

Professional Development Opportunities 2011-2012



Vermont Afterschool Conference

Annual Statewide Conference held in October drawing over 350 attendees each year for a full day of training that includes 30 workshop selections designed especially for afterschool directors, instructors, educators, partners, and staff. (Page 2)



Individualized System of Support for Afterschool Programs (ISS-AP)

An in-depth professional development experience for directors and program leaders that combines small group learning experiences in a particular topic or strand facilitated by an experienced coach with one-on-one project-based support for each participant. (Page 3)



Staff Trainings

A series of workshops/ trainings designed to support front-line staff and instructors that covers a wide-range of topic areas and that can be requested for a particular site or regional location. (Page 9)



Afterschool Essentials Coursework

Coursework that draws on workshop offerings, program observation, and portfolio development to prepare the new professional to effectively work in the afterschool setting. (Page 12)



Membership Information

Both individual and organizational membership options that provide benefits, including: price reduction in professional development opportunities, technical assistance to programs, valuable resources, and more. (Page 13)

Vermont Afterschool Conference

Vermont Afterschool Conference

Friday, October 21, 2011 * Sheraton Hotel * South Burlington

The Vermont Afterschool Conference is an annual event that brings together hundreds of afterschool programs, partners, advocates, and educators from around the state for a full day of learning, networking, and celebration. The conference is a statewide collaboration of three organizations: Vermont's Child Development Division, Vermont's 21st Century Community Learning Centers, and the Vermont Center for Afterschool Excellence. This year's conference will focus on expanded learning and leadership in out-of-school time and be held at the Sheraton Hotel in South Burlington on October 21, 2011.

The conference runs from 8am to 4pm and includes three workshop sessions. Usually there are between 10 and 12 options to choose from each session with more than 30 different workshops being offered in total. The conference aim is to provide those who work in afterschool with workshops and trainings that support meaningful and engaging learning experiences for kids that extend beyond the school day.

Sample of workshops to be offered in 2011

This year's conference will include training strands in the following areas: science & math, health/wellness/nutrition, educational leadership, and programs for older youth. At least 30 workshops will be offered, including the following:

- ◆ Get Ready, Get SET - Tips and Tricks for Delivering Fun, Hands on Science Programming;
- ◆ Math Games for Fun and Learning Afterschool;
- ◆ Providing Flexible Learning Environments;
- ◆ Creating Peace Through Awareness;
- ◆ Principal's Panel on Connecting School and Afterschool;
- ◆ The Importance of Family and Community to Educational and Out-of-School-Time Experiences;
- ◆ Effective Program Evaluation;
- ◆ Adolescent Brain Development;
- ◆ Working with Older Youth in the Out-of-School Time;
- ◆ And more!

Conference Details At-A-Glance

Date: Friday, October 21, 2011

Location: Sheraton Hotel, South Burlington

Tentative Agenda:

7:30—8:30am	Registration/Breakfast
8:30—10:00am	Welcome & Keynote
10:00—10:15am	Break with Exhibitors
10:15—11:30am	Workshop Session 1
11:30—11:45am	Break with Exhibitors
11:45—1:00pm	Workshop Session 2
1:00—2:00pm	Lunch
2:00—3:15pm	Workshop Session 3
3:15—4:00pm	Afterschool Café including Dessert, Raffles Prizes, & Certificates
4:00pm	Conference Adjourns

Cost: \$100 member rate, \$125 non-members

Registration: online at

www.vermontafterschool.org

Highlights for 2011 Conference

- ◆ Keynote address from Ray McNulty, President of the International Center for Leadership in Education and former Education Commissioner at the Vermont Department of Education
- ◆ Afterschool Café provides a time for networking and showcases exemplary afterschool programs across the state; raffle prizes, too!
- ◆ Over 20 exhibitors share valuable resources for afterschool programs

For more information about the Vermont Afterschool Conference, please contact:

Holly Morehouse 802-598-4005

hollymorehouse@vermontafterschool.org

Sue Kamp 802-363-8405

skamp@sover.net

ISS-AP General Overview

Individualized System of Support for Afterschool Programs (ISS-AP)

General Description

The Individualized System of Support for Afterschool Programs (ISS-AP) is an intensive coaching model that brings afterschool leaders together around specific topic areas or strands for a six to eight week learning experience. Each ISS-AP strand is facilitated by a coach with expertise in the area. All strands incorporate both group experiences (workshops, webinars, and conference calls) with individualized coaching that takes place between the ISS-AP coach and afterschool participant. Each ISS-AP strand meets for two workshops (see dates below) and other work is scheduled by the ISS-AP coach to accommodate participants' schedules.

