



THE VERMONT CHILD CARE INDUSTRY AND CAREERS COUNCIL

In partnership with the Community College of Vermont
Fall 2017 Course Announcement and Application to Enroll

COMMUNICATION IN THE EARLY CHILDHOOD EDUCATION AND AFTERSCHOOL WORKPLACE (COM 1015)

CCV in Winooski: **Winooski location - registered apprentices only**

Wednesdays 6-9pm Sept. 6 – Dec. 13, 2017 Instructor: TBA

CCV in Bennington: Tuesdays 6-9pm Sept. 5 – Dec. 12, 2017 Instructor: Stephannie Peters

Students develop effective communication and relationship building skills for use in the early childhood and afterschool education workplace through practical activities and exercises. The course focuses on communication skills with parents, colleagues, supervisors, and children. Emphasis will be placed on active listening, observation, self-reflective responses, and the use of clear language in interpersonal and small group situations. 3 credits

DEVELOPMENT OF THE YOUNG CHILD: AGES 3-8 (PSY 2025)

CCV in Springfield: **Very limited space**

Thursdays 6-9pm Sept. 7 – Dec. 14, 2017 Instructor: TBA

This course explores processes of human development from 36 months to eight years of age. Emphasis is on the physical, emotional, social, and intellectual growth of the child. Topics include developmental theories and research, assessment tools, design of inclusive integrated curriculum, and the concept of transition. **Weekly observations of this age group are required.** 3 credits

CURRICULUM DEVELOPMENT FOR EARLY CHILDHOOD EDUCATION (EDU 2045)

Prerequisite: successful completion of a college level Child Development course

Contact Sue Ryan, VCCICC Director of Programs at (802) 985-2700 with questions about course requirements.

CCV in Winooski: **Very limited space**

Wednesdays 6-9pm Sept. 6 – Dec. 13, 2017 Instructor: TBA

In this course, learners develop an understanding of the philosophical principles, societal expectations, and practical demands of building curriculum for early childhood education. Emphasis is on developing a child-centered, integrated, developmentally appropriate curriculum for the early years from infancy to age 8. A variety of curricular approaches will be included. 3 credits

LEADERSHIP, MENTORING AND SUPERVISION FOR EARLY CHILDHOOD & AFTERSCHOOL PRACTITIONERS (EDU 2041)

CCV in St. Albans: Hybrid course (online with 5 in-person classes)

Class will meet in person on the following Mondays, 6-9pm: 9/11, 10/2, 11/6, 12/4, 12/11 Instructor: Sue Ryan

CCV in St. Johnsbury: Hybrid course (online with 5 in-person classes)

Class will meet in person on the following Thursdays, 6-8:45pm: 9/7, 10/5, 11/2, 12/7, 12/14 Instructor: Sue Ryan

This course focuses on the development of leadership and mentoring by practitioners in early education and afterschool settings. It provides a basic understanding of leadership and group dynamics theory including goal setting, decision-making, problem solving, delegation, motivation, and performance evaluation. Students will develop a personal philosophy of leadership and become familiar with strategies for mentoring early childhood and afterschool professionals. 3 credits

<p>APPLICATION DEADLINES Apprentices: July 28, 2017 Community Members: August 11, 2017</p>

These courses are funded primarily through the State of Vermont Agency of Human Services, Department for Children and Families, Child Development Division. Classes in St. Johnsbury and St. Albans are funded by Vermont's Early Learning Challenge / Race to the Top Grant. Classes in Springfield and Bennington are supported in part by The Vermont Department of Labor's Workforce Education and Training Fund. We are grateful for the funding to support professional development for Vermont's child care workforce.

WHO IS ELIGIBLE TO APPLY?

These college courses are primarily for those enrolled in the Registered Child Care Apprenticeship Program (with VCCICC and the Department of Labor). After apprentices are enrolled, VCCICC opens the courses to community members who are working in regulated child care, as space allows. All applicants must currently be working with children in VT (or be a VT resident working with children in a neighboring state).

- Staff and management working in licensed child care programs
- Family child care providers
- School-age care providers / Afterschool staff
- Others currently working with young children

HOW TO APPLY

STEP 1: Become a CCV student

If you have never taken classes at CCV (or another VT state college), or if it has been more than 3 semesters since your last course, go to www.ccv.edu/apply/ to complete and electronically submit your CCV Admission Form. You should receive an email from CCV confirming that you are now a student. Please continue to follow the steps below to register for this course through VCCICC.

STEP 2: Contact a CCV Advisor

Wait 24 hours for your admission form to be uploaded to the CCV system, then contact an advisor at CCV. If you are already a CCV degree student, contact your advisor to discuss your plan to take this course. Your CCV advisor will NOT be able to register you directly for this class and you cannot register for this class online. Since VCCICC contracts these courses, you need to follow the steps outlined in this packet to register. Note: If you have a previous unpaid balance at CCV, you will need to resolve this with CCV before you will be allowed to register for class.

