



Family Child Care Partnerships

FCCP Main Office
109 M. White Smith Hall
Auburn, AL 36849

Toll Free: 1-877-892-FCCP
Fax: 334-844-3734
www.humsci.auburn.edu/fccp

Focus on Family Child Care Conference Workshop Proposals 2014 ACCREDITED PROVIDERS ONLY

Thank you for your interest in being a presenter at our annual Focus on Family Child Care conference in Auburn, AL, June 13 & 14, 2014. Please complete the application completely and return **ELECTRONICALLY to the FCCP office no later than March 28, 2014**. The conference planning committee will review proposals and notify presenters by April 5, 2014, of their decision. The conference planning committee may decide to ask some submitters to refine their proposals in order to create the best possible content for the conference. Thank you for contributing your time and knowledge to create and submit this proposal.

1. *Please indicate which one of the following categories best describes the main topic of your session. **(Choose only ONE)**:
 - ☐ **Association Development/Leadership/Policy and Advocacy** – Topics specifically designed to impact professional associations and how they operate within the state of Alabama and/or to help participants understand how to advocate for issues or how to impact policy and policymakers at the local, state, or national levels.
 - ☐ **Professionalism/Business Practices** -- As a small business owner, the provider is ethical and caring in relations with the children and families served in the program, as well as with colleagues and other partners in the early care and education field. The provider is reflective and intentional about her work, seeks ongoing education, and adheres to the generally accepted code of conduct. The provider maintains sound business practices and abides by all legal requirements.
 - ☐ **Relationships** – The providers in the home maintain genuine and positive relationships with children, families and community, and one another, which set the stage for healthy social and emotional development.
 - ☐ **Children's Learning Curriculum/The Home Environment/Equipment/Materials/Schedules & Routines** – The curriculum offers a variety of engaging, culturally sensitive, and developmentally appropriate activities. These activities are implemented daily, to support

stimulate, and challenge each child's growth, learning, and development. The family child care environment is designed to meet the individual needs of all who use the space. Developmentally appropriate equipment and materials are designed to engage each child's interests and to encourage exploration in a variety of ways. They support learning in all areas of early development. Equipment, materials, and activities are also used daily to support both the planned and spontaneous curriculum, which is chosen by the provider to promote individualized learning for every child. A consistent yet flexible routine is thoughtfully planned to support each child's specific interests and needs. It includes time for individual and group activities, indoor and outdoor play, and quality and active times that allow children sufficient opportunities to rest and reflect.

- ☐ **Health/Safety** – The child care home environment is safe for the ages and abilities of the children currently enrolled. The provider consistently implements safety policies and a risk management plan which includes supervision and injury prevention. The physical well-being of young children is assured through careful attention to routine care and sanitization minimizing the spread of germs from bacteria, diseases, and pets. The nutritional needs of children are met in a safe and sanitary manner and according to USDA food and nutrition guidelines.
- ☐ **Child Assessment**—The provider assesses the learning and development of each child on a regular basis using formal and informal, culturally sensitive measures (or tools). Assessments are used to provide information to the provider and parents about each child's growth and development. Regular observations can also flag developmental concerns. Assessment information is used in planning and creating goals for individual children and for the program.
- ☐ **Other** – *please explain in detail aspects of your presentation that reflect why it does not fit with the other categories listed above.*

2. * Please select the specific level of knowledge you will expect the audience to have regarding the content. **Choose only ONE:**

- ☐ **Introductory:** For participants with little or no knowledge of the topics, practices, resources covered in this proposal.
- ☐ **Intermediate:** For participants with general knowledge of the topics, practices, resources covered in this proposal.
- ☐ **Advanced:** For participants with strong knowledge of the topics, practices, resources covered in this proposal.

3.*Session Title (100 character maximum – no more than 10 words)

Titles should briefly identify the content and audience and should be able to stand alone and give a clear idea of what will happen in the session.

Title:

4. * Please enter your session abstract, which will appear in the registration material if your proposal is selected. (About 50 words please.)

Abstracts should clearly and concisely identify what will be presented, how it is relevant to family child care providers, and the delivery format. Please write your abstract in the present tense.

Abstract:

5. *Learning Objectives

What will learners know and be able to do as a result of your session? In order to create a custom pre/post test evaluation as our contractor requires, you must submit 8 to 10 learning objectives (as sample is attached). Each session is 90 minutes in length.

- 1.
- 2.
- 3.
- 4.
- 5.
- 6.
- 7.
- 8.
- 9.
- 10.

6. *Session Outline

What is the content of your workshop and how will it be presented? What are the topics? Take care to ensure that the content matches the learning objectives above but is not just a repeating of those objectives. The outline should explain how you will convey the knowledge to participants so that they attain the objectives. You may attach additional pages if needed.

7. *Technology Needs

There is a limited amount of technology enhancement equipment available at the conference center. If there is a piece of equipment essential to your session delivery, please indicate that here. If you are able to bring all the equipment you need, please indicate such here:

8. *What room set-up for your audience will be most effective for your session? *Note: Not all requests can be honored. Please indicate your preference with the understanding it is possible that your session will be in a room set up theater-style (chairs only).*

- ☐ Theater (chairs only)
- ☐ Round tables
- ☐ Auditorium (stage and riser-based, stationary seating)
- ☐ Model classroom (like a child care space with theater style seating for audience)

9. *Please complete the "Provider Presenter" biographical information sheet.

10. Have you presented at a conference before? ☐ Yes ☐ No

If yes, when and where?

11 . *Non-commercial Policy

Family Child Care Partnerships education programs at the annual conference are learning experiences and are noncommercial. Under no circumstances should a workshop presentation be used for direct promotion of a speaker's product, service, or other self-interest.

I acknowledge FCCP's noncommercial policy and verify that this proposal is in accordance with that policy. _____ (initial here)

12. *Before You Submit

- Does your resume/provider info sheet support your proposal and demonstrate your expertise in the topic?
- Does the title communicate what your session is about?
- Does your abstract support the outline you've proposed and demonstrate relevance to family child care?
- Is the timeline you submitted realistic for a 90 minute session that includes a pre- and post-test?

13. *Deadline

Be sure to save a copy of your proposal. **Session proposals must be sent via EMAIL to milleeb@auburn.edu and be RECEIVED by 5:00 PM, Friday, March 28, 2014.** You will receive a confirmation email when your proposal is received.

If you would like to have a table in our vendor/exhibitor hall, please make a note of that here along with a description of the type of materials you would be selling or exhibiting. A separate communication/application will be sent to you in April regardless of the decision about your workshop proposal if your materials fit with the purpose and policies of our conference.

**Continue to next page for
Provider Information Sheet**

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Focus on Family Child Care Conference Provider Presenter Biographical Information Sheet

The information on this form will be used to determine your qualifications and subsequent eligibility to present at the FFCC conference. It will not be used in any other capacity, and none of the information shared here will have bearing on your participation in the conference or FCCP program now or in the future.

Name:

Address:

Contact phone and/or email (email is preferred and if listed will be the primary way FCCP will communicate with you):

Are you NAFCC accredited? ☐ Yes ☐ No

If yes, what date is on your accreditation certificate? _____

How long have you been a licensed provider? _____

Have you presented at a conference before? ☐ Yes ☐ No

If yes, when and where?

Do you have an Auburn University Vendor ID#? ☐ Yes ☐ No

If yes, what is the number?

How would presenting at this conference impact your professional development?

What other information about yourself and your proposal do you think would be helpful for the conference planning committee to have during the decision making process? *(Attach additional pages if needed.)*