ISS-AP 2011-2012 Workshop Dates

- ◆ Fall Workshop 1: September 15th
- ◆ Fall Workshop 2: November 17th
- ◆ Spring Workshop 1: April 12th
- ◆ Spring Workshop 2: May 31st

Tentative Agenda for Workshops

9 - 10am	Statewide Announcements
10 - 12pm	ISS-AP Workshop (Part I)
12 - 1pm	Statewide Luncheon
1 - 3pm	ISS-AP Workshop (Part II)
3 - 4pm	Break-out Meetings

Location

All ISS-AP workshops will be held at the Lake Moree Inn in Fairlee, Vermont.

Cost

The cost to participate in one ISS-AP strand is \$600/ person for VCAE members and \$750 for non-members. Participation in full-year strands is \$1000 (members) and \$1300 (non-members).

21st Century Community Learning Centers are entitled to participate at no cost in two strands per year. Scholarships are available for licensed school-age programs (see registration form for details).

ISS-AP Goals

- 1) To promote high-quality afterschool programs throughout Vermont.
- 2) To support afterschool programs through individualized technical assistance and embedded professional development.
- 3) To link individuals working within afterschool with one another to share expertise and resources.

2011-2012 ISS-AP Strands

Full-Year Strand:

- ◆ New Directors' Strand

Fall 2011 Strands:

- ◆ Youth Program Quality Intervention (YPQI)
- ◆ Sustainability: Financial Management
- ◆ Video Production to Promote Afterschool
- ◆ Create Capacity to Engage, Teach and Build Community
- ◆ Setting a Vision for Excellence in Summer Programming

Spring 2012 Strands:

- ◆ Sustainability: Raising Funds to Support Afterschool
- ◆ Science, Engineering, and Technology (SET) in Afterschool
- ◆ Building Literacy Skills in Afterschool
- ◆ Positive Discipline Techniques

For more information about ISS-AP, please contact:

Lynne Feal-Staub
802-579-6012
lfealstaub@gmail.com

Fall Strand 1: New Directors' Strand

Full-Year Strand

New directors are faced with a myriad of tasks. This strand will focus on building critical skills that new directors of 21st Century Community Learning Centers need to lead effective programs. Skill areas to be addressed include: program design and development, staff recruitment, fiscal management, program evaluation, building capacity for sustainability, and linking afterschool programs to the school curriculum and the overall school mission. In addition to clear skill-building work, participants in this strand will begin to develop relationships with other directors across the state, a critical strategy to developing on-going support. This strand is appropriate for directors who have been with their project less than one year regardless of how long the project has been in existence. This *full-year* strand is open only to 21st Century Community Learning Center directors as a significant focus of the strand will be around understanding issues specific to 21C in Vermont.

Coach: Lynne Feal-Staub

Lynne Feal-Staub is Senior Project Manager with the Vermont Center for Afterschool Excellence. In this capacity, Lynne works with programs across Vermont to support high-quality, sustainable programs and leads initiatives through the Center with these same goals. Lynne brings a wealth of experience around program development, evaluation, and sustainability to her work. Lynne's experience in these areas stem from practical applications and have further evolved as she has provided extensive consultation and technical assistance to programs statewide. Lynne is an experienced grant writer, securing \$1.9 million in grant funds to date. Lynne holds a Master's in Social Work and a BA in Social Work and Psychology, both from the University of Wisconsin.

Fall Strand 2: Youth Program Quality Intervention (YPQI)

Many high-quality afterschool programs work to help children and youth build positive developmental assets. However, programs often struggle with how to measure outcomes related to areas such as social-emotional learning, self-confidence, or youth voice. The Youth Program Quality Intervention (YPQI) offers a research-based tool and methodology for looking at program practices and environment through a youth engagement lens. This strand will teach programs how to use the Youth Program Quality Assessment (YPQA) tool to evaluate their program practices. Using this information, programs will then self-select areas of improvement, develop a plan of action, and access relevant staff trainings to help them get there—ultimately leading to improved outcomes for children and youth. This is a site-based strand involving a full pilot of YPQI and is limited to 10 sites. Sites that are ready to conduct an honest assessment of their practices and that are open to implementing program improvement changes should participate. One or two leaders per site (e.g., director and site coordinator or assistant) should participate in the workshops and webinars. This strand is appropriate for programs serving all grade levels and is particularly recommended for middle/ high school programs (grades 4–12).

Coach: Holly Morehouse

Holly Morehouse is Director of the Vermont Center for Afterschool Excellence. Holly has over 15 years experience in project management, community-based decision making, and collaboration processes. Prior to her work with the Center, Holly was the State Coordinator for Vermont's 21st CCLC at the Vermont Department of Education. Holly earned her PhD from Clark University and holds a Master's in Systems Analysis and Economics for Public Decision Making from Johns Hopkins University.