If you do not already have an advisor at CCV, please ask to speak to the following advisor in your region:

CCV Bennington	Jeannie Jenkins	802-447-2361
CCV Springfield	Deb Grant	802-885-8360
CCV St. Albans	Kerri Brooks	802-524-6541
CCV St. Johnsbury	Jennifer Gundy	802-748-6673
CCV Winooski	Angie Albeck	802-654-0505

Questions to ask the CCV Advisor:

1. Confirm that your student information is in the CCV system.
2. Ask if you need to take the **Accuplacer** assessment, and if so, schedule an appointment to do this at CCV as soon as possible. It can be done at any CCV location convenient to you, even if it's not where you'll be attending class.
3. Ask if you are prepared, as far as CCV is concerned, to register for the class through VCCICC.

Write the name of the CCV advisor you speak with on the bottom of page 5 of this application packet.

STEP 3: Complete pages 5, 6, 7, 8 (and 9 for new or renewing membership) of this application packet. Double check your application for accuracy using the checklist on page 4. Incomplete applications (missing info, payment, etc.) will not be processed until all requirements are met. We cannot reserve a seat in class until applications are complete, including payment.

STEP 4: Submit your complete application with appropriate fees to VCCICC. See textbox below for options.

STEP 5: After the application deadline, VCCICC will notify you by email if you get a spot in class or if you are on the waitlist. If you get a spot in class, go to www.ccv.edu and click the **portal** tab. If this is your first semester at CCV, click on **New users: Activate your account here**. Get familiar with your student portal. We highly recommend signing up for a free Moodle Basics Workshop at CCV – even if your class is not online, you will still need to access CCV's online learning system; ask your CCV advisor about options.

STEP 6: Community members only, if you get a spot in class, you will need to acquire the textbooks for your course (see list on page 10).

NOTE: All participants in any Vermont Child Care Industry and Careers Council course are also students of CCV and subject to CCV policies.

APPRENTICE students only:

- Submit pages 5, 6, 7 and 8 of this packet to VCCICC as soon as possible, no later than **July 28**
- If you need to renew your annual VCCICC membership, fill out page 9 and submit \$30
- You do not need to enclose any fees for the course application
- You will receive your textbooks on or before the first night of class

NON-APPRENTICE students only (anyone working in the field, but not currently enrolled in the Registered Child Care Apprenticeship Program):

- Apply early for your best chance of getting a spot in the class you want. The deadline is **August 11**.
- Submit pages 5, 6, 7, and 8 and pay the application fee (see options below). Applications without full payment will not be processed until payment is received. We cannot reserve your spot without payment.
- If you'd like to become a VCCICC member, fill out page 9. Your membership will be included in the application fee
- If a space is unavailable or if you withdraw at least **48 hours before** classes start, we will return your check or money order; or if you use PayPal, we will send you a refund check, minus the convenience fee
- Note: VCCICC does not cash checks until 48 hours before class starts

Application submission and payment options:

Option 1: Mail your application along with a check or money order, payable to *VCCICC*, to the address on page 4 by the deadline. (\$75 for current members; \$105 for non-members)

Option 2: Scan and email (vccicc@comcast.net) OR fax (802-497-3030) your application and use PayPal (on our Donation page) to pay your application fee. <http://www.vtchildcareindustry.org/donate.html>

Please be advised: **PayPal** charges a **convenience fee**. If you use this method of payment, for current members the cost is **\$77**; if you are not a current member, the cost is **\$108**. Save your confirmation/receipt emails from PayPal for reference. If you use PayPal and do not get a spot in class or if you withdraw at least 48 hours before class starts, you will receive a refund check from VCCICC, minus the convenience fee.

Option 3: If you're in the area, you're welcome to call VCCICC to arrange a time to drop off your application with cash, check or money order to our office in Shelburne.

APPLICATION CHECKLIST

Before you send in your application packet, make sure it includes the following:

- Page 5. VCCICC Application to Enroll, including name of CCV advisor**
- Page 6. Course Agreement signature and Permission to Share Information**
- Page 7. CCV Contracted Course Registration Form**
- Page 8. CCV Authorization for Release of Information**
- Page 9. VCCICC Membership Form**
If you plan to take more than one VCCICC sponsored course within a year, becoming a member will save you money. Plus, you will enjoy the other benefits of membership, including access to free or reduced-cost trainings throughout the year.
- Application fee.** See textbox on page 3 for payment options.
By check or money order: \$105.00 for non-members, or \$75.00 for VCCICC members*
By credit card through PayPal: \$108.00 for non-members, or \$77 for VCCICC members* (includes convenience fee)

*If you are unsure if you are a current VCCICC member, please contact us.

