



resources and tools coaching professional development mentoring research networking

Contract # 11-6-5-0016

ARCQE Presents

Administration in Early Learning and Care

**Register
Early**

Much evidence confirms what early childhood educators have always believed i.e. the quality of early childhood experiences has a life long effect. As administrators of early children programs it therefore is our responsibility to ensure that each of our programs is exemplary. Arcqe invites you to enrol in this upcoming workshop entitled Administration in Early Learning and Care Services. With Accreditation standard 7 stating "The work environment supports quality service delivery", this session will provide information and strategies enhance administration skills.

Workshop Objectives: Key Skills of Administration in Early Learning and Care Services

- Motivate & Retain Staff
- Staff Qualifications, Wages & Compensation
- Child Assessment & Inclusion
- Business & Financial Practices
- Planning & Quality Programs
- Collaboration between Program & Families
- Community Relations
- Technical Resources

Fee: \$40.00 PTL Program Member \$60.00 Non-Member • Handouts relating to the workshop. • Course certificate for successful completion of the workshop.

Payment Policy: If you wish to pay by CREDIT CARD, FAX in this registration form with your credit card information to: (780) 421-1730. If you wish to pay by CHEQUE, MAIL in this registration form with your cheque to: ARCQE Suite 110 10025 - 106 Street, Edmonton AB T5J 1G4.

- Yes I am a PTL Program Member. Member Number: _____
- Yes I wish to pay by Visa/MC Credit Card Number: _____ Exp. Date: _____
- Yes I have enclosed a cheque for \$ _____

All payments are non-refundable.

Date: September 15, 2010

Time: 6:30-9:30pm

Location: ARCQE #110 10025 106 Street Edmonton

PLEASE PRINT CLEARLY

Name: _____

Agency: _____

Address: _____

Phone Number: _____ Fax Number: _____ Email Address: _____

