



THE VERMONT CHILD CARE INDUSTRY AND CAREERS COUNCIL

In partnership with the Community College of Vermont
Spring 2016 Course Announcement and Application to Enroll

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

CCV in St. Albans: Mondays 6-9pm

January 25-May 2, 2016

Instructor: Sue Ryan

CCV in St. Johnsbury: Thursdays 6-9pm

January 28-May 5, 2016

Instructor: Jackie Sprague

Students develop effective communication and relationship building skills for use in the early childhood education and afterschool 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.

CURRICULUM DEVELOPMENT FOR EARLY CHILDHOOD EDUCATION (EDU-2045)

CCV in Bennington: Tuesdays 6-9pm

January 26-May 3, 2016

Instructor: Dawn Campbell

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.

➤ **PREREQUISITE for this course is a college level child development course.** If you have questions about course requirements, please contact Sue Ryan, VCCICC Director of Programs at (802) 985-2700

INFANT TODDLER DEVELOPMENT (PSY 2020)

CCV in Rutland: Tuesdays 6-9pm

January 26-May 3, 2016

Instructor: Michael Sauro

CCV in Winooski: Wednesdays, 6-9pm

January 27-May 4, 2016

Instructor: Jen Severance

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.**

PROGRAM MANAGEMENT FOR EARLY CHILDHOOD AND AFTERSCHOOL (EDU 2042)

CCV in Montpelier: Hybrid

January 28-May 5, 2016

Instructor: Heather Mattison

Online with 5 in person classes which will meet face to face on 1/28, 2/18, 3/3, 3/31, 4/21 (Thurs, 6-9pm)

CCV in Springfield: Hybrid

January 28-May 5, 2016

Instructor: Deb Gass

Online with 4 in person classes which will meet face to face on 1/28, 2/11, 4/7, 5/5 (Thurs, 6-9pm)

CCV in Winooski: Wednesdays, 6-9pm

January 27-May 4, 2016

Instructor: Heather Mattison

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: January 8, 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:

CCV Bennington	Jeannie Jenkins	802-447-2361
CCV Montpelier	Kelly Young	802-828-0131
CCV Rutland	Tammy Davis	802-786-5190
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.
4. If you have never used Moodle at CCV for coursework, ask to sign up for an Online Learning Workshop at CCV before classes start. These workshops are free for students. Hybrid students will need this workshop. It is highly recommended for ALL students.

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)

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 January 8. We cannot accept credit or debit cards or 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.
- **Communication in the EC & AS Workplace students, please add a \$10.00 materials 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:

Communication in the ECE & AS Workplace (COM 1015)

- How to Talk So Kids Will Listen, Faber, Mazlish © 1980 Harper Collins ISBN 978-4516-6388-4
- VCCICC will be providing additional materials: **Please remit an additional \$10.00 with your application fee**

Curriculum Development for Early Childhood Education (EDU 2045)

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

Infant and Toddler Development (PSY 2020)

- The Power of Observation, Second Edition Jablon, Dombro, Dichtelmiller © 1999, 2007 ISBN 978-1-933021-52-2
- Theories of Childhood, An Introduction to... Mooney © 2000 ISBN 1-884834-85-X
- 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

Program Management for Early Childhood and Afterschool (EDU 2042)

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

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)
- ☐ **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 (\$10) for Communication in the ECE & AS Workplace students ONLY**
(Total fee: \$110 for non-members or \$85 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.
- ☐ **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.

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” (add \$10 materials fee for Communication class if applicable).

Please send complete application packet by **January 8, 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):

- | | |
|--|--|
| <input type="checkbox"/> Registered Family Child Care Provider | <input type="checkbox"/> Accredited Program |
| <input type="checkbox"/> Licensed Child Care Program | <input type="checkbox"/> In the process of accreditation |
| <input type="checkbox"/> Agency of Education Setting | <input type="checkbox"/> Head Start Program |
| <input type="checkbox"/> Participant in the VT Step Ahead Recognition System (STARS) | |

2) I am taking this class:

- | | |
|--|---|
| <input type="checkbox"/> As a Child Care Apprentice | <input type="checkbox"/> To earn my Program Director Credential |
| <input type="checkbox"/> To achieve or renew my CDA credential | <input type="checkbox"/> To earn my Associate's Degree |
| <input type="checkbox"/> As a TEACH scholarship recipient | <input type="checkbox"/> 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: _____

5) Check the course you are requesting (indicate 2nd choice if applicable):

- ☐ Communication in the Early Childhood Education and Afterschool Workplace, **St. Albans**
- ☐ Communication in the Early Childhood Education and Afterschool Workplace, **St. Johnsbury**
- ☐ Curriculum Development for Early Childhood Education, **Bennington**
*Prerequisite required. I have taken the following Child Development Course: _____
- ☐ Infant Toddler Development, **Rutland**
- ☐ Infant Toddler Development, **Winooski**
- ☐ Early Childhood Education & Afterschool Program Management, **Montpelier, hybrid**
- ☐ Early Childhood Education & Afterschool Program Management, **Springfield, hybrid**
- ☐ Early Childhood Education & Afterschool Program Management, **Winooski**

6) **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.

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>
- 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. Please do not send in your application without it.

Signature: _____ **Date:** _____

Social Security Number: _____ - _____ - _____

FERPA Access Code: _____



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: _____

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.**

Name: _____

Mailing Address: _____

(Town)

(State)

(Zip Code)

(Email address)

(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 # _____