The David P. Weikart Center for Youth Program Quality will provide training, support, and materials for participants in this strand. As the developers of YPQI, the Weikart Center is recognized for their expertise and extensive background supporting positive youth development. Weikart Center youth program quality improvement efforts are underway in more than 52 city or county-wide networks and 16 statewide initiatives. Trainers from the Weikart Center are dynamic individuals with a depth of experience supporting afterschool programs.

Fall Strand 3: Sustainability: Financial Management in Afterschool

Leaders of high-quality afterschool programs are often managing a whole host of responsibilities: program design, staffing, evaluation and the like. Each of these elements has associated costs and revenues that must be planned for, tracked, and reported on effectively if the program is to be sustained over time. This strand will equip program leaders with a sound foundation of fiscal management skills; and provide opportunities to apply general fiscal management principles and practices to real-life situations in your program. The training does not attempt to make program leaders into accountants. Rather, participants in this strand will receive tools, training and help to:

- ◆ increase their financial management skills and knowledge;
- ◆ understand how to configure their organization's financial operations; and
- ◆ set expectations for board members and staff.

Afterschool leaders that participate in this training will become better prepared to fulfill their leadership role, meet their accountability responsibilities, and support decision-making that produces and sustains good results for children, families, and communities. This strand is appropriate for K—12 programs.

Coaches: Jenifer Gager Holland and Shawn Stelow Griffin

Jenifer Gager Holland is Senior Program Associate with the Finance Project, a national organization that supports leaders finance and sustain initiatives that lead to better futures for children, families, and communities. Jenifer conducts research and develops policy and technical assistance tools on financing for the organization. Jenifer holds a Master's of Public Administration from Columbia University.

Shawn Stelow Griffin is a Senior Program Associate at The Finance Project, where she supports the financing and sustainability of youth programs and out-of-school time initiatives. Prior to joining The Finance Project, Shawn worked for the U.S. Department of Education where she designed, implemented and managed projects that supported the 21st Century Community Learning Centers grant program. Shawn holds a Master's in Leadership in Teaching from the College of Notre Dame of Maryland.

Fall Strand 4: Video Production to Promote Afterschool

With the proliferation of high-speed Internet, video-sharing sites like YouTube, and relatively inexpensive video gear and editing software, online video has exploded in the last decade. People not only watch videos for entertainment, they look to them for information. This offers a new medium to communicate with the world in an intimate, engaging way. This strand will teach the basics of online video production, covering everything from turning on a video camera to audio and lighting techniques; interviewing methods to how to tell a story in 2 minutes or less (the online attention span is THAT short); to how to upload to video sharing sites and maximize search engine exposure. Trainings will cover the following topics in depth: digital storytelling, video production, editing, and uploading online. Luke Stafford will lead the ISS-AP trainings and individualized support will be provided by Sara McKellogg and will include technical queries and support around the storytelling aspect of video production. This strand is appropriate for K—12 programs.

Coaches: Luke Stafford and Sara McKellogg

Luke Stafford is the founder and owner of Mondo Mediaworks, a marketing agency in Brattleboro, Vermont. Luke works with social media and made-for-the-web video, helping businesses, non-profits, and schools with promotion in the Internet age. With a background in reporting and writing, and a journalism degree from Saint Michael's College, Luke brings his storytelling training to his work as a digital marketer.

Sara McKellogg is the owner and founder of Gypsy Carolina Mediaworks, based out of Denver, Colorado. Her professional experience and passion for telling stories make her a versatile editor and her focus on producing documentaries allows her to explore storytelling with visual media. Sara holds a BA in International Studies and Political Science from the University of North Carolina.

Fall Strand 5: Create Capacity to Engage, Teach and Build Community

Build an "Inspired Program." Join in this interactive and collaborative strand and explore:

- ◆ Methods to build a program structure that increases student engagement, community building, and experiential approaches to learning.
- ◆ Techniques to help your staff consistently provide opportunities for youth to learn and practice important social and emotional skills day to day.
- ◆ Reflective tools and techniques that your program can use to create lasting lessons with students and tell the story of your successes.

Educators will gain tools and strategies for increasing community building, collaboration and involvement during staff training, family night events, student leadership programs, and summer programs. Experiential approaches to delivering program content blended with active reflection techniques will help programs meet curricular goals and increase connections between the school day and after school. Reflective techniques will cultivate connections between the after school program and future learning and will help programs create a permanent record of outcomes. Staff training will be offered as a component to the individualized support offered through this ISS-AP strand. This strand is appropriate for K—12 programs.

Coach: Jen Stanchfield

Jen Stanchfield owns and operates Experiential Tools, a Vermont-based company dedicated to the art of experiential group facilitation and teaching. In her 20 years as an experiential educator Jen has worked as a clinician in treatment programs for children and adolescents, a teacher, a professional trainer and as a challenge course facilitator. Through these diverse experiences with groups of all ages she has developed a repertoire of practical activities, tools, and teaching strategies that she enthusiastically shares with other educators and group facilitators in her professional development programs, team-building workshops, training sessions, and publications. Jen is the author of *A Teachable Moment* and *Tips and Tools: The Art of Experiential Group Facilitation* and earned her Master's in Experiential Education from Minnesota State University, Mankato.

