



# Interoffice Memo

**DATE:** December 7, 2021

**PHONE:** (909) 383-2005

**FROM:** Jacquelyn Greene,  
Director of Preschool Services

**TO:** MARTHA GARCIA,  
Preschool Services Contracts, Staff Analyst

SUBJECT	<b>PRESCHOOL SERVICES POLICY COUNCIL MEMBER TO ATTEND THE NATIONAL HEAD START ASSOCIATION 2021 Virtual Parent &amp; Family Engagement Conference</b>
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**Attendee Names** Marie Wells & Brianna Hogan  
**Cost Center:** 5911022220  
**Dates(s) of Travel:** December 13, 2021 – December 16, 2021  
**Purpose of Travel:** Attend National Head Start Association 2021 Parent & Family Engagement Conference

**Expenses:**

Registration Fee	\$349.00 X 2 attendees	\$349.00	\$698.00
Child Care	\$40 per day x 4 days X 2 attendees	\$160.00	\$320.00
	Cost Per Person		<b>Grand Total</b> <b>\$1,018.00</b>
	\$509.00		

**Contact Name:** Martha Garcia

**Phone:** 909-383-2036

**Justification:** Attending the 2021 NHSA Virtual Parent & Family Engagement Conference will provide the Policy Council (PC) members with information and resources needed to prepare children for kindergarten and to build lifelong learning skills. The PC member will share the information learned with fellow parents at assigned school sites, as well as with other Policy Council members.

## 2021 National Parent Engagement Conference

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NHSA's annual Parent and Family Engagement Conference is the only national event that focuses on how Head Start parents, families, and staff can best partner to promote both family engagement and children's development. We will explore a wide range of new resources and thinking on the forefront topics of early childhood development and how Head Start programs can address the needs of children, families, and staff.

This will be our first in-person event since 2020. The same level of reliable and friendly service you expect, with the added confidence of industry-leading hygiene practices created to keep you safe. **To attend the conference in-person, you must provide proof of vaccination and will be required to wear a mask.**

For those who aren't able to join us in person, we will provide a **virtual option**, featuring several on-demand sessions on a variety of topics each day. Click on Agenda tab above to see the on-demand sessions which are clearly marked VIRTUAL. In-person registrants will also have access to the on-demand sessions.

We are excited to offer several special events and experiences that are available for individual purchase to enhance your experience. Click the tab "Exclusive Onsite Opportunities" above, to find out more!

**Registration Rates**

<del>NHSA Member Super Early Bird (through September 5)</del>	<del>\$509.00</del>
<del>NHSA Member Early Bird (through October 14)</del>	<del>\$629.00</del>
NHSA Member Regular (October 15 - December 12)	\$749.00
NHSA Member Onsite (after December 12)	\$869.00
Non-Member	\$919.00
<b>Virtual On-Demand Experience Member</b>	<b>\$349.00</b>
<b>Virtual On-Demand Experience Non-Member</b>	<b>\$549.00</b>