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

**CCV in Rutland:** Mondays 6-9pm, in-person  
June 20 – August 15, 2016  
Instructor: Alyson Gryzb

**CCV in Winooski:** Wednesdays 6-9pm, in-person  
May 25 – August 10, 2016  
Instructor: Lisa Guerrero

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.**

INFANT AND TODDLER DEVELOPMENT (PSY 2020)

**CCV in St. Albans:** Mondays 6-9pm, in-person  
May 23 – August 15, 2016  
Instructor: Erica Green

**CCV in St. Johnsbury:** Thursday 6-9pm, in-person  
May 26 – August 11, 2016  
Instructor: April Zajko

This course explores processes of human development from prenatal to 36 months. 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.**

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

**CCV in Montpelier:** Hybrid  
May 26 – August 11, 2016  
Instructor: Heather Mattison

Online with in-person classes which will meet at CCV on 5/26, 6/9, 6/23, 7/14 and 8/4 (Thursdays, 6-9pm)

**CCV in Springfield:** Hybrid  
May 26 – August 11, 2016  
Instructor: Cathy Siggins

Online with in-person classes which will meet at CCV on 6/2, 6/23, 7/14, 7/28 and 8/11 (Thursdays, 6-9pm)

**CCV in Winooski:** Wednesdays 6-9pm, in-person  
May 25 – August 10, 2016  
Instructor: Tiffany Bergeron

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.

EARLY CHILDHOOD EDUCATION AND AFTERSCHOOL PROGRAM MANAGEMENT (EDU 2042)

**CCV in Bennington:** Tuesdays, 6-9, in-person  
May 24 – August 9, 2016  
Instructor: Alyson Gryzb

This 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.

Students will receive 3 undergraduate college credits from Community College of Vermont for each course successfully completed. The courses are funded primarily through grants from the State of Vermont Child Development Division, 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:** May 6, 2016
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 the field, 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 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. Please note: 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 through VCCICC.

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

<table>
<thead>
<tr>
<th>CCV Location</th>
<th>Advisor Name</th>
<th>Phone</th>
</tr>
</thead>
<tbody>
<tr>
<td>Bennington</td>
<td>Jeannie Jenkins</td>
<td>802-447-2361</td>
</tr>
<tr>
<td>Montpelier</td>
<td>Kelly Young</td>
<td>802-828-0131</td>
</tr>
<tr>
<td>Rutland</td>
<td>Tammy Davis</td>
<td>802-786-5190</td>
</tr>
<tr>
<td>Springfield</td>
<td>Deb Grant</td>
<td>802-885-8360</td>
</tr>
<tr>
<td>St. Albans</td>
<td>Kerri Brooks</td>
<td>802-524-6541</td>
</tr>
<tr>
<td>St. Johnsbury</td>
<td>Jennifer Gundy</td>
<td>802-748-6673</td>
</tr>
<tr>
<td>Winooski</td>
<td>Angie Albeck</td>
<td>802-654-0505</td>
</tr>
</tbody>
</table>

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.
4. All classes this summer will include online learning. If you have never used Moodle at CCV for coursework, please sign up for an Online Learning Workshop at CCV before classes start. These workshops are free for students. See link below for the schedule of workshops:
   https://andromeda.ccv.vsc.edu/Learn/Grid/Sections.cfm?COURSEID=DEV-0120&grid=Summer

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

STEP 3: 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. Once in your CCV student portal, create a FERPA access code. (see page 6 of this application for instructions).

   * * * Write your FERPA code on page 6 of this application packet * * *
STEP 4: Complete pages 5, 6, 7 and 8 of this application packet. Double check your application for accuracy and use the checklist on page 4. 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 to the Vermont Child Care Industry and Careers Council (VCCICC) by the deadline, Friday, May 6th. We cannot accept credit or debit cards, payment online or over the phone.

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:
- Please complete pages 5, 6, 7 and 8 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.

NON-APPRENTICE students only (anyone working in the field, but not currently enrolled in the Registered Child Care Apprenticeship Program):
- Please complete pages 5, 6, 7, and 8 and enclose a $100.00 application fee (or $75.00 for VCCICC members). Applications without payment will not be processed until payment is received. Please print out this packet and mail pages 5-8, along with check or money order made payable to VCCICC, to the address on page 4.
- Leadership, Mentoring and Supervision students, please add a $22.00 materials fee to your application fee.
- If a space is unavailable or if you cancel your seat 48 hours before classes start, all fees will be returned to you.
- After you receive notice of your enrollment in class (via email from VCCICC), you must purchase or rent the textbooks for your class. New and used copies may be available through online vendors. Please do not purchase textbooks until you receive confirmation from VCCICC that you are enrolled in the class.

