



2010

ANNUAL PROFESSIONAL
DEVELOPMENT & NETWORKING FORUM

challenges
changes
choices

PAYMENT FORM FOR GROUPS AND INDIVIDUALS

Name of Service

Your Name Contact no:

Booking type (PLEASE TICK ONE) Individual
 Group (If you are making a group booking, please list names of all delegates)

Please list names of all delegates

PAYMENT METHODS (PLEASE SELECT ONE OF THE THREE FOLLOWING PAYMENT OPTIONS)

Please note that NSW Family Day Care Association will issue an official tax invoice upon receipt of payment.

Direct Deposit to: **Bank:** Westpac **Account:** NSW Family Day Association
BSB: 032-272 **Account number:** 162368 **Reference:** Use your Surname or Service name*
***IMPORTANT:** If this information is not included in the reference field, we will be unable to trace your payment.

I have made a deposit of \$ on (date) Reference

Credit card

Please debit my Mastercard Visa for the amount of \$

Credit card no ---- Expiry -

Signature

Cheque

I enclose my cheque for \$ payable to the NSW Family Day care Association Inc.

TERMS AND CONDITIONS:

Any alterations to your registration must be made in writing. Cancellations and refunds are generally unavailable, however may be made available under exceptional circumstances and at the sole discretion of the CEO, NSW Family Day Care Association Inc. Any such application should be made in writing sent to the below address.

YOUR CHECKLIST:

- If you are paying by direct debit or credit card. Please **FAX** this form to (02) 9572 8759 **with your Individual Registration Form(s) and Workshop Selection Form.**
- If you are paying by cheque. Please **post** this form to:
NSW Family Day Care Association, PO Box N107, Petersham North, NSW 2049, with your individual registration form(s) and workshop selection form.
- To assist in the processing of your Forum registration,** we kindly request that your name, along with your service are included on all paperwork for all delegates. We also ask that if making a group booking, that the paperwork for all delegates are returned at the same time.

CLOSING DATE FOR REGISTRATION IS 3 SEPTEMBER 2010



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INDIVIDUAL DELEGATE REGISTRATION FORM

IMPORTANT (PLEASE COMPLETE **ONE FORM** FOR **EACH DELEGATE** THAT WILL BE ATTENDING. PLEASE PHOTOCOPY THIS FORM)

Name of Service

Delegate Name

Name to appear on badge Contact no:

Email address

Position: Co-ordinator Play Leader Manager Child Development Officer
 Carer Administration Staff Other (please specify).....

Special dietary/other needs

EMERGENCY CONTACT DETAILS

Name Relationship Contact no:

REGISTRATION DETAILS AND FEES (PLEASE SELECT YOUR OPTIONS BELOW. NB: ALL PRICES INCLUDE GST)

Event	Association Member	Non Association Member	Your Selection/ Cost
Early Registration, Sunday 19 September	N/A	N/A	Yes or No:
Early Welcome Forum/Guest speaker Sunday 19 September	\$35	\$45	
2 Full Workshops Days Monday 20 & Tuesday 21 September (includes Sunday 19 Early Welcome Forum/Guest speaker)	\$460	\$510	
1 Day Full Workshops Monday 20 OR Tuesday 21 September	\$230	\$280	
Annual Networking Forum Dinner on Monday 20 September	\$80	\$130	
		TOTAL \$	

WORKSHOP SELECTIONS: Indicate your first two preferences **ONLY** by numbering '1' or '2' on all workshops on the day/s you are attending. Workshops are allocated on a first in, first served basis. You will be notified of your workshop by email.

Monday 20 September 11.00am-12.20pm Session Choices:	Please mark with '1' or '2'	Tuesday 21 September 11.15am-12.45pm Session Choices:	Please mark with '1' or '2'
M1 Recent Enhancements to CCMS		T1 National In Home Care Association AGM	
M2 Guiding Children's Challenging Behaviour		T2 Communication Skills	
M3 Road Safety for FDC- challenges and opportunities		T3 Authorised Supervisor: Chain of Authority	
M4 The business side of being a FDC carer		T4 Media Management in a Crisis	
M5 Early Years Learning Framework Panel		T5 Harmony and CCMS Challenges	
		T6 National Quality Framework	
1.20pm-2.40pm Session Choices:		1.00pm-2.20pm Session Choices:	
M6 CDO Panel		T7 Future opportunities and business models in FDC	
M7 Keep them Safe Updates		T8 Managing Stress	
M8 Roles of Management Committees		T9 Record Retention and Record Keeping	
M9 Modernising FDC Coordination Units		T10 Effective Team Management	
M10 National Quality Framework		T11 Early Years Learning Framework Panel	
3.10pm-4.30pm Session Choices:		T12 Environmental Sustainability in FDC	
M11 Indigenous Australian Resources		3.00pm-3.30pm Closing Session	
M12 OH&S Risk Management			
M13 Newsletters & Flyers			
M14 Provide training through instruction			
M15 Annual General Meeting *			
M16 PEAK Trainer Meeting			

*Annual General Meeting: Please note that it is compulsory for one delegate from each service to attend the AGM.

AGREEMENT: I agree that any photographs taken of me during the Forum may be used by NSW Family Day Care Association in publications such as *Connections* and *Carer Connections*, website and/or the Annual Report:

Date Signature

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