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