

GDCNC OSHA TRAINING WORKSHOPS

GDCNC will host four OSHA Training Workshops for all GDCNC member co-ops.

The cost is \$15.00 per school and will take place as follows:

* * SELECT ONE * *

SESSION I:

Tuesday, September 28, 2004, 6:30 - 7:15 p.m.

GDCNC Board meetings to follow.

Dearborn Woods Presbyterian Church, 3250 Pelham, Dearborn, MI 48124

(Between Rotunda & Outer Dr.)

Emergency Phone# (313)-595-3252

SESSION II:

Wednesday, October 6, 2004, 6:00 p.m.

New Morning School, 14501 Haggerty Rd., Plymouth

(N. of Schoolcraft Rd. & Haggerty)

School Phone# (734)-420-3331

SESSION III:

Tuesday, October 12, 2004, 6:30 - 7:15 p.m. (see flyer attached)

GDCNC Mini-Officer's Workshop to follow

Dearborn Woods Presbyterian Church, 3250 Pelham, Dearborn, MI 48124

(Between Rotunda & Outer Dr.)

Emergency Phone# (313)-595-3252

All paid employees must have this training or retraining yearly as required by law. GDCNC suggests that board members also attend, if possible. This workshop will take approximately 1 hour and each participant will receive a certificate of training. Call Bernadette Hamilton with any questions at (313)-562-4596.

PLEASE NOTE: SESSION IV, OSHA Training will be offered on November 6, 2004 at the GDCNC Fall Parenting Conference in Livonia. To register for this date you must contact your Council Delegate or GDCNC Adult Education Coordinator Karen Egan, (248) 471-6946, keganmi@yahoo.com. The fee to attend the November OSHA workshop will be on an individual basis, not per school, as part of the conference fee.

OSHA WORKSHOP REGISTRATION FORM DATE OF WORKSHOP _____
Co-op Name _____ Contact _____ Phone _____
Name of Attendees _____

Please mail registration form at least 5 days before workshop to Wendy Boye, 43659 Lancelot, Canton 48188, (734) 394-0228 Boyeoboy@aol.com Make checks out to GDCNC. \$15.00 per school.

Greater Detroit Cooperative Nursery Council

ATTENTION: PRESIDENTS, TREASURERS AND OTHER BOARD MEMBERS!

The GDCNC will be hosting an Officers' Workshop for preschool presidents, treasurers and other interested persons.

TUESDAY, OCTOBER 12, 2004
DEARBORN WOODS PRESBYTERIAN CHURCH
3250 Pelham
Dearborn, MI 48124-3916
Emergency Phone 313-595-3252

6:30 P.M. Session 1: OSHA TRAINING AND RETRAINING

All paid employees must have this training or retraining yearly as required by law. GDCNC suggests that board members attend, if possible. This workshop will take approximately 45 minutes and each participant will receive a certificate of training. See attached Osha Flyer Registration Form for Reservations and for information on other training sessions

7:15 P.M. Session 2: GOOD BUSINESS PRACTICES

This workshop is designed for all board members.
The focus is on good business practices and practical board policies.

8:15 P.M. Session 3: PRESIDENT'S or TREASURER'S WORKSHOP

A. PRESIDENTS WORKSHOP

GDCNC Nursery Consultant Bernadette Hamilton will be leading a President's Workshop. She will primarily cover the topic of the President's duties, calendars, conflicts and communication. All Board Members are invited.

OR

B. TREASURER'S WORKSHOP

Preschool Financial Consultant Cathy Abbott will be answering questions and guiding you through the rough spots. Treasurers, bring your forms and ledgers!

Join us for a step-by-step guide to filling out forms, bonding insurance, taxes, etc.

FOR DIRECTIONS and to assure adequate seating and handouts, PLEASE CONFIRM that you plan to attend by calling Bernadette Hamilton at (313) - 562-4596 or Cathy Abbott at (248)-399-2372.