

Should you make copies for your colleagues before filling this form out?



# 21<sup>st</sup> Annual Umbrella Conference



*Child care is not expensive, it's priceless*

## Registration Form

Saturday, March 4, 2006 Birchmount Park Collegiate,

### Registration Information

Registrations are processed on a first-come, first-serve basis. Register early to get the workshops of your choice and avoid disappointment.

**Priority is given to fully-paid registrations.** If a receipt is required, enclose a stamped, self-addressed envelope. Please use one form for each person.

### Are you budget minded? Like to save money?

#### Save \$10.00 by pre-registering

Pre-registration saves you money. If you register at the door, pay \$10.00 extra. Please pre-register by Friday, February 17, 2006.

Name \_\_\_\_\_

I am a member of Umbrella     I am not a member of Umbrella

Member Centre Name \_\_\_\_\_

Address \_\_\_\_\_

Address \_\_\_\_\_

Postal Code \_\_\_\_\_ Phone Number \_\_\_\_\_

### Conference Fee Schedule (Pre-registration prices)

**Yes! I want to attend! (lunch included)**

	Students	Members	Non-members
<input type="checkbox"/> Morning only	\$40.00	\$70.00	\$95.00
<input type="checkbox"/> Afternoon only	\$40.00	\$70.00	\$95.00
<input type="checkbox"/> All Day*	\$55.00	\$100.00	\$140.00

Make cheques payable to: **Total Enclosed \$** \_\_\_\_\_  
Umbrella Central Day Care Services

\* All day attendance cannot be shared between two people.

### Workshop Selection

Please enter the workshop you want to attend by number, along with your second and third choice, should the workshop be filled. Workshop preferences cannot be guaranteed, but everything possible will be done to honour your choices. Workshops are filled on a first-come, first-serve basis.

Morning (10:15-12:15) 1st \_\_\_\_\_ 2nd \_\_\_\_\_ 3rd \_\_\_\_\_

Afternoon (2:00-4:00) 1st \_\_\_\_\_ 2nd \_\_\_\_\_ 3rd \_\_\_\_\_

Please make a note of this information for your own records.

### Mail your Registration Form today!

Please make cheques payable to Umbrella Central Day Care Services. Mail this registration form with your fees to:

Umbrella Central Day Care Services  
1220 Kingston Road  
Scarborough, Ontario,  
M1N 1P3



### Yes! Become a member of Umbrella

**I would like to join Umbrella, and receive a rebate on my conference fee.**

(Please enclose full non-member conference registration fee. You will be credited against your Umbrella membership fees, pending approval.)

### Group Discounts

**Register five staff, directors or parents from the same centre for the conference and a sixth comes free!!** Free registration given on a lesser fee, if applicable. If applying for a group discount, please send all forms and all fees in the same envelope together.

### Cancellations

Conference registrations ARE transferable. If it becomes necessary to cancel your registration, please submit a written request to the Umbrella office by February 17, 2006 and include the name of the replacement person. Cancellation date is February 17, 2006. No refunds will be issued after the February 17, 2006 deadline.

### For Office use only

Date in \_\_\_\_\_ Fee \_\_\_\_\_ from web

### Thank You for your registration!

**Mark your calendar for March 4, 2006. We look forward to seeing you at the 21<sup>st</sup> Annual Umbrella Conference!**

### Please Note

No confirmation of your registration will be sent. When you arrive at the Conference, check in at the registration desk where you will receive your registration package.

# Making the most of your day on March 4, 2006

Here are some tips to help you get the full benefit of the Umbrella conference.

## GET READY

- At least a week before the conference, jot down the information and training you hope to receive. Prepare a list of objectives and think about how you will incorporate new information into your job.
- Examine the conference program. Check the workshop selection and the many other activities that will be going on during the day.
- Schedule your time. Be sure to select a first and second workshop choice for both morning and afternoon sessions. If you will be attending with a co-worker, divide up the sessions and exchange handouts and information afterward.
- Plan ahead. Make sure to pick up a folder at the registration desk and bring pens, paper, etc.
- Make sure to leave in plenty of time so you're not rushed when you arrive. Take the time to enjoy the complimentary light breakfast and refreshments offered.

## AT THE CONFERENCE

- Review your plan for the day and make alterations based on changes in the program.
- Make sure you have plenty of time to get seated and comfortable so you can get the most out of the opening ceremonies.
- Take notes. You might want to use index cards to write down suggestions for activities so you'll be able to refer to them easily later.
- Approach your workshop leader if you have questions.
- Use your lunch and break to broaden your professional network. Exchange names and phone numbers with people so you can stay in touch.

## AFTER THE CONFERENCE

- If you promised to mail information to anyone you met at the conference, do this right away. When you receive information or advice from someone at the conference, send a brief note of thanks.
- If your centre sent you to the conference, write a summary of points that could be valuable to your co-workers. Give the summary to your director/supervisor with copies of any useful printed material you picked up. This information may be helpful at staff meetings.
- Keep in touch with the people you met at the conference. Share articles and program ideas by mail or e-mail.

Attending conferences such as this one can broaden your job skills.  
You just have to put some extra time into it!



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**Fill in the Registration Form today! March 4 will be here soon!**  
**Register early for the 21<sup>st</sup> Annual Umbrella Conference**