout materials to support implementation of material presented. Additional administrative support resources will be available for purchase.

PRESENTERS

Ronald V. McGuckin and Associates is the nation's foremost resource for legal, business, and administrative support for the Early Care and Education Industry. The talented team of presenters, **Ronald McGuckin, Dawn Martini, Janice Nieliwocki, and Christopher Hawthorne** bring a wealth of knowledge and practical, real-life solutions to their trainings. With over 60 years combined experience in the Early Care and Education field, their programs are designed to engage participants in lively discussion and to create an environment where complex legal concepts are easily understood and can be implemented in meaningful ways in any program. Lead presenters for the Director's Boot Camp are Ronald McGuckin, JD and Dawn Martini, BS ECE and Elem. Ed. They have authored several nationally recognized administrative resources including *Model Personnel Policies for Child Care Agencies: Editions 1-5*, *Model Parent Handbook for Child Care Agencies*, and *Model Forms for Child Care Agencies: Editions 1 and 2*. They also publish a free online newsletter, *The Child Care Professional Experience*, available at childproviderlaw.com.

CERTIFICATE INFORMATION

Participants will receive a certificate for 10 hours of training upon completion of the program.

In Florida: 1.0 CEUs will be available to participants through FLAEEYC. Information for registering for CEUs will be provided at the event.

In Pennsylvania: Presenters are PQAS Certified and participants will receive PD credit through the PA Keys PD Registry. Registration and payment may be available online through the PA Keys website, but certain discounts may not be available through STRIPE. If you are eligible for a discount please register directly with us.

In Atlanta: Programs are BFTS Approved



AGENDA

DAY ONE

- 9:00 a.m.: Welcome and Introductions
- 9:15 a.m.: Using Your Handbooks as Effective Management Tools
- 10:45 a.m.: Latest Trends in Parent Policies
- 12:00 p.m.: Lunch
- 1:00 p.m.: Latest Trends in Personnel Policies
- 2:45 p.m.: Wrap-up of the Day's Events

A Staff Professional Development Program will be offered from 6:00 pm to 9:00 pm on Day One at each location. Please see separate flyer and registration form for this event. For information on the Staff Professional Development Program, please contact Dawn Martini at dkgt0409@aol.com for details.

DAY TWO

- 9:00 a.m.: Understanding Today's Employees and the Impact of Turnover
- 10:00 a.m.: Recruiting Quality Candidates for Employment
- 11:15 a.m.: Break
- 11:30 a.m.: The Application and Interview Process: Avoiding Legal Pitfalls
- 12:30 p.m.: Successful Hiring and On-Boarding to Increase Retention
- 1:45 p.m.: Conference Wrap-up, Evaluation and Certificates

DATES and LOCATIONS

In select locations, Sleeping Rooms are reserved at a Special Rate for two nights, beginning the night before the event and continuing until the block is sold out. To take advantage of the Special Room Rate, contact the hotel and identify yourself as a participant of the Ronald V. McGuckin/Director's Boot Camp. To receive the discounted room rate, you must contact the hotel at least one month prior to the event.

OCTOBER 24 & 25, 2018: ATLANTA, GA

★ **Hampton Inn Northlake**

3400 Northlake Parkway, Atlanta, GA 30345
(770) 493-1966 / *Sleeping Room Rate:* \$129/night

★ **NOVEMBER 14 & 15, 2018:** FT. LAUDERDALE, FL

★ **Hampton Inn—Airport/South Cruise Port**

2500 Stirling Road, Hollywood, FL 33020
(954) 922-0011 / *Sleeping Room Rate:* \$159 per night

★ **DECEMBER 5 & 6, 2018:** DALLAS, TX

★ **Hampton Inn Arlington North**

2200 Brookhollow Plaza Drive, Arlington, TX 76006
(817) 652-9562 / *Sleeping Room Rate:* \$129 per night

★ **DECEMBER 12 & 13, 2018:** SCOTTSDALE, AZ

★ **Hampton Inn and Suites Scottsdale-Riverwalk**

9550 East Talking Stick Way, Scottsdale, AZ 85256
(480)270-5393 / *Sleeping Room Rate:* \$119/night

★ **JANUARY 9 & 10, 2019:** SCRANTON/WILKES BARRE, PA

★ **Hampton Inn and Suites Wilkes Barre**

876 Schechter Drive, Wilkes-Barre, PA 18702
(570) 824-1005 / *Sleeping Room Rate:* \$119/night

★ **JANUARY 23 & 24, 2019:** AUSTIN, TX

★ **Hampton Inn Austin South/Buda**

1201 Cabelas Drive, Buda, TX 78610
(512) 295-4900 / *Sleeping Room Rate:* \$119/night

★ **FEBRUARY 27 & 28, 2019:** PHILADELPHIA, PA

★ **Hampton Inn — Plymouth Meeting**

2055 Chemical Road, Plymouth Meeting, PA 19462
(610) 567-0900 / *Sleeping Room Rate:* \$129 per night

★ **MARCH 13 & 14, 2019:** ORLANDO, FL

★ **Homewood Suites International Drive Convention Center**

8745 International Drive, Orlando, FL 32819
(407) 248-2232 / *Sleeping Room Rate:* \$159/night

★ **MARCH 27 & 28, 2019:** PITTSBURGH, PA

★ **Hampton Inn Greensburg**

1000 Towne Square Drive, Greensburg, PA 15601
(724) 838-8800 / *Sleeping Room Rate:* \$139 per night

★ **APRIL 24 & 25, 2019:** HARRISBURG, PA

★ **Red Lion Hotel Harrisburg Hershey**

4751 Lindle Road, Harrisburg, PA 17111
(717) 939-7841 / *Sleeping Room Rate:* \$109 per night

★ **MAY 8 & 9, 2019:** CHICAGO, IL

★ **Hilton Garden Inn/Chicago Tinley Park**

18335 LaGrange Road, Tinley Park, IL 60487
(708) 429-2266 / *Sleeping Room Rate:* \$179/night