



## THE VERMONT CHILD CARE INDUSTRY AND CAREERS COUNCIL

Presents five TUITION-FREE college courses for Spring 2015

In partnership with the Community College of Vermont

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### INFANT & TODDLER DEVELOPMENT (PSY-2020)

Offered at CCV in:

**Winooski** (In person on Wednesdays 6-9pm) January 28, 2015 to May 06, 2015 Instructor: Jen Severance

**Montpelier** (HYBRID 5 in person classes on Wednesdays 6-9pm: **Jan 28, Feb 4, March 4, April 1, April 29** / the rest online) January 28, 2015 to May 06, 2015 Instructor: Deb Curtis

**Springfield** (HYBRID 4 in person classes on Thursdays 6-9pm **Feb 5, March 5, April 9, May 7** / the rest online) January 29, 2015 to May 07, 2015 Instructor: Lori Harris

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.

- Hybrid course students, if you have little or no experience with online learning, please take an **Online Learning Workshop at CCV** before class starts (see "Questions for the CCV Advisor" on page 3)

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

Offered at CCV in **Bennington** (In person on Tuesdays 6-9pm) **February 03, 2015 to May 05, 2015**

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.

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

Offered at CCV in **Winooski** (In person on Wednesdays 6-9pm) **January 28, 2015 to May 06, 2015**

Instructor: Heather Mattison

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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**Students will receive 3 undergraduate college credits from Community College of Vermont for each course successfully completed. The tuition is provided through grants awarded to the Vermont Child Care Industry and Careers Council, Inc. to support the professional development of Vermont's child care workforce.**

**DEADLINE FOR APPLICATIONS: January 9, 2015**

## WHO IS ELIGIBLE TO APPLY?

As space allows, VCCICC courses are open to:

- Child Care Apprentices and On the Job Trainees registered with the VT Dept. of Labor
- Staff and management working in licensed child care programs
- Family child care providers
- School-age care providers
- Others currently working with young children in Vermont

**NOTE:** Registered child care apprentices are enrolled in these courses first. As space allows, community members are enrolled on a first-come-first-served basis in the order we receive complete applications. Apply early for your best chance of getting a spot in class.

## 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, please go to [www.ccv.edu/apply/](http://www.ccv.edu/apply/) to complete and electronically submit your CCV Admission Form.

### 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 currently a CCV student, please confirm with your advisor that you are eligible to register for the class. If you do not already have an advisor at CCV, **please ask to speak to the following advisor in your region:**

CCV Winooski	Angie Albeck	802-654-0505
CCV Montpelier	Elizabeth King	802-828-4060
CCV Springfield	Deb Grant	802-885-8360
CCV Bennington	Jeannie Jenkins	802-447-2361

### 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 take this assessment at CCV as soon as possible.
3. Ask if you are all set (as far as CCV is concerned) to register for the class through VCCICC.
4. If you are taking a hybrid class, ask to sign up for an Online Learning Workshop at CCV before classes start. These workshops are free for students.

Write the **name of the CCV advisor** you speak with on page 6 of this application packet.

**STEP 3:** Go to [www.ccv.edu](http://www.ccv.edu) to access your student portal. **Create your FERPA code** (see [page 7](#) of this application packet).

**STEP 4:** Complete pages 6, 7, 8 and 9 of this application packet. Double check your application for accuracy and completion using the checklist on page 10. Students with incomplete applications (missing info, payment, etc.) will be placed on a waiting list until all requirements are met.

**STEP 5:** Mail your complete application with appropriate fees (check or money order) to the Vermont Child Care Industry and Careers Council (VCCICC) by the deadline, Friday January 9. We cannot accept credit cards.

**NON-APPRENTICE applicants only:**

- **Please enclose \$100.00 application fee** (or **\$75.00 for VCCICC members**), made payable to VCCICC, with your completed enrollment packet. Applications without payment included will not be processed until payment is received (JOIN NOW AND SAVE! See page 5 for membership form).
- **Communication in the EC & AS Workplace applicants, please add a \$5.00 materials fee.**
- If you are placed on a waitlist or cancel your seat 48 hours before classes start, all fees will be returned to you.
- After you receive notice of your enrollment in class, you must **purchase or rent the textbooks** for your class. Textbook info will be sent to you via e-mail if you secure a spot in the class.

**APPRENTICE students only:**

- Please complete pages 6, 7, 8 and 9 of this packet as soon as possible and submit to VCCICC
- You do not need to enclose any fees.
- You will receive your textbooks on or before the first night of class.