This fee is waived for those registered in a training program through the VT Department of Labor / VT Child Care Industry and Careers Council.

- If you get a space in class, you will receive a confirmation email from VCCICC. If you are a community member (not a registered apprentice with the Dept. of Labor) you must purchase the textbooks for your course. Please wait to purchase your books until after you receive confirmation that you have a spot. Textbook information is listed on page 10.

APPLICATION DEADLINES

Apprentices: July 28, 2017
Community Members: August 11, 2017

Mail application packets and check or money order, payable to VCCICC, to:

VCCICC
145 Pine Haven Shores Rd., Suite 1137
Shelburne, VT 05482

Contact us: 802-985-2700 or vccicc@comcast.net

Creating access to higher education for Vermont's child care professionals
www.vtchildcareindustry.org



Vermont Child Care Industry and Careers Council, Inc.
APPLICATION TO ENROLL

Name: _____ (please print clearly)

Name of program where you work: _____ Work phone: _____

1) Please check all that apply. This program is a(n):

- Registered Family Child Care Provider
Accredited Program
Licensed Child Care Program
Head Start Program
Agency of Education Setting
Other:
Participant in the VT Step Ahead Recognition System (STARS)

2) I am taking this class:

- As a Child Care Apprentice
To earn my Program Director Credential
To achieve or renew my CDA credential
To earn my Associate's Degree
As a TEACH scholarship recipient
Other: _____

3) Length of time employed in the field (caring for children and youth): Years_____ Months_____

4) Number of hours per week you work with children:_____

5) Number of children directly in your care:_____

6) Check the course you are requesting (indicate a 2nd choice, if applicable):

- Communication in the ECE & AS Workplace, Winooski (apprentices only)
Communication in the ECE & AS Workplace, Bennington
Curriculum Development for Early Childhood Education, Winooski
Development of the Young Child: Ages 3-8, Springfield
Leadership, Mentoring and Supervision for EC and AS Practitioners, St. Albans
Leadership, Mentoring and Supervision for EC and AS Practitioners, St. Johnsbury

7) All new students must include the following information (see page 2 for more info):

I have spoken to _____ and I have been approved as a CCV student.
Name of CCV Adviser



COURSE AGREEMENT

If enrolled into this course I will make every effort to attend all classes and complete assignments. If I need to drop or withdraw from the course, I understand it is my responsibility to notify VCCICC and follow CCV's official policy to drop a course.

I understand that state, federal and private funds are being used to fund this course. I agree to share pertinent information for VCCICC's data collection needs, including how this course may impact my income and work as a child care provider. This information will be used for grant writing and reporting.

Signature: _____ **Date:** _____

Social Security Number: _____ - _____ - _____

PERMISSION TO SHARE INFORMATION

VCCICC is part of the larger professional development system in Vermont, and we coordinate our efforts with others who are also working to benefit the child care workforce. With that in mind, we are asking permission to share your participation and/or successful completion in the college courses that are offered to benefit the Child Care Apprenticeship Program with organizations that are providing similar support. These currently include T.E.A.C.H. Early Childhood® VERMONT (a project of Vermont Association for the Education of Young Children) and the Child Development Division (College Tuition Grants).

By signing below I give my permission for VCCICC to share my participation and/or successful completion in the college courses that are offered to benefit the Child Care Apprenticeship Program with organizations who are providing similar support.

Signature: _____

Printed Name: _____



Contracted Course Registration Form

Name _____
First Middle Last

Mailing Address _____ City _____

State _____ Zip _____

Telephone: *Home* _____

Work _____

Cell _____

E-mail address _____

Student ID Number or Social Security Number _____

If you are a new CCV student or have not attended CCV for more than one year, please fill out our admission form at: www.ccv.edu. New students should also contact a CCV advisor for additional admission requirements.

Emergency Contact: _____

Course:

- Communication in the ECE & Afterschool Workplace (COM 1015)
- Curriculum Development for Early Childhood Education (EDU 2045)
- Development of the Young Child: Ages 3-8 (PSY 2025)
- Leadership, Mentoring and Supervision for ECE and Afterschool Practitioners (EDU 2041)

This is a CCV course contracted through VT Child Care Industry and Careers Council, Inc. Students must meet CCV admission requirements to be eligible to take the course.

I wish to be enrolled in the course/s listed above. If I wish to withdraw from a course at any time, I must contact CCV and follow the official drop/add policy listed in the CCV Student Handbook. Failure to notify CCV may result in an "F" for the course. I understand that I may access the Student Handbook at: <http://www.ccv.edu/files/pdfs/StudentHandbook.pdf>.

