



## THE VERMONT CHILD CARE INDUSTRY AND CAREERS COUNCIL

In partnership with the Community College of Vermont  
Spring 2018 Course Announcement and Application to Enroll

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### INFANT & TODDLER DEVELOPMENT (PSY 2020)

**CCV in Winooski:** Wednesdays, 6-9 pm

Dates: January 24 – May 2

Instructor: Lisa Guerrero

**Very limited space**

This course explores processes of human development from conception through 36 months of age. Emphasis is on the physical, emotional, social, and intellectual growth of infants and toddlers. Topics include developmental theories and research, assessment tools, inclusion, and design of curriculum for infants and toddlers. **Weekly observations of this age group are required.**

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### INFANT & TODDLER DEVELOPMENT (PSY 2020)

**CCV in Bennington:** Tuesdays 6-9pm

Dates: January 23 – May 1

Instructor: Sarah Becker

This course explores processes of human development from conception through 36 months of age. Emphasis is on the physical, emotional, social, and intellectual growth of infants and toddlers. Topic include developmental theories and research, assessment tools, inclusion, and design of curriculum for infants and toddlers. **Weekly observations of this age group are required.**

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### CURRICULUM DEVELOPMENT FOR EARLY CHILDHOOD EDUCATION (EDU 2045)

**CCV in Springfield:** HYBRID (online course with 5 in-person classes)

Class will meet in person on the following Thursdays, 6-9pm: January 25; February 15; March 15; April 12; May 3 Instructor: Cathy Siggins

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.

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.

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### EARLY CHILDHOOD EDUCATION & AFTERSCHOOL PROGRAM MANAGEMENT (EDU 2042)

**CCV in Winooski:** Wednesdays, 6-9pm

Dates: January 24 – May 2

Instructor: Heather Mattison

**Very limited space**

The course is designed to provide an overview of the role and responsibilities of the early childhood and/or afterschool program administrator. Topics will include philosophy and design, personnel and resource management, and legal and financial considerations. Students will develop skills and identify resources to better prepare themselves for meeting the challenges faced by early childhood administrators.

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<p><b>APPLICATION DEADLINES</b> <b>Apprentices: December 22</b> <b>Community Members: January 5</b></p>
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*These courses are funded primarily through the State of Vermont Agency of Human Services, Department for Children and Families, Child Development Division. 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/](http://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 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](http://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 **December 22**.
- 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 **January 5**.
- 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](mailto: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: December 22, 2017**  
**Community Members: January 5, 2018**

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](mailto:vccicc@comcast.net)**

*Creating access to higher education for Vermont's child care professionals*  
[www.vtchildcareindustry.org](http://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):

- Infant & Toddler Development, Winooski
Infant & Toddler Development, Bennington
Curriculum Development for Early Childhood Education, Springfield
Prerequisite required. I have completed the following college-level Child Development course.

Course title: \_\_\_\_\_ College: \_\_\_\_\_

- Early Childhood Education & Afterschool Program Management, Winooski

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:** \_\_\_\_\_ - \_\_\_\_\_ - \_\_\_\_\_

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## 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](http://www.ccv.edu). New students should also contact a CCV advisor for additional admission requirements.

Emergency Contact: \_\_\_\_\_

### Course:

- Infant & Toddler Development (Winooski)
- Infant & Toddler Development (Bennington)
- Curriculum Development for Early Childhood Education (Springfield)
- Early Childhood Education & Afterschool Program Management (Winooski)

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

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:** \_\_\_\_\_

**\$30 Membership Fee Included**       **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"/> Apprenticeship Sponsor
<input type="checkbox"/> Registered Home Provider	<input type="checkbox"/> Licensed Center Staff	

**Keep this page for your reference.**

**TEXTBOOK INFORMATION:** (apprentices will receive textbooks on or before the 1<sup>st</sup> 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.

**Curriculum Development for Early Childhood Education (EDU 2045)**

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

**Infant & Toddler Development (PSY 2020)**

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

**Program Management for Early Childhood and Afterschool (EDU 2042)**

- Developing and Administering a Child Care and Education Program, 9<sup>th</sup> Edition Adams, Dorsey, Lynch, Sciarra © 2016  
ISBN 978-1305088085