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

Are you interested in the Child Care Apprenticeship Program or On-the-Job Training Program? See page 4 for more info!

Visit our website at [www.vtchildcareindustry.org](http://www.vtchildcareindustry.org)  
Call the office at 985-2700 or email [vcicc@comcast.net](mailto:vcicc@comcast.net) for more information.



## **Professional development opportunities supported by the Vermont Child Care Industry and Careers Council**

### **Registered Apprenticeship**

The VT Child Care Apprenticeship Program (VCCAP) is a training program that matches mentors (head teachers, assistant directors, program coordinators, directors, etc.) with less experienced staff (assistant teachers, individual aids, paraprofessionals, etc.) for formal training in the field of child care. VCCAP follows the tradition of registered apprenticeship, which combines supervised on-the-job training with 297 hours of formal training hours over a 2-year time period. These training hours include 6 tuition-free college courses (18 credits!) in the field of early care and education along with 4,000 hours of formal on-the-job training and educational scholarships for mentors and apprentices.

### **On-the Job Training**

1,000 hours of supervised work time in a regulated program. This may be a licensed center or home, an afterschool program or a Department of Education setting. Community based training or college courses are required (55 hours of training). On-the Job trainees are welcome in the classes offered for registered apprentices with application fees waived.

### **Certificates of Proficiency**

High School Technical Center students

An opportunity to work with a mentor, hone skills on the job in daily activities such as Engaging a Child in Conversation, Hand Washing, etc., write a report, be interviewed and observed by an Independent Assessor in each skill mastered. Certificates are signed by the Governor, a representative from the Department for Children and Families, the Department of Labor and the VT Child Care Industry and Careers Council. Each Certificate has Work Process hours that can translate into the Registered Child Care Apprenticeship Program. Level I tasks=50 hours, Level II tasks=75 hours, Level III=100 hours towards the 4,000 hours of on the job training required.

### **Tuition free college courses**

A cycle of 6 college courses are offered, one per semester, each worth 3 credits for successful completion. After enrollment of registered apprentices, these are open to the child care community and others working with children. An application fee of \$100.00 (\$75.00 for VCCICC members) is charged and students are expected to pay for their textbooks, which can range from \$60.00 to \$227.50, depending on the course. Currently, these are offered through Community College of VT. Note: CCV currently charges \$719 for a 3 credit course and application fee.

**PLEASE KEEP PAGES 1-4 FOR YOUR REFERENCE**

Visit our website at [www.vtchildcareindustry.org](http://www.vtchildcareindustry.org)  
Call the office at 985-2700 or email [vccicc@comcast.net](mailto:vccicc@comcast.net) for more information



# VT Child Care Industry and Careers Council (VCCICC)

145 Pine Haven Shores Road, Suite 1137  
 Shelburne, VT 05482  
 (802) 985-2700  
 vccicc@comcast.net

## MEMBERSHIP FORM

**Join Now and Save!!!**

*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; advocating for salaries commensurate with expertise; and collaborating, 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 by promoting the highest quality child care for young and school age children through the recruitment, development, mentoring and retention of qualified child care professionals.*

**VCCICC membership is by individual only at a rate of \$25.00 per year,  
 Your membership year begins the date you join!**

Name: \_\_\_\_\_

Address: \_\_\_\_\_  
 (Street or PO Box)

\_\_\_\_\_  
 (Town) (State) (Zip Code)

\_\_\_\_\_  
 (Email address) (Phone Number)

\_\_\_\_\_  
 (Employer) (Date)

Check box to best describe your role with VCCICC:

Apprentice     Mentor     Sponsor     On the job trainee

Student     Community member     CDA project     Licensed center staff

Registered home provider

For VCCICC use only  
 Check # \_\_\_\_\_

**Vermont Child Care Industry and Careers Council, Inc. (VCCICC)  
APPLICATION TO ENROLL**

Name: \_\_\_\_\_ (Please Print Clearly)

Name of program where you work: \_\_\_\_\_

Work phone: \_\_\_\_\_

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

- Registered family child care provider
- Licensed Child Care Program
- Dept. of Education setting
- Head Start
- Accredited program
- In the process of accreditation
- Participating in the VT Step Ahead Recognition System (STARS)
- I am taking this course to achieve or renew my CDA credential.

