



WSTC

**Washington State Head Start/ECEAP
Training Consortium**



2014 WSTC SUMMER INSTITUTE

June 23-25, 2014

CWU Conference Program, Ellensburg, WA

REGISTRATION DEADLINE: June 2, 2014

It's time again for the Washington State Head Start/ECEAP Training Consortium's annual Summer Institute. We're very excited about this year's expanded offerings, and look forward to providing very high quality intensive 20-hour courses to our members and the Early Learning community at large.

Based on our survey of the membership and discussions with our programs and partners in Early Learning, we are offering the following nine courses at the 2014 Summer Institute:

1. Early Childhood Environmental Ratings Scale-Revised (ECERS)
2. Early Head Start Home Visitors
3. Early Head Start Classroom
4. Executive Function for Children
5. Challenging Behaviors
6. School Readiness using the CLASS Framework
7. Health Coordinator Track
8. Family Support Track
9. Parent Ambassadors (invitation only)

A more detailed description of courses and instructors will be sent shortly, and will be available at www.wsaheadstarteceap.com. Participants will also enjoy a barbecue or special event one evening, a movie night, and other activities.

Attached is the registration information and form to be sent to Central Washington University. The CWU Conference center administers the Summer Institute registration, lodging, etc, while WSTC handles the curriculum, so the registration form is a little confusing. Each registrant will pay a fee to CWU that includes:

1. **WSTC registration fee.** **\$125** fee for members & ECEAP, \$255 for non-members), which goes to WSTC to pay for trainer fees and expenses, A/V, WSTC staff and meeting room costs.
2. **CWU conference/lodging/meal fee.** **Everyone must pick one package off this list.** This pays for food, lodging, conference registration and staffing, and most meeting room costs.

Clock hours, STARS credit and CEU's will also be offered, but are paid separately at on-site registration.

For more information, contact Katy Warren at 425-453-1227, katy@wsaheadstarteceap.com.

2014 FEE DETAILS

Choose One – *WSTC Summer Institute Registration Fee*

WSTC Members & ECEAP	\$125
+ (Track 1 special fee if you don't have the ECERS spiral to bring with you)	\$ 23
Others (AI/AN, Non WSTC Members, Non HS/ECEAP, etc)	\$255

Choose One – *CWU Conference Service/Lodging/Meals*

Full Packages (3 lunches, 2 breakfasts, 2 dinners, conference service)	
Sue Lombard Double Occupancy	\$249
Sue Lombard Single Occupancy	\$312
Kamola Double Occupancy	\$231
Kamola Single Occupancy	\$277
Commuter Packages (limited meals, conference service, no lodging)	
5 meals (lunches, dinners, conf. service)	\$180
3 meals (lunches, conference service)	\$146
0 meals (conference service only)	\$105

Optional – Additional Night Lodging (includes full breakfast 6/23)

Single Occupancy	\$98
Double Occupancy	\$68

Optional – BBQ Dinner for those with 3 meal commuter or conf only \$35

Optional – Credit/Clock Hours

Paid separately, during on-site registration.

Clock hours (20), Continuing Education Credits (2)

LODGING INFORMATION

Sue Lombard Hall is a newly renovated residence hall, air conditioned, and suite style units with private bathrooms shared by 2-4 bedrooms all with twin beds.

Kamola Hall rooms are double occupancy residence hall style rooms with shared bathrooms by each floor and not every floor is air-conditioned. Sleeping rooms are furnished with twin beds.

Lodging at Local Hotels – You are responsible for making your own room reservations and for payment of your stay at the hotel. If you stay at a hotel, you may inquire about any discount for attending the conference at CWU. Ellensburg Inn 800-321-8791; Comfort Inn (509) 925-7037; Days Inn (509) 933-1500, Holiday Inn Express (509)-962-9400

DEADLINES/ Registration Info

- Registration Deadline: June 2, 2014 – Any registrations after this date will pay \$25 late fee.
- Cancellation Deadline: June 20, 2014 by 5pm (\$25 cancellation fee)

To ensure accommodations, return registration with full payment by **June 2, 2014**. Full Payment must be made when registration is submitted. **A \$25 late fee will be assessed to any registrations received after June 2, 2014**. Registrations received after June 1st must include full payment plus the \$25 late registration fee.

