

**THE VERMONT CHILD CARE INDUSTRY AND CAREERS COUNCIL
PRESENTS FIVE TUITION-FREE COLLEGE COURSES!
IN PARTNERSHIP WITH COMMUNITY COLLEGE OF VERMONT (CCV)**

**CLASSES START THE WEEK OF JANUARY 23, 2012
ALL CLASSES ARE HELD FROM 6-9 PM**

COMMUNICATION IN THE EARLY CHILDHOOD EDUCATION AND AFTERSCHOOL WORKPLACE
(Vermont State Colleges' Course # COM-1015)

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.

Great for first time students as well as those with previous experience.

Offered in Bennington (Monday nights) **January 23-April 30, 2012** Instructor: Stephannie Peters

INFANT AND TODDLER DEVELOPMENT AND CARE
(Vermont State Colleges' Course # PSY 2020)

This course explores processes of human development from conception through 36 months of age. Emphasis is on the physical, emotional, social, language and intellectual growth of infants and toddlers. Topics include: developmental theories and research, assessment tools, inclusion, and design of curriculum for infants and toddlers. This course is specifically designed for the early childhood setting, so students will have many opportunities to learn skills that can be applied directly to the workplace with young children.

Weekly observations of this age group are required.

Great for first time students as well as those with previous experience.

Offered in Winooski (Wednesday nights) **January 25-May 2, 2012** Instructor: Deb Curtis
Offered in Orleans (Thursday nights) **January 26-May 3, 2012** Instructor: Shelly Lanou

PROGRAM MANAGEMENT FOR EARLY CHILDHOOD EDUCATION
(Vermont State Colleges' Course # EDU-2042)

The course is designed to provide an overview of the role and responsibilities of the early childhood 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.

This is an advanced level class/ Previous college experience is recommended, but not required.

Offered in Springfield (Tuesday nights) **January 24-May 1, 2012** Instructor: Deb Gass
Offered in Winooski (Wednesday nights) **January 25-May 2, 2012** Instructor: Heather Mattison

DEADLINE FOR APPLICATIONS IS JANUARY 6, 2012

Students will receive three 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.

See below for book ordering information and application fees

See page 5 for Membership Form and save!

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 Department of Labor
- Staff and management working in licensed child care programs
- Family child care providers
- School-age care providers and
- Others working with young children

For non-apprentice students:

- A \$100 application fee is required (\$75 for VCCICC members), made payable to VCCICC. (JOIN NOW AND SAVE!!! See page 5 for membership form)
If you are enrolling in the **Communication course in Bennington County**, please add a **\$10.00 material fee**. If you are placed on a waitlist or cancel your seat 48 hours before classes start, these fees will be returned.
- As an FYI-Full cost for tuition and application fee for a 3 credit course at CCV is \$665.00. VCCICC provides these courses at substantial savings.
- Non-apprentice students are responsible for purchasing your own textbooks. Please see below for specific information.

BOOK TITLES

Apprentices will receive their textbooks on or before the first night of class

COMMUNICATION IN THE ECE AND AS WORKPLACE

How to Talk So Kids Will Listen, Faber, Mazlish © 1980 Harper Collins ISBN # 978-0-380-81196-0

*VCCICC will be providing additional materials: **Please remit an additional \$10.00 to VCCICC with your application fee***

INFANT TODDLER DEVELOPMENT and CARE (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#978-1-884834-85-1

Infants and Children, Prenatal through Middle Childhood 7th Edition Berk © 2005 ISBN#978-0-205-83191-3

Developmentally Appropriate Practice, Third Edition NAEYC ISBN 978-1-928896-64-7

PROGRAM MANAGEMENT (EDU 2042)

Developing and Administering a Child Care and Education Program, 7th Edition Sciarra, Dorsey © ISBN#978-1428361379

Or 6th Edition Sciarra, Dorsey ©ISBN#1-4180- 0168-6

Developmentally Appropriate Practice, Third Edition NAEYC © 2009 ISBN 978-1-928896-64-7

IMPORTANT: DO NOT WAIT UNTIL THE DEADLINE! CLASSES FILL QUICKLY!

If you have questions about these courses and/or required enrollment paperwork, please contact the Vermont Child Care Industry & Careers Council at (802) 985-2700.

How To Apply?

Step One: If you have never taken classes at CCV (or another VT state college), OR it has been more than 3 semesters since your last course, please go to www.ccv.edu/apply/, complete and electronically submit your CCV Admission Form.

If you do not have access to the Internet at home or work, your local library or Community College of Vermont office can assist you with access to a computer. CCV staff is also available for those needing help to complete the on-line application. If none of the above options work for you, please contact VCCICC (802) 985-2700 for assistance.

Wait 24 hours, and then... ALL STUDENTS (who are not currently enrolled as a CCV student) must contact your local CCV office

If you are not in a degree program, please ask to speak to the following advisor:

CCV, Winooski Angie Albeck 654-0505

CCV Springfield Deb Grant 885-8360

CCV Newport or St. Johnsbury please call Melissa Calkins 748-6673

CCV Bennington Jeannie Jenkins 447-2361

Questions for the CCV Advisor

1. Ask if your student information is in the CCV computer.
2. Ask if you will be accepted as a CCV student (get name of CCV Academic Advisor) for page 6 or,
3. **If you need to take the basic skills assessment, ask if you need to schedule an appointment for this assessment.**

Please Note: A minimum score of 85 in READING COMPREHENSION and SENTENCE STRUCTURE is required. MATH ASSESSMENT is not needed for enrollment in classes offered through the VCCICC but may be required at your local CCV site.

