



May 9th, 2018

RE: Head Start/Early Head Start/ECEAP Directors' Retreat 2018

Dear Directors,

Attached you will find the registration form and fee information for the 2018 Head Start/Early Head Start/ECEAP Directors' Retreat. The Directors' Retreat will be held July 18-20 at the Sleeping Lady Mountain Resort in Leavenworth, WA. This is a great event at a gorgeous location!

- **Agenda.** TBD
- **One-Stop Registration Process.** The registration is a little different from normal WSTC/WSA events, as we submit a rooming list for the event and receive one big bill from Sleeping Lady for all expenses. Your registration fee, invoiced to your program, will therefore be paid to WSTC, and includes 2 nights stay, 6 meals, breaks, and conference materials. Registration is expensive, but is offered at below the cost to us thanks to your annual dues.
- **Registration Deadline.** Because of the unique set-up for this event, we do registration much earlier than other events. **Deadline is June 20, 2018.**
- **Space is limited.** In order to reduce the potential liability to the WSTC, we have contracted a limited number of rooms. Space at Sleeping Lady is on a first come-first served basis as registrations come in. Faxing or emailing your registration is the best way to register. If we exceed the number of sleeping rooms at the Sleeping Lady, we have the ability to reserve rooms at the Best Western Icicle.
- **Spouse/Partner/child Registration.** You also have the ability to bring along a spouse/partner to this event. They will be eating all meals with our group. The cost of the additional person is \$133.00/night and will be billed to you personally. Children \$125/night age 5-12, free under 5.
- **Payment.** For various reasons, we can't accept credit card payment for this event. We will bill you upon receipt of your registration.
- **WSTC Membership.** Most Head Start/Early HS/ECEAP programs are members of WSTC, but not all. Call or email me if you're not sure about your program.
- WSTC supports the right of equal access to its meetings by representatives with disabilities or unique needs and makes every reasonable effort to ensure this access. Participants who require special assistance should contact Katy Warren at (425) 453-1227.

If you have any further questions, please do not hesitate to contact me or Joel.

Katy

Summer Directors Retreat

Sleeping Lady Mountain Retreat - Leavenworth, WA

7375 Icicle Road, Leavenworth, WA 98826 – (509) 548-6344

July 18, 1:00 pm – July 20, 1:00 pm

Registration fee includes: Conference materials, 2 nights lodging and the following meals –7/18: Dinner. 7/19: Breakfast, Lunch, Dinner. 7/20: Breakfast & Lunch.

Name: _____ Email Address: _____

Program: _____

Address: _____ City: _____ State: _____ Zip: _____

Vegetarian Meals ☐ Any other dietary or other needs? _____

WSTC Member Fees

Single Occupancy	\$730/person	
Double Occupancy (if possible)	\$610/person	
Commuter (Conf, Lunch & breaks)	\$230/person	
Commuter (Conf, Lunch, Dinner, Breaks)	\$330/person	

Non-WSTC Member Fees

Single Occupancy	\$890/person	
Double Occupancy (if possible)	\$770/person	
Commuter (Conf, Lunch & breaks)	\$310/person	
Commuter (Conf, Lunch, Dinner, breaks)	\$410/person	

Optional Fees

Spouse/Partner/Adult* (1 night, 2 meals)	\$75/person	
Spouse/Partner/Adult* (2 nights, 4 meals)	\$150/person	
Child 5-12 (2 nights, 4 meals)	\$65/person	
Dog Fee (2 nights)	\$45/room	

Spouse/Partner Name (required): _____

Cancellations & no shows will still be required to pay fee unless sleeping room can be filled.

REGISTRATION DEADLINE: *June 16, 2018*

Mail or Email registration to:

WSA/WSTC
345 118TH AVE SE, SUITE 110
BELLEVUE, WA 98005

EMAIL: KATY@WSAHEADSTARTECEAP.COM