Student signature _____ Date _____



AUTHORIZATION FOR RELEASE OF INFORMATION TO A SCHOOL OR AGENCY

In accordance with the Family Rights and Privacy Act of 1974, as amended, this form constitutes written consent from the student to disclose personally identifiable information from his/her education record to the party listed below for the purposes specified. The receiving party is cautioned that this information may not be released to any other parties without additional written consent of the student.

STUDENT INFORMATION

* Student's Full Legal Name - Please Print * Student ID # or last 4 digits of Social Security #

I hereby grant permission to the Community College of Vermont to release information about my attendance, grades, performance, and business office account to the school or agency listed below. The purpose of this release of information is to keep the school or agency informed about my educational progress during the time that I am a student at the school or a participant in a program of the agency.

Vermont Child Care Industry and Careers Council
Full Name of School or Agency

145 Pine Haven Shores Road, Suite 1137
Complete Address of School or Agency

Shelburne VT 05482
City State Zip

This authorization will remain in effect while I am a student or participant at the school or agency listed above or until I inform CCV in writing that I am terminating the authorization.

* Student's Signature * Date

To authorize release of information to more than one school or agency, you must submit a separate form for each school or agency.

For Office Use Only: Rec'd by: Date: Proc by: Date:

RO 8/07



Vermont Child Care Industry and Careers Council
 145 Pine Haven Shores Road, Suite 1137
 Shelburne, VT 05482
 (802) 985-2700
 vccicc@comcast.net
 www.vtchildcareindustry.org

MEMBERSHIP FORM

The Vermont Child Care Industry and Careers Council works to enhance the knowledge, skills and status of child care providers by offering the Apprenticeship Program and other professional development activities, while coordinating and linking with other leaders and organizations, in order to build quality and sustain growth of the child care industry.

VCCICC's mission is to support Vermont's children, families, communities, schools and businesses through the recruitment, development, mentoring and retention of qualified child care professionals.

Your VCCICC membership dues stay local and support professional development for child care employees in Vermont. Your membership is valid for one year, starting from the date you join. You will receive a renewal notice in the mail prior to your membership's expiration.

Please consider giving above and beyond your membership! Your gift may be tax deductible.

Please consider giving above and beyond your membership! Your gift may be tax deductible.

-----✂-----✂-----Please detach and return the portion below with your \$30.00 member----- ✂-----✂-----

For VCCICC use only: Check # _____ Exp: _____	
Name: _____	
Mailing Address: _____	
Town: _____	County: _____
State: _____	Zip: _____
Home Phone: _____	Cell Phone: _____
Email Address: _____	
Employer: _____	Today's Date: _____
<input type="checkbox"/> \$30 Membership Fee Included <input type="checkbox"/> Additional Donation Included \$ _____	
Check the box that best describes your role with VCCICC:	
<input type="checkbox"/> Apprentice	<input type="checkbox"/> Apprenticeship Mentor
<input type="checkbox"/> Registered Home Provider	<input type="checkbox"/> Licensed Center Staff
<input type="checkbox"/> Apprenticeship Sponsor	

Keep this page for your reference.

TEXTBOOK INFORMATION: (apprentices will receive textbooks on or before the 1st night of class)

After you receive an email confirmation of your enrollment from VCCICC, **non-apprentice students must purchase or rent the textbooks required for your class.** New and used copies may be available through online vendors.

Communication in the Early Childhood Education and Afterschool Workplace (COM 1015)

- How to Talk So Kids Will Listen, Faber, Mazlish © 1980 Harper Collins ISBN 978-4516-6388-4

Curriculum Development for Early Childhood Education (EDU 2045)

- The Power of Observation, 2nd Edition, Jablon, Dombro, Dichtelmiller © 1999, 2007 ISBN 978-1-933021-52-2
- Developmentally Appropriate Practice, 3rd Edition, NAEYC © 2009 ISBN 978-1-928896-64-7

Development of the Young Child: Ages 3-8 (PSY 2025)

- The Power of Observation, 2nd Edition, Jablon, Dombro, Dichtelmiller © 1999, 2007 ISBN 978-1-933021-52-2
- Theories of Childhood, An Introduction to... 2nd edition, Mooney © 2000 ISBN 978-1-60554-138-9
- Infants and Children, Prenatal through Middle Childhood, 8th Edition, Berk © 2005 ISBN 978-0133936728
- Developmentally Appropriate Practice, Revised Edition, NAEYC Third Edition, 2009 ISBN 978-1-928896-64-7

Leadership, Mentoring and Supervision for Early Childhood and Afterschool Practitioners (EDU 2041)

- Leaders and Supervisors in Child Care Programs, Sciarra, D. and Dorsey, A. 2001. ISBN #978-0766825772.
- Learning to Lead: Effective Leadership Skills for Teachers of Young Children, 2nd Edition Sullivan, D. 2010. ISBN 978-1-60554-018-4