MEMO

TO: Potential Childcare Workshop Leader

FROM: UMAP Board

DATE: November 1, 2016

RE: Childcare Ministries Conference

We are currently planning our annual Childcare Ministries Conference for **Saturday March 4, 2017** at Lebanon First United Methodist Church in Lebanon, TN. Our conference title this year will be, Planting a Rainbow – We are all God’s Children. The focus will be on inclusion and our Bible verse will be: Honor all people, Love everyone …1Peter 2:17. Our keynote speaker will be Clarissa Willis, PhD an author, consultant and professional development specialist.

You have been identified as an excellent leader in the childcare field. We are inviting you to participate as one of our workshop leaders. We ask that you please submit the enclosed proposal for each workshop topic that you would be interested in leading. (See list of suggested topics from previous participants.) Please also complete the resume form so that we can award CEU’s to those participants with CDA or an Early Childhood Degree. We will notify you via email of your acceptance as a leader with specific time(s) of your workshop.

In appreciation for your services, we will offer you an honorarium/travel/printing expense of $65 for each workshop, and $35 for each additional hour you teach that specific workshop. Please notice that this **includes the cost of printing materials** for your presentation. To help keep your costs down we recommend that if you would like participants to have information from websites, that you provide them with addresses to those websites rather than hard copies of that information. If you would like to do a popular Make-and-Take workshop, know that receipts for supplies should not exceed $60.00 per class. Receipts for those supplies should be turned in after the conference with your other information. Content and materials for Make and Take workshops must be cleared through UMAP prior to purchase. You will be asked to complete an additional form with specific details of your Make and Take prior to purchase.

Please complete a proposal form for each workshop (enclosed) and return your submittals by December 20, 2016, to Victoria Williamson, at [Drwilliamson1244@me.com](mailto:Drwilliamson1244@me.com) You may fax the information to me at (931) 839-6226, attention Dr. Williamson. You can also find this form as a hard copy at [***www.umaptn.com***](http://www.umaptn.com)***.***

We appreciate your love for children as well as your interest, experience, and training. We look forward to working with you in this ministry to early childhood professionals of weekday ministries.

Attachments: Resume form

Workshop Proposal

Faith Based Topics:

Chapel Time

Safe Sanctuary

Faith and Spiritual Development

Shared Space

Making the God Connection

Teaching Your Faith

Setting up Faith Based Classroom

Infant / Toddler Topics

Nature and Science

Curriculum and Activities

Theory and Research

Potty Training

Biting

New Teachers

Parent Relations

Room Arrangement

Classroom / Center Management

Behavior Management

Transitions & Routines

Intro to DAP

Teacher Resources (websites)

Special Needs

Autism

ADHD

Sensory Integration

Speech & Hearing

OT & PT

Director

Grant Writing

Program & Staff Evaluations

Child Abuse Awareness

School Age

Appropriate Materials and Equipment

Child Development: The Elementary Years

Child / Teacher Interactions in the School Age Program

Make –and- Takes

Cooking, Science, Art, Sand and Water, Social Studies, Dramatic Play