



# Interoffice Memo

**DATE:** November 6, 2025

**PHONE:** (909) 383-2024

**FROM:** Arlene Molina,  
Director of Preschool  
Services

**TO:** Julie Diaz  
Preschool Services

|                |                                                                                                                                           |
|----------------|-------------------------------------------------------------------------------------------------------------------------------------------|
| <b>SUBJECT</b> | <b>PRESCHOOL SERVICES POLICY COUNCIL MEMBER TO ATTEND THE 2026 NATIONAL HEAD START ASSOCIATION WINTER LEADERSHIP INSTITUTE CONFERENCE</b> |
|----------------|-------------------------------------------------------------------------------------------------------------------------------------------|

**Attendee Names** Eva Soto and Diana Banderas  
Alternate: Lashae Jackson and Esmeralda Guevara

**Cost Center:** 5911022220

**Dates(s) of Travel:** January 25 – January 29, 2026

**Purpose of Travel:** Attend the 2026 National Head Start Association Winter Leadership Institute Conference in Washinton, D.C.

**Expenses:**

|                                                                                                                                            |   |    |         |
|--------------------------------------------------------------------------------------------------------------------------------------------|---|----|---------|
| Conference Registration (\$745 x two members)                                                                                              | 2 | EA | \$1,490 |
| Day Child Care \$40 per day X 5 Days (1/25, 1/26, 1/27, 1/28, 1/29)                                                                        | 2 | EA | \$400   |
| Night Child Care \$20 per night X 4 Nights (1/25, 1/26, 1/27, 1/28)                                                                        | 2 | EA | \$160   |
| Airfare Flight Roundtrip (\$549 x two members)<br>Airline bag fees (\$80 Roundtrip x two members)                                          | 2 | EA | \$1,258 |
| Lodging (\$259 x four nights plus \$165 taxes/fees x two members)                                                                          | 2 | EA | \$2,402 |
| Breakfast \$23 X 4 Days (1/26, 1/27, 1/28, 1/29)                                                                                           | 2 | EA | \$184   |
| Lunch \$26 X 5 Days (1/25, 1/26, 1/27, 1/28, 1/29)                                                                                         | 2 | EA | \$260   |
| Dinner \$38 X 5 Days (1/25, 1/26, 1/27, 1/28, 1/29)                                                                                        | 2 | EA | \$380   |
| Airport Parking \$20 per day X 5 Days (1/25, 1/26, 1/27, 1/28, 1/29)                                                                       | 2 | EA | \$200   |
| Taxi Round Trip from airport to hotel \$48                                                                                                 | 2 | EA | \$96    |
| Mileage: Traveler 1 (Roundtrip to/from airport 66 miles x 70 cents)<br>Mileage: Traveler 2 (Roundtrip to/from airport 23 miles x 70 cents) | 2 | EA | \$62    |
| Subtotal                                                                                                                                   |   |    | \$6,892 |
| Contingencies                                                                                                                              |   |    | \$1,033 |

|             |         |
|-------------|---------|
| Grand Total | \$7,925 |
|-------------|---------|

**Contact Name:**

Julie Diaz

**Phone:**

909-383-2024

**Justification:**

At the 2025 National Head Start Association Winter Leadership Institute Conference, attendees will have the opportunity to engage with national policymakers, early childhood experts, and thought leaders on critical HS policies and advocacy issues. The PC members will share the knowledge gained at the conference with fellow parents at their assigned school site and with other Policy Council members.



# Winter Leadership Institute

January 26 - 29, 2026 | Washington, D.C.

**Join us in helping ensure this Congress is one that understands, values, and empowers the important role Head Start serves for our nation's most vulnerable children and families.**

Right now, key decision-makers in our nation's capital are in the process of making difficult spending decisions, with differing priorities competing for a limited pool of money. These decisions will have a profound impact on Head Start's work. It is critical that members of Congress and their staff hear firsthand how important Head Start is to the communities they serve.

**Highlights Include:**

- Meetings with members of Congress
- Advocacy trainings
- Engaging discussions on how Head Start programs are leading in their communities
- Professional development opportunities
- Educational sessions on policy issues of critical importance to Head Start
- Breakfast for Head Start on Capitol Hill

**Register Now** (<https://cvent.me/eAg8qG>)

**Interested in advertising, exhibiting, and sponsorship opportunities at the Conference? Learn more.**  
(<https://nhsa.org/sponsor-exhibit-advertise/>)

## Registration Rates

**Super Early Bird NHSA Member Rate\*:**

**\$505**

Available until October 24.

**Early Bird NHSA Member Rate\*:**

**\$625**

Available October 24 - December 5.

**NHSA Member Rate\*:**

**\$745**

Available December 6 - January 25.

**On-Site Member Rate\*:**

**\$865**

Available January 26 - 29.

**Non-Member Rate:**

**\$915**

Available to non-members

*\*All discounts are available to those who are a staff or parent in a Head Start/Early Head Start program which has an active NHSA program membership. Sign up to save. (<https://nhsa.org/membership/>)*

## An Unforgettable Experience

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### Network and Share

By convening leaders from across the country, our Leadership Institutes drive the Head Start community forward. Meet with your colleagues from across the country, share in conversations about niche Head Start happenings, and make connections that last.





## Advocate and Educate

NHSA's government affairs team will make sure that you have all the resources you need to schedule meetings with your members of Congress. These meetings connect your work to Congress' agenda so you can have a hand in shaping a strong future for Head Start. Together, we can make sure that this dialogue leads to results.

## Learn and Grow

Leadership Institutes offer deep-dive insights into the policies that affect Head Start nationally and explore how these can be implemented locally. What's the latest and what can we expect in the months ahead?



**Register Now** (<https://cvent.me/eAg8qG>)

## Schedule at a Glance

### Monday and Tuesday

- Dive deep into the policy and advocacy issues that will affect Head Start for years to come
- Engage in practical trainings on some of the hardest challenges facing our workforce
- Prepare for meaningful conversations with lawmakers

## Wednesday

- Take your passion to Capitol Hill! We will start the day with a star-studded Head Start breakfast
- Then, meet with members of Congress to share firsthand about Head Start's impact and the support we need to fully serve our nation's children who might not have the same opportunities as others

## Thursday

- Join us to hear updates from the administration and more

# Explore the Nation's Capital

The Institute will be held in downtown Washington, D.C.—near Capitol Hill, close to the White House, and within walking distance to the National Mall, Washington Monument, and other nearby attractions.

Attendees will have the opportunity to join colleagues for a Moonlight Monuments Tour on Wednesday evening in a comfortable, state-of-the-art, and all-weather stadium trolley. Fully-trained, certified tour guides provide expert narration and, frankly, really know their stuff! It is a fun, interactive, and informative experience that is anything but boring.

**Register Now** (<https://cvent.me/eAg8qG>)



## A Word from NHSA

*"The Leadership Institutes are essential, not only because they offer informative sessions and invaluable networking events, but because they provide the opportunity throughout the year to meet with members of Congress and their staff to build strong, impactful relationships."*

- Tommy Sheridan, Deputy Director

## Frequently Asked Questions

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