

**The Office of Early Childhood's Division of Early Care and Education
Is pleased to announce
THE CONNECTICUT PROGRAM LEADERSHIP INSTITUTE
SEPTEMBER 2015 – JUNE 2016**



**The opportunities of this *Leadership Institute* are funded
By the Office of Early Childhood**

**This announcement contains the following FULLY FUNDED opportunities:
For-credit program leadership courses**

Who is eligible to attend?

1. **Current Program Administrators:** Those individuals involved in and responsible for the day to day operations of programs for young children in community and school-based settings in Connecticut. These may include program director, principal, executive director, site manager, program coordinator, hybrid administrator/teacher, and head teachers with daily administrative duties. Family child care providers are not eligible for these classes as the content is designed for center and school-based program settings AND
2. Administrators **committing to attend** the mandatory enrollment meeting and the full hours of course time (see schedule, page 4) AND
3. Administrators who have **accounts in the Connecticut Early Childhood Professional Registry** (Joining is free: www.ctcharts.org or www.ccacregistry.org directly) AND
4. Administrators applying to the following **courses** are eligible after filing proof of successful completion of a comprehensive introductory administration and supervision survey course (i.e. NAC, EC 206 Administration and Supervision, etc.) in the **Connecticut Early Childhood Professional Registry** as a prerequisite:
 - *Leadership in Programs for Young Children*
 - *Finance in Programs for Young Children*
 - *Human Resource Management (Personnel)*.

What should you consider before enrolling in a COURSE?

- ❖ **Reason for enrolling:** Never received formal education for a part of your job? Need to meet requirements? Want to meet and hear from other administrators? This Leadership Institute offers courses toward meeting DPH, NAEYC and Connecticut Director Credential requirements, and professional development plans!
- ❖ **Credit level:** If you are currently pursuing or planning to pursue a degree, you may want to find out if your college or university will accept the credits from this class into your plan of study (that decision is up to each college / university individually). What else changes with credit level? The level of credit also defines the **degree of rigor** of the course – potentially how much assignment work, depth of content, and reading/writing expectations. **Do you have the time to devote to class AND homework?** All classes except Human Resource Management / Personnel are designed as upper baccalaureate classes. HRM/Personnel is associate degree level credit.
- ❖ **Calendar Timing:** You will have reading and assignments to do outside the class hours. Each class has work to be done between the enrollment meeting and the first day of class. You also need to be able to attend every day! Please know that courses meeting the Connecticut Director Credential competencies are available at a variety of colleges and universities (http://www.charteroak.edu/Current/Programs/Credentials/DirectorCredential/Grid%20-%20Approved%20Courses%20_MAY2013.pdf) and that you may be eligible for OEC CCAC scholarship to cover the cost (www.ctcharts.org).

How do these classes fit with the Connecticut Director Credential?

- ❖ Each course fulfills a Connecticut Director Credential competency area. For more information on the CDC, go to <http://www.charteroak.edu/Current/Programs/Credentials/DirectorCredential/>

Looking for a COURSE description? Read on...

■ Administration and Supervision of Programs for Young Children

This is an upper level undergraduate, three credit course focusing on administering programs for young children. The course utilizes national standards (NAEYC Program Standards and Accreditation Criteria) and the NAEYC Code of Ethical Conduct as the underlying framework for best practice in the administrative realm. This course will explain and discuss the role of the administrator in private, public, and federally funded schools. It will address various program philosophies, comprehensive programs, methods of managing staff and program, regulations, facilities, and developing family and community partnerships. This course is designed to meet the requirement for the Connecticut Director's Credential as the comprehensive **introductory administration and supervision survey course AND meets the licensing 3 credit regulation for directors.** This course serves as the **prerequisite for: Leadership in Programs for Young Children, Finance in Programs for Young Children, and Human Resource Management** under this initiative.

COURSE descriptions continued:

■ **Human Resources Management***

This is a lower level undergraduate three credit course focusing on the introduction to human resource management. The course includes the functions of human resource management: job analysis and planning, recruiting, staffing, orientation and training, performance appraisal, career planning, compensating, and motivating. The diversity of the workforce and the legal content of employment decisions will also be studied. This course meets the Personnel Management requirement for the Connecticut Director Credential. *You must have successfully completed a comprehensive introductory administration and supervision survey course to enroll in this class.