For students who do not score an 85 or higher on the Reading Comprehension and/or Sentence Structure basic skills assessments or a combined score of 170, please see an advisor at CCV.

The following options are available:

- 1) Spend time studying, using the practice website, and schedule a date to re-take assessments.
- 2) Enroll in appropriate basic skills courses (offered through CCV, Adult Basic Education or through a private tutor) to build the necessary skills for success.
- 3) Obtain course-by-course approval by a CCV academic advisor.

A practice site for the assessment is available at http://www.testprepreview.com/accuplacer_practice.htm

**** Students who have a documented learning disability must inform an academic advisor of their needs so that CCV can provide reasonable accommodation in taking basic skills assessments ****

During the admissions process, students may be exempted from basic skills assessment by a CCV academic advisor. Generally, an advisor exempts only students who meet one of the following criteria:

- *the student has earned a college degree;*
- *the student can provide documentation of successful completion of equivalent college-level courses*

Exemptions are granted on a case-by-case basis.

Step Two: Collect items needed for your VCCICC enrollment packet (pages 6, 7 & 8 and your fee) and mail to the Vermont Child Care Industry and Careers Council (VCCICC) **by January 6, 2012**

NOTE; Students who do not complete Step One will be placed on a waitlist until all requirements are met. We cannot save a space for you if you do not complete the requirements.

WHILE YOUR INITIAL COLLEGE ADMISSION FORM MUST BE SUBMITTED ON-LINE WITH CCV ALL ENROLLMENT PACKETS MUST BE RETURNED TO AND PROCESSED THROUGH THE VT CHILD CARE INDUSTRY AND CAREERS COUNCIL



Following the **January 6, 2012 deadline**, your completed application packet will be forwarded to CCV for formal acceptance as a student. You will then be notified of your status in the class.

Step Three: For non-apprentice students: Once notified, please order your textbooks through EdMap.com (available to Bennington, Orleans and Springfield students) or through on line vendors. New and used copies may also be available through Amazon.com or other on line vendors.

Step Four: Attend first night of class!

Please note: all participants in a *Vermont Child Care Industry and Careers Council* course are also students of CCV and subject to CCV policies.

These courses were developed collaboratively with many in the field of early care and education, including the Vermont Child Care Apprenticeship Program and Community College of Vermont.



Are you aware of the professional development opportunities the VT Child Care Industry and Careers Council supports?



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, Handwashing, 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 \$166.50, depending on the course. Currently, these are offered through Community College of VT. Note: CCV currently charges \$205 per credit plus a \$50 application fee.

PLEASE KEEP THESE PAGES FOR YOUR RECORDS

Please visit our website at www.vtchildcareindustry.org or call the office at 985-2700 for more information!



VT CHILD CARE INDUSTRY AND CAREERS COUNCIL (VCCICC)

145 PINE HAVEN SHORES ROAD, SUITE 2001
SHELBURNE, VT 05482

(802) 985-2700

VCCICC@COMCAST.NET

MEMBERSHIP FORM

Consider Joining 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)	
_____		_____	
(PHONE NUMBER)		(EMAIL ADDRESS)	
DATE: _____	FOR VCCICC USE--MEMBER #: _____		

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

Name: _____ (Please Print Clearly)

Home Phone: _____ Work Phone: _____

Name of program where you work: _____

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

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

Length of time employed in the field (caring for children and youth) _____ Months _____ Years

Number of children directly in my care: _____

This is the 1st, 2nd, 3rd, 4th, 5th, or 6th course sponsored through the VT Child Care Apprenticeship Program that I have participated in. (Circle One)

Where do you hope to take the course? (Circle one)

<u>Communication in the ECE and AS Workplace</u> Bennington	<u>Infant Toddler Development and Care</u> Winooski Orleans	<u>Program Management</u> Winooski Springfield
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My VCCICC Enrollment Packet Includes:

_____ VCCICC Application to Enroll (pages 6 and 7)

_____ CCV Contracted Course Registration Form (page 8)

All students must include the following information:

- I have spoken to _____ and been approved as a CCV student.
Name of CCV Advisor

_____ Application fee \$75 for VCCICC Members **OR** \$100.00 for non-members (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)

_____ \$10 materials fee (**Communication in the ECE and AS Workplace students only**)
(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 accepted into this course I will make every effort to attend all classes and complete assignments. **If I find I am unable to attend 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 on 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 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"
5. Read the agreement, **create** an access code, and list Sue Ryan (relationship-Other) as a recipient. (Be sure to click on "Grant Access")
6. Click "submit".

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

Signature: _____ Date: _____

Social Security number: _____

FERPA Code _____

If you have already taken a VCCICC sponsored course after October 1, 2010, the office has your code on file. Please call (985-2700) for this information if you do not remember the code you created!

Please send complete application packet by **January 6, 2012** to:

**VT Child Care Industry and Career Council, Inc. (VCCICC)
145 Pine Haven Shores Rd., Suite 2001
Shelburne, VT 05482**

If you have questions about this course and/or required enrollment paperwork,
Please contact VCCICC staff at (802) 985-2700



Because Every New Teacher Deserves A Mentor



