

Interoffice Memo

DATE: November 6, 2025 PHONE: (909) 383-2024

FROM: Arlene Molina,

Director of Preschool

Services

TO:

Julie Diaz

Preschool Services

SUBJECT

PRESCHOOL SERVICES POLICY COUNCIL MEMBER TO ATTEND THE 2026 NATIONAL HEAD START ASSOCIATION WINTER LEADERSHIP INSTITUTE CONFERENCE

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
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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) 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) Mileage: Traveler 2 (Roundtrip to/from airport 23 miles x 70 cents)	2	EA	\$62
Subtotal			\$6,892
Contingencies			\$1,033

Contact Name: Julie Diaz

909-383-2024 Phone:

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.

Audiences





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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. Sign up to save. (https://nhsa.org/membership/)

An Unforgettable Experience

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?



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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