TEXTBOOK INFORMATION:

Development of the Young Child: Ages 3-8 (PSY 2025)
- Theories of Childhood, An Introduction to... Mooney © 2000 ISBN 1-884834-85-X

Infant and Toddler Development (PSY 2020)
- Theories of Childhood, An Introduction to... Mooney © 2000 ISBN 1-884834-85-X

Leadership, Mentoring and Supervision for Early Childhood and Afterschool (EDU 2041)
- VCCICC will be providing additional materials: Please remit an additional $22.00 to VCCICC with your application fee

Program Management for Early Childhood and Afterschool (EDU 2042)
APPLICATION CHECKLIST

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

☐ VCCICC Application to Enroll, including name of CCV advisor (page 5)

☐ Course Agreement and FERPA code (page 6)

☐ CCV Contracted Course Registration Form (page 7)

☐ Permission to Share Information (page 8)
   This is optional, but appreciated.

☐ VCCICC Membership Form (page 8)
   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: $100.00 for non-members, or $75.00 for VCCICC Members
   Check or Money Order only, payable to VCCICC.
   *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 contact us.

☐ Materials Fee ($22) for Leadership, Mentoring and Supervision students ONLY
   (Total fee: $122 for non-members or $97 for members)
   *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 would like to become a VCCICC member now or renew your membership, you can submit one check for $100.00 and indicate on the memo line “application fee plus membership” (add $22 materials fee for Leadership, Mentoring and Supervision class if applicable).

Please send complete application packet by **May 6, 2016** to:

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

Print out this packet and mail pages 5 – 8 with applicable fees to VCCICC at address on page 4.

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 2nd choice if applicable):
   □ Development of the Young Child: Ages 3-8, Rutland
   □ Development of the Young Child: Ages 3-8, Winooski
   □ Infant and Toddler Development, St. Albans
   □ Infant and Toddler Development, St. Johnsbury
   □ Leadership, Mentoring and Supervision for Early Childhood and Afterschool, Montpelier, hybrid
   □ Leadership, Mentoring and Supervision for Early Childhood and Afterschool, Springfield, hybrid
   □ Leadership, Mentoring and Supervision for Early Childhood and Afterschool, Winooski, in-person
   □ Early Childhood Education and Afterschool Program Management, Bennington

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 AND FERPA AUTHORIZATION

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.

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: _______ - _______ - _______

FAMILY EDUCATIONAL RIGHTS AND PRIVACY ACT (FERPA)

In order to enroll in a VCCICC sponsored course, all students must authorize VCCICC to access information from CCV regarding their enrollment status, progress in the class and release of final grade. After you’ve been confirmed as a CCV student, follow these steps to create an access code:

- Log into the Portal, http://portal.ccv.edu
- If you are a new student, click on the “New User” link to activate your account
- Click on the VSC Web Services (located on the lower left of the screen)
- Click on Student Academic Profile
- Select FERPA Authorization under the Academic Profile Menu
- Complete the form – enter Sue Ryan, relationship other (Sue is the VCCICC Director of Programs)
- Check Grant Access box
- Create an access code (can be any word/letters/numbers)
- Click “Submit”
- You should get an email notification from CCV confirming your submission
- Write your access code on the line below

If you cannot complete this step, please contact your CCV site for assistance.

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

* * * FERPA Access Code: ___________________________ * * *
Contracted Course Registration Form

Name ____________________________________________________________________
  First    Middle    Last

Mailing Address ___________________________________________ City ______________________________

State _____________ Zip ______________

Telephone:   Home _______________________
              Cell _______________________
              Work _______________________

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:

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

☐ Infant Toddler Development (PSY 2020)

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

☐ Early Childhood Education and Afterschool Program Management (EDU 2042)

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 ____________
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: ________________________________________________________

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VCCICC 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; 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 $25.00 per year, per individual. Your membership year begins the date you join.

For VCCICC use only: Exp.____________________

Name: ________________________________________________________________

Mailing Address: _______________________________________________________

(Town) ____________________________ (State) ____________________________ (Zip Code) __________

(County) ____________________________ (Home phone number) ____________________________

(Email address) _______________________________________________________

(Cell phone number) ___________________________________________________

(Employer) ___________________________________________________________

(Today’s Date) _________________________________________________________

Check box that best describes 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 #__________________