Address all mail to CWU CONFERENCE PROGRAM, 400 E University Way, ELLENSBURG, WA 98926-7592. Phone registrations will be accepted with a credit card payment only at 1-800-752-4379. Registrations will be accepted by fax (509) 963-1285 if purchase order (hard copy, not just PO number) or credit card number is included. A \$25.00 cancellation fee will be charged for any cancellation received in writing at the Conference Program prior to 5pm on **June 20, 2014**. Cancellations received after 5pm on **June 20** will not receive any refund. Email to CWU Conference center: confpro@cwu.edu.

Check In will be in the Vantage Room Sunday June 22, 2014 from 4:00-8:00 pm for those participants requesting an extra night lodging. Check in for all other participants will be at the Vantage Room between: 7:00-8:30 am June 23, 2014.

For questions about meals and lodging, call (800) 752-4379 or (509) 963-1143

FACILITY TIPS

- Rooms at CWU are basic – Linens and towels are provided, but no alarm clock, telephone, TV's, and no internet access. Bring a book, games, and an enthusiasm for getting together in the evening to chat with your colleagues!
- If you're staying in Kamola Hall you might want to bring an oscillating fan from home.
- As in every facility and hotel, room temperature is hard to regulate in meeting rooms, so dress in layers.
- Classes will be all over the campus, so bring comfortable walking shoes and carry a water bottle.
- Message Number (509) 963-1141– Telephone messages for participants will be relayed to Katy Warren, who will find you.
- **Reminder:** All facilities at Central Washington University are non-smoking.

FOR MORE INFORMATION

Detailed course and instructor information will be available soon, and will be e-mailed to our distribution list and posted to the WSA/WSTC website, www.wsaheadstarteceap.com. If you would like to be on the email list for training and legislative updates, please go to the website and click on the 'Stay Informed' link on the left. For more information about the Summer Institute, about WSTC, or any other questions, please contact Katy Warren, 425-453-1227, or katy@wsaheadstarteceap.com.

Registration Confirmation will be sent by email only. Please enter your email clearly on the registration form.

WSTC HEAD START/EHS/ECEAP Summer Institute, #101-3848- June 23-25, 2014

Return This Form For Each Participant to: CWU Conference Program, 400 E University Way, Ellensburg, WA 98926-7592, fax 509.963.1285, confpro@cwu.edu

Name _____ M _____ F _____ DAYTIME PHONE (____) _____

Program Name _____

Program Address _____ City _____ State _____ Zip _____

Email Address (REQUIRED) _____

SPECIAL NEEDS (Lodging or Dietary) _____

Roommate Choice -: _____

WSTC Registration Fee: (all participants must CHOOSE ONE)

WA State Training Consortium/ECEAP **\$125** \$ _____
 Track 1 ECERS-Revised Spiral fee (if you don't have one) **\$ 23** \$ _____
 All others (non-WSTC) **\$255** \$ _____
 (If you don't know if your program is a WSTC member, contact Katy at 425.453.1227)

CWU Lodging/Meals/Conf Fee (per person, all participants must CHOOSE ONE)

Full Package Sue Lombard ____ double **\$249** ____ single **\$312** \$ _____
 Kamola ____ double **\$231** ____ single **\$277** \$ _____
Commuter Package 5 meal commuter package ____ **\$180** \$ _____
 3 meal commuter package ____ **\$146** \$ _____
 Conference Only ____ **\$105** \$ _____

Optional Fee – Sunday Night Lodging 6/22/13 ____ double **\$68**, ____ single **\$98** \$ _____

Optional – BBQ Dinner for those with 3 meal commuter package or conf only \$35 \$ _____

CWU Late fee for Registration after June 2, 2014 **\$25** \$ _____

TOTAL PAYMENT ENCLOSED Payable to CWU Conference Program: \$ _____

[] I will pay by Purchase Order # _____
 (hard copy must be attached to process registration)

Course Preference – Please indicate your first, second and third choices for your course selection.

Course Title	First Choice	Second Choice	Third Choice	Credit/ Clock Hours
Track 1: Early Childhood Environmental Rating Scale-Revised (ECERS)				
Track 2: EHS Home Visitors				
Track 3: EHS Classroom				
Track 4: Executive Function				
Track 5: Challenging Behaviors				
Track 6: School Readiness Using the CLASS Framework				
Track 7: Health Coordinator Track				
Track 8: Family Support Track				
Track 9: Parent Ambassadors – invitation only				

Cardholder Signature: _____ Date _____

[] I will pay with Visa/MasterCard # _____ Exp. Date _____

*If you wish to email this form, do **not** enter credit card information. Please call 1-800-752-4379 to make payment by phone.*