■ **Leadership in Programs for Young Children***

This is a lower level undergraduate three credit course examining the multi-dimensional roles of the early childhood program administrator. Emphasis is placed on reflective and introspective processes to support each individual's capacity for leadership and to identify developing and emerging leadership abilities. The course will explore: leadership styles and their impact on program management; tools for decision-making and participatory management; the benefits of partnerships with peers, families, and other stakeholders; advocacy; and strategic approaches to initiating and implementing change. This course meets the Leadership requirement for the Connecticut Director Credential. *You must have successfully completed a comprehensive introductory administration and supervision survey course to enroll in this class.

■ **Family and Community Involvement in Early Childhood Programs**

This is an upper level undergraduate, three credit course providing an in-depth look at the development of the young child in the context of today's families, schools and communities. The course will examine: three contextualist theories; family strengths and diversity; cultural competence; early childhood standards and legislation; and the roles and responsibilities of families, educators, service providers, and community members. The course provides practical strategies for implementing a family-based philosophy and building an authentic "family-centered" early childhood program. Special emphases include: establishing family-staff-community partnerships; promoting staff as child and family advocates; and enhancing communication and leadership skills. The underlying framework for the course is the NAEYC accreditation criteria for the "Families and Community Relationships" standards and the NAEYC Code of Ethical Conduct. This course meets the Child/Family/School requirement for the Connecticut Director Credential.

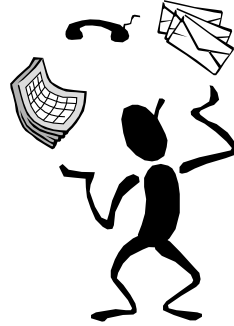
■ **Finance in Programs for Young Children***

This is an upper level undergraduate, three credit course focusing on the financial aspects of administering an early childhood program. It will explain and discuss the various aspects of budgeting; including tools that are commonly used in all businesses as well as tools that are specific to ECE programs. It will address the "trilemma" inherent to programs with strategies to think about balancing cost, quality and affordability. This course meets the Budget/Fiscal requirement for the Connecticut Director Credential. *You must have successfully completed a comprehensive introductory administration and supervision survey course to enroll in this class.

COURSE SCHEDULE: September 2015 to June 2016

❖ Tuition, registration, textbooks and light breakfast & lunch (for each meeting day) are included. **There is NO cost to the participant.**

Course Title	Mandatory Enrollment Meeting (At the Crowne Plaza Hotel, Cromwell)	Course Dates and Logistics (All courses on this list meet 8:00 – 4:00 each day for 6 days at the Crowne Plaza Hotel, 100 Berlin Road, Cromwell)
Administration and Supervision of Programs for Young Children (FALL)	Friday, September 18, 2015 8:30 am to 10:30 am	Fall 2015: October 8 & 9 (Thursday & Friday) AND November 12 & 13 (Thursday & Friday) AND December 10 & 11 (Thurs & Friday) Instructors: Kathy Gavin and Andrea Urbano
Family and Community Involvement in Early Childhood Programs (FALL)	Friday, September, 18 2015 11:00 am to 12:30 pm	Fall 2015: October 8 & 9 (Thursday & Friday) AND November 12 & 13 (Thursday & Friday) AND December 10 & 11 (Thursday & Friday) Instructors: Elsa Jones and Mary Jane Newman
Human Resource Management (Personnel) (FALL)	Requirements will be completed electronically prior to day #1 of class.	Fall 2015: Saturdays: September 19 AND September 26 AND October 3 AND November 7 AND December 5 AND December 12 Instructor: Lol Fearon
Administration and Supervision of Programs for Young Children (SPRING)	Monday, December 7, 2015 8:30 am to 10:30 am	Spring 2016: January 14 & 15 (Thursday & Friday) AND February 25 & 26 (Thursday & Friday) AND March 17 & 18 (Thursday & Friday) Instructor: Kathy Gavin
Leadership in Programs for Young Children (SPRING)	Monday, December 7, 2015 11:00 am to 12:30 pm	Spring 2016: January 28 & 29 (Thursday & Friday) AND March 3 & 4 (Thursday & Friday) AND April 5 & 6 (Tuesday & Wednesday) Instructor: Andrea Urbano
Finance in Programs for Young Children (SPRING)	Monday, December 7, 2015 1:00 pm to 2:30 pm	Spring 2016: March 29, 30, 31 (Tuesday, Wednesday & Thursday) AND May 3, 4, 5 (Tuesday, Wednesday and Thursday) Instructor: Lori Harris



How can you enroll?

