

Invitation to the Head Start Directors Institute, July 12-15, 2004

ACYF Administration on Children, Youth and Families	U.S. DEPARTMENT OF HEALTH AND HUMAN SERVICES Administration for Children and Families	
	1. Log No. ACYF-IM-HS-04-02	2. Issuance Date: 02/19/04
	3. Originating Office: Head Start Bureau	
	4. Key Word: Directors Institute	

INFORMATION MEMORANDUM

TO: Head Start and Early Head Start Grantees and Delegate Agencies

SUBJECT: Invitation to the Head Start Directors Institute, July 12-15, 2004

INFORMATION:

The Head Start Bureau is pleased to extend this invitation to the Head Start Directors Institute to grantee and delegate agency directors with *priority given to those who have been in the Head Start/Early Head Start director position for two years or less*. Other directors will be considered based on the availability of space and their professional development needs. The Institute will be held on July 12-15, 2004 in Washington, DC.

This is the eighth annual Directors Institute. Experienced directors should consider applying if they have never participated in a previous Directors Institute and are in need of the specific training available at the Institute.

Conference Goals

Participants will have the opportunities to:

- Review national priorities such as the "Good Start, Grow Smart" Early Childhood Initiative and their program's role in its implementation.
- Gain knowledge and competencies that are essential in order for a director to develop, implement, and assess program systems and services in Early Childhood Development, Health, Family and Community Partnerships, and Program Design and Management.
- Increase their understanding of the Head Start Program Performance Standards and other key regulations, as well as best practices in the context of Head Start and Early Head Start.
- Network with colleagues from similar programs to explore solutions to program issues and share strategies that can be applied to continuous improvement efforts.
- Design an individualized professional development plan to focus on the information, skills, and competencies critical to each director's success.

Conference Design

Directors, like others, have diverse learning styles. As a result, the Institute will use a variety of strategies in both large and small group sessions. Plenary sessions will focus on topics such as the Administration's vision and priorities for Head Start and Early Head Start. Core workshops will cover such areas as management systems, financial management, knowledge management, and technology planning.

Conference Registration, Fees, and Schedule

Registration materials are being mailed under separate cover. A website will be established to support communication regarding The Head Start Directors Institute, including on-line registration. The registration fee will be \$350.00 per participant and is due, along with all completed registration forms, by June 11, 2004. The registration fee after this date will increase to \$400.00, so please register on time to reserve your spot.

Arrival and Departure - Registration will take place from 2:00 - 9:00 p.m. on Sunday, July 11. Work will begin at 9:00 a.m. on Monday, July 12, and conclude by 3:00 p.m. on Thursday, July 15.

The learning experiences of this conference have been designed so that each day's work connects with the previous day's work, as well as those that follow. It is important that each person commit to participation for the entire four days. Therefore, your travel arrangements should be for arrival by Sunday, July 11 and for departure from the conference after 3:00 p.m. on Thursday, July 15.

For those who desire, college credit will be offered for successful completion of the conference assignments and experiences. Space is provided in the registration materials to indicate your interest in receiving undergraduate credit, graduate credit, or continuing education units. More information on the college credit option will be mailed to interested participants upon receipt of completed registration forms.

This Institute will help directors realize our collective obligation to provide each child and family with a quality comprehensive child development program. We hope you can join us.

A handwritten signature in cursive script that reads "Windy M. Hill".

Windy M. Hill
Associate Commissioner
Head Start Bureau

Invitation to the Head Start Directors Institute, July 12-15, 2004. ACYF-IM-HS-04-02. DHHS/ACF/ACYF/HSB. 2004. English.