THE VERMONT CHILD CARE INDUSTRY AND CAREERS COUNCIL
In partnership with the Community College of Vermont
Fall 2016 Course Announcement and Application to Enroll

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 Rutland: Mondays 6-9pm  September 12 – December 19, 2016  Instructor: Heather Mattison
CCV in Winooksi: Wednesdays 6-9pm  September 7 – December 14, 2016  Instructor: Heather Mattison

*space will be very limited in the Winooksi section

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.

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

CCV in St. Albans: Mondays 6-9pm  September 12 – December 19, 2016  Instructor: Erica Green
CCV in St. Johnsbury: Thursday 6-9pm  September 8 – December 15, 2016  Instructor: April Zajko

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.

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

CCV in Winooksi: Wednesdays 6-9pm  September 7 – December 14, 2016  Instructor: Sue Ryan

*space will be very limited

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.

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

CCV in Bennington: Tuesdays, 6-9pm  September 6 – December 13, 2016  Instructor: Betsy Rathbun-Gunn

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.

Students will receive 3 undergraduate college credits from Community College of Vermont for each course successfully completed. The courses are funded primarily through the State of Vermont Child Development Division and Vermont's Early Learning Challenge Grant to support the professional development of Vermont's child care workforce.

APPLICATION DEADLINES
Apprentices: July 29, 2016
Community Members: August 12, 2016
WHO IS ELIGIBLE TO APPLY?

- 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

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).

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. 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:

<table>
<thead>
<tr>
<th>CCV Location</th>
<th>Advisor</th>
<th>Phone Number</th>
</tr>
</thead>
<tbody>
<tr>
<td>CCV Bennington</td>
<td>Jeannie Jenkins</td>
<td>802-447-2361</td>
</tr>
<tr>
<td>CCV Rutland</td>
<td>Tammy Davis</td>
<td>802-786-5190</td>
</tr>
<tr>
<td>CCV St. Albans</td>
<td>Kerri Brooks</td>
<td>802-524-6541</td>
</tr>
<tr>
<td>CCV St. Johnsbury</td>
<td>Jennifer Gundy</td>
<td>802-748-6673</td>
</tr>
<tr>
<td>CCV Winooski</td>
<td>Angie Albeck</td>
<td>802-654-0505</td>
</tr>
</tbody>
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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: 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. As a new CCV student, get familiar with your student portal. We highly recommend that students sign up for an Online Learning Workshop; ask your advisor for more info and follow link to see schedule: https://andromeda.ccv.vsc.edu/Learn/Grid/Sections.cfm?COURSEID=DEV-0120

STEP 4: Complete pages 5, 6, 7, 8 (and 9, if applicable) 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 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. 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 by July 29.
- 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):
- Applications are processed on a first-come-first-served basis, as space is available. Apply early for your best chance of getting a space in the class you want.
- Complete pages 5, 6, 7, 8 (page 9 is optional) and enclose a $105.00 application fee (or $75.00 for current VCCICC members). Applications without payment will not be processed until payment is received. We cannot reserve your spot without payment. Mail pages 5-8 (and 9, if applicable) along with a check or money order, payable to VCCICC, to the address on page 4. We do not recommend sending cash in the mail. Call the office to arrange drop-off, if needed.
- If you’d like to become a VCCICC member, fill out page 9. Your membership will be included in the $105.00 application fee.
- Leadership, Mentoring and Supervision students, please add an $18.00 materials fee to your application fee.
- Communication in the ECE & AS Workplace students, please add a $5.00 materials fee to your application fee.
- If a space is unavailable or if you withdraw at least 48 hours before classes start, all fees will be returned to you.
- Note: VCCICC does not cash checks until 48 hours before class starts.

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

**Communication in the Early Childhood Education and Afterschool Workplace (COM 1015)**
- VCCICC will provide additional materials: Please remit an additional $5.00 to VCCICC with your application fee.

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

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

**Leadership, Mentoring and Supervision for Early Childhood and Afterschool Practitioners (EDU 2041)**
- VCCICC will provide additional materials: Please remit an additional $18.00 to VCCICC with your application fee.
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 Authorization for Release of Information

☐ Page 8. CCV Contracted Course Registration Form

☐ 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. If you would like to become a VCCICC member now or renew your membership, you can submit one check for $105.00 and indicate on the memo line "application fee plus membership".

☐ Application fee: $105.00 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 ($18) for Leadership, Mentoring and Supervision students ONLY
(Total fee: $123 for non-members or $93 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.

☐ Materials Fee ($5) for Communication in the ECE and AS Workplace students ONLY
(Total fee: $110 for non-members or $80 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 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 until after you receive confirmation that you have a spot to purchase your books.

APPLICATION DEADLINES
Apprentices: July 29, 2016 (fax, scan & email, mail, or drop off)
Community Members: August 12, 2016 (mail or drop off only – must include fee)

Mail application packets and payment 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
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):
   □ Communication in the ECE & AS Workplace, Winooski
   □ Curriculum Development for Early Childhood Education, Winooski
   □ Curriculum Development for Early Childhood Education, Rutland
   □ Development of the Young Child: Ages 3-8, St. Albans
   □ Development of the Young Child: Ages 3-8, St. Johnsbury
   □ Leadership, Mentoring and Supervision for Early Childhood and Afterschool Practitioners, 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

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: ________________________________
COMMUNITY COLLEGE OF VERMONT

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 05452

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: __________________________
Pro by: __________________________
Date: __________________________

RO 8/07
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 Early Childhood 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 __________
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 membership.

For VCCICC use only: Check # _________ Exp: _________

Name: ____________________________________________

Mailing Address: __________________________________

Town: ___________________ State: _______ Zip: _______ County: ____________

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:

☐ Apprentice ☐ Mentor ☐ Sponsor

☐ Registered Home Provider ☐ Licensed Center Staff ☐ On the Job Trainee