Fall Strand 6: Setting a Vision for Excellence in Summer Programming

Research and practice tells us that summer programming needs to look and feel different from the school day and from the afterschool program. But how do you create and run an engaging, high-quality summer program? This strand will address the planning and preparation needed to offer top notch experiences for young people and will also provide real-time guidance on challenges faced in the summer. Participants in this strand will explore what makes summer special, what the research says youth need, and what programs are doing to make a difference. Workshops will be spent identifying areas of need in Vermont and diving into challenges and solutions. The focus of this strand will be on program design and development. This strand is intentionally being offered in fall 2011 to allow ample time for planning to occur for summer 2012. Information presented within this strand is appropriate for directors who currently run summer programs, as well as those who are planning to start a summer program. This strand is appropriate for K—12 programs.

Coach: Jennifer Brady

Jennifer Brady is an independent consultant for afterschool and summer programs based out of Portland, Maine. Most recently, Jennifer served as vice president of program quality and member services at the National Summer Learning Association, providing leadership and strategic direction for program improvement initiatives and working to build a professional community by providing learning experiences and resources. Jennifer is a principal author of *Making the Most of Summer: A Handbook on Effective Summer Programming & Thematic Learning* and has consulted with summer programs nationally to facilitate program design, strategic planning, and staff training. Jennifer holds a master's degree in public policy from Johns Hopkins University, and a bachelor's degree from Allegheny College.

Spring Strand 1: Sustainability: Raising Funds to Support Afterschool

As grant funds become more precarious, it is becoming increasingly important for afterschool programs to actively seek out local and individual support. This ISS-AP strand will examine and explain the ways in which afterschool programs can develop an appealing and successful fundraising campaign to tap the resources of its local and regional community. With the intention of creating efficient and effective fundraising plans, we will discuss proven theories and behaviors in fundraising, donor motivations and ways of giving, and the best methods for fundraising from local philanthropists, families and businesses. Time will be allocated to addressing the need for manageable timelines/ workplans that can be implemented by busy professionals. The focus of this strand will be on fundraising from individuals and businesses within the communities in which afterschool programs provide support. The individualized coaching within this strand will provide time for each participant's local concerns to be discussed. Participants will leave this strand with a realistic plan for fundraising success. This strand complements the fall sustainability strand (Financial Management in Afterschool) for those interested in a year-long experience focusing on the finances and sustainability of their afterschool program. This strand is appropriate for K–12 programs.

Coach: Christine Graham

Christine Graham is a specialist in Nonprofit Management and Fundraising. Christine has worked with hundreds of nonprofit organizations over the past 40 years, specializing in fundraising planning and coaching, with a focus on capital campaigns and building new and advancing annual fund programs. Christine is the author of several publications focusing on fundraising, including: *Keep the Money Coming: a Strategic Guide to Annual Fundraising*, *Asking, Practice Makes Perfect*, and most recently *Raising Money for Local Land Projects*. She is editor and publisher of Nonprofit Vermont Newsletter, and founded and edited the Vermont Directory of Foundations for 20 years. Christine was the founder and first director of the Governor's Institute of Vermont, and held the positions of Director of Special Projects and Director of Development at Bennington College. Christine currently teaches in the Masters Program at Marlboro College and holds a MEd in Organization and Management from Antioch Graduate School and a BA in Literature and Music from Bennington College.

Spring Strand 2: Science, Engineering, and Technology in Afterschool

The need for high-quality SET (Science, Engineering, and Technology) learning within afterschool, and the development of systems to support SET programming, is critical to engaging students today and supporting tomorrow's global leaders. This ISS-AP strand will support afterschool leaders in creating an environment conducive to SET-based learning. Critical components covered will include: conducting needs assessments and developing evaluation criteria for SET learning, developing and strengthening community partnerships, enhancing educational environments, and strengthening staff development. Staff training will be offered as a component to the individualized support offered through this ISS-AP strand providing curriculum support through the resources available from the University of Vermont Extension 4-H Program. This strand is appropriate for K–12 programs.

Coach: Sarah Kleinman

Sarah Kleinman is the University of Vermont 4-H Program Director, which focuses on providing positive opportunities for youth in the areas of healthy living, citizenship, and science, engineering and technology. Working in a variety of non-profit settings for the past 15 years, Sarah's experience includes developing curriculum and evaluation plans for youth development programs, managing budgets and personnel, as well developing and managing volunteer programs. Sarah received her undergraduate degree from Cornell University and