2) Length of time employed in the field (caring for children and youth): Years \_\_\_\_\_ Months \_\_\_\_\_

3) Number of children directly in my care: \_\_\_\_\_

4) **Circle** the course/location you are requesting:

<u>Infant &amp; Toddler Development</u>  WINOOSKI*	<u>Infant &amp; Toddler Development</u>  MONTPELIER	<u>Infant &amp; Toddler Development</u>  SPRINGFIELD	<u>ECE &amp; AS Program Management</u>  WINOOSKI	<u>Communication in the ECE and AS Workplace</u>  BENNINGTON
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*\* We expect the Infant & Toddler class in Winooski to fill up quickly; if you would be willing to take the hybrid Infant Toddler course in Montpelier, please indicate this as your 2<sup>nd</sup> choice.*

5) All **new students** must include the following information:

I have spoken to \_\_\_\_\_ and I have been approved as a CCV student.  
**Name of CCV Advisor**

**Please continue on page 7.**

## COURSE AGREEMENT AND FERPA AUTHORIZATION

If accepted into this course I will make every effort to attend all classes and complete assignments. If I find I am unable to attend class, I understand it is my responsibility to notify VCCICC and CCV of my plans to drop the course.

I understand that state, federal and private funds are being used to fund this course. I agree to share pertinent information for the Council'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.

### Family Educational Rights and Privacy Act (FERPA)

IN ORDER TO BE ACCEPTED IN A VCCICC SPONSORED COURSE, ALL STUDENTS MUST AUTHORIZE VCCICC TO ACCESS INFORMATION REGARDING THEIR ENROLLMENT STATUS, PROGRESS IN THE CLASS, AND RELEASE OF FINAL GRADE.

1. Go to [www.ccv.edu](http://www.ccv.edu) and click on Portal at the top of your screen.
2. Log in to your student portal account using your username and password. (There are links for "New User" if you have not yet activated your account.)
3. Once in your portal account, click on Student Academic Profile (in the box on the bottom left-hand side of the screen)
4. Click on FERPA Authorization Form and read the agreement
5. **Create an access code** (can be any words/numbers you choose)
6. List Sue Ryan, relationship "other" as a recipient. Sue is the Director of Programs for VCCICC. Be sure to click on "Grant Access".
6. Click "submit".

**If you cannot complete this action, please contact your CCV site for assistance. You may need to go to a CCV site for assistance in completing this step!**

**\*VCCICC cannot register you for class without this authorization in place.\***

Signature: \_\_\_\_\_ Date: \_\_\_\_\_

Social Security Number: \_\_\_\_\_ - \_\_\_\_\_ - \_\_\_\_\_

FERPA Code: \_\_\_\_\_

(Please do not send your application packet to VCCICC without your FERPA Code)

*Please continue on page 8.*

## **Permission to Share Information**

VCCICC is part of the larger professional development system in Vermont, and we need to 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 \_\_\_\_\_

***Please continue on page 9.***





## BEFORE YOU SEND IN YOUR APPLICATION PACKET....

Does your VCCICC Enrollment Packet include the following?

- VCCICC Application to Enroll** (page 6) including name of CCV advisor
- Course Agreement and FERPA code** (page 7)
- Permission to share** info with other VT professional development organizations (page 8)
- CCV Contracted Course Registration Form** (page 9)
- Application fee: \$100.00 for non-members, or \$75.00 for VCCICC Members** Check or Money Order only, payable to *VCCICC* (we cannot accept credit or debit cards)  
\*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 are unsure if you are a current VCCICC member, please call 802-985-2700

### **If applicable, materials fee:**

- Communication in the ECE & AS Workplace students ONLY**, please include an additional **\$5.00**  
\*These fees are waived for those registered in a training program through the VT Department of Labor/VT Child Care Industry and Careers Council
- \*Optional\* VCCICC Membership Form** (page 5). If you plan to take more than one VCCICC sponsored course this year, the \$25 annual membership will save you money! Plus, you will enjoy the other benefits of membership, including access to free or reduced-cost trainings throughout the year.

**If you would like to become a VCCICC member now, you can submit one check for \$100.00 and indicate on the memo line “application fee plus membership” (and include materials fee, if applicable).**

Please send complete application packet by **January 9, 2015** to:

**VT Child Care Industry and Career Council, Inc. (VCCICC)  
145 Pine Haven Shores Rd., Suite 1137  
Shelburne, VT 05482**

If you have questions about courses and/or required enrollment paperwork,  
Please contact VCCICC staff at (802) 985-2700 or [vcicc@comcast.net](mailto:vcicc@comcast.net)



Because Every New Teacher Deserves a Mentor