Note: Courses are subject to funding and enrollment of the minimum number of participants required.

1. **To apply for a space:** If you are interested in enrolling, the enclosed agreement and roster pages (6 & 7 ONLY) must be completed and returned via fax (860-713-7045) **by noon on September 11, 2015 for Fall 2015 courses and by noon November 30, 2015 for Spring 2016 courses.** Incomplete agreements will not be accepted. Confirmation will be sent when spaces are finalized (see #5).
2. Applicants who meet **eligibility** (page 1) will be considered.
3. Each event is filled based upon priorities. Current priorities include:
 - Applicants who are staff members of **state-funded programs** [School Readiness, CDC (formerly DSS funded), State Head Start/Early Head Start, Smart Start, and Preschool Development Grant].
 - Applicants whose programs are under current contract as **selected AFP sites.**
4. **One applicant per program per event** unless additional space is available. You can request more than one space but please prioritize your staff members on the paperwork. You will be notified if there is space.
5. **Your space will be confirmed via email.** Email is the primary mode of communication for pertinent enrollment and logistical information. You must provide a valid current email address and respond as indicated to reserve your space!

There is NO cost for these opportunities but funding is limited.

Know you can commit when you send in your paperwork...don't waste a space!

2015-2016 AGREEMENT TO PARTICIPATE IN OEC - ECE SPONSORED PROGRAM LEADERSHIP COURSEWORK

Please complete and fax (860-713-7045) pages 6 and 7 of this agreement to the Program Leadership Initiative
by noon on **September 11, 2015 for Fall 2015 courses** and by **November 30, 2015 for Spring 2016 courses**.

1. Please **PRINT** your name: _____, and job title: _____

2. **Selection:** Check the course(s) in which you wish to enroll. You may prioritize by numbering your choices. See dates on page 4 before you commit.

- FALL - Administration & Supervision of Programs for Young Children**
- FALL - Family and Community Involvement in Early Childhood Programs**
- FALL - *Human Resource Management / Personnel**

- SPRING - Administration & Supervision of Programs for Young Children**
- SPRING - *Leadership in Programs for Young Children**
- SPRING - *Finance in Programs for Young Children**

(*You must have successfully completed a comprehensive introductory administration and supervision survey course to enroll in this class.)

3. **Eligibility** (check off as agreed):

- a. I am a current program administrator in a Connecticut program directly serving young children.
- b. Yes or No I am a head teacher with daily administrative duties (**if yes, have supervisor sign here**): _____
- c. I am a member of the CT Early Childhood Professional Registry. My account # (log in, click on My Tools and Settings on the left menu and then My Profile; your account number is under your name): _____
- d. I have I have not successfully completed an introductory comprehensive administrative course.
If yes, verify that this course is on already on file in your CT Early Childhood Professional Registry account. Initial here: _____
- e. I understand that I **MUST** attend the designated mandatory enrollment meeting for my course as previously noted (page 4). I agree to be a student in the above selected course(s) to be held on the indicated dates, and commit to completing the entire 40 hours of class time (required to receive credit hours). I understand there is no option to audit classes.
- f. If I stay overnight at a hotel, I agree to pay all charges.
- g. I understand that should I, for any reason, not be able to attend the course after enrolling OR drop out of the class after it begins, I must notify Margaret Gustafson by telephone (860-713-6983) no later than noon one week prior to the start of my course, or pay a \$250 cancellation fee.

Priority (Check if applicable and provide the necessary information):

I work in a state-funded program for young children.

Circle all that apply: School Readiness CDC (formerly DSS) State Head Start / Early Head Start Smart Start Preschool Development Grant

My program is a selected AFP site **under current contract.** AFP Facilitator Name: _____

Please sign your name: _____

Date: _____

YOUR NAME (AS YOU WANT IT TO APPEAR ON THE ROSTER): _____

FOOD ALLERGY/SENSITIVITY CONSIDERATIONS: _____

PROGRAM INFORMATION (REQUIRED FOR COURSE ENROLLMENT)

Program Name:

Address:

Town:

Zip:

Program Phone:

Work E-mail:

HOME INFORMATION

Street Address:

Town:

Zip:

Home Phone:

Home E-mail:

For OEC purposes only: Do not write in this section

Registry verified:

Roster entered:

A&S verified:

Note: