



**Parent-Child Mother Goose Program®**  
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## How to Host a Building on your Experience Workshop A Level-Two Workshop in the Parent-Child Mother Goose Program®

**A Parent-Child Mother Goose Program® Building on your Experience Workshop takes one day, is taught by a trained Workshop Facilitator, and reviews the philosophy, structure, materials, and methods of the program.**

**Please note: The Building on your Experience workshop is for those who completed Level-One training and are now looking to participate in Level-Two training.** For information on our Teacher Training Workshop, Storytelling in the Parent-Child Mother Goose Program Workshop, Information Sessions or specialized workshops, please contact the P-CMGP Workshop Manager at the P-CMGP Office in Toronto.

### **Some specific areas the one-day Building on your Experience workshop will cover:**

- Review the structure and philosophy of teaching in the P-CMGP.
- Refresh your understanding of the methods of the P-CMGP.
- Revitalize you as you work to offer a quality P-CMG Program.
- Teach you fresh new material to use in your P-CMGP.

### **Things to be aware of as you prepare for the Building on your Experience workshop:**

- A minimum of six weeks is needed to prepare for a workshop. We will accommodate shorter time periods if possible, but must consider these on an individual basis.
- Workshops are booked through the P-CMGP National Office in Toronto.
- ***Bookings will be considered complete when we receive your signed Letter of Agreement.***
- The maximum number of participants is 20.
- Facilitators arrange travel and accommodation with the sponsoring agency.
- All negotiations or questions concerning fees must go through the P-CMGP Office in Toronto.

### ***Please note:***

***1. This workshop is for adults; childcare must be provided for participants when necessary.***

### **WHAT WE DO:**

- Match you with one of our qualified Parent-Child Mother Goose Program® Workshop Facilitators. If you request a specific facilitator, we will accommodate your preference when at all possible.
- Put you and the facilitator in touch with each other.
- Answer any questions you may have.
- Email you a Workshop flyer and Registration Form template
- Post the workshop on the Mother Goose website
- Approximately two weeks before the workshop send you (prepaid) materials for up to the maximum of 20 participants.

## WHAT YOU DO:

### 1. Communicating with the Facilitator

- Contact the facilitator to arrange:
  - **Travel** – Discuss booking flights, train tickets, or car-rental, meet the facilitator at the airport, drive her to the workshop, etc.
  - **Accommodation** – Where applicable.
  - **Meals** – Where applicable.
  - **List of Participants** – When registering participants, it is helpful for the facilitator to know which P-CMG Program they work in.
  - **The Day of the Workshop** – Ensure logistics of opening the room, preparing the snack, and any other assistance the facilitator may require during the workshop.

### 2. Workshop Materials

- **You will receive:**
  - Workshop folders and handouts for each participant and other forms for the facilitator, to be held until she arrives.
  - A copy of the **Parent-Child Mother Goose Program Workshop® Program Policy Handbook** for each participant.
  - In addition to the materials we send you, the facilitator will bring a sample of resources (books, CDs, DVDs and posters). Participants wishing to place an order will fill out an order form and give it to the facilitator. Orders will be received at and mailed from the Toronto P-CMGP Office.

### 3. Room Set-Up

- Book a comfortable room with moveable chairs. (Participants will need to sit in a circle as a group and have enough room to be able to gather in smaller groups.)
- Make sure the room has two tables: one for the snacks you provide and one for the resources for sale and the handouts.
- Arrange for:
  - Mid-session snacks.
  - Any special needs (e.g. mats, use of photocopier for any materials brought by the participants to the workshop, etc).

### 4. Hosting

- If possible, greet the group and provide an introduction for the facilitator.
- Ensure that someone will be available throughout the workshop should anything arise.

## WORKSHOP COSTS

- \$1310 (no tax) workshop fee– 50% due upon booking. Balance due 1 week prior to workshop.
- Facilitator's travel (air or train ticket, or driving at 50 cents/km) and accommodation, including meals, where applicable.
- Snacks, room and/or equipment rental, if applicable.

***We will invoice you for the workshop itself. You will pay all other fees directly to suppliers and reimburse the Workshop Facilitator, if applicable.***

## Cancellation Policy

Workshops postponed because of weather will be invoiced at the regular rate when the rescheduled workshop occurs. Confirmed workshops may be cancelled without penalty up to four weeks before the scheduled date. Cancellations made less than four weeks before the scheduled date will be charged \$300 for administration and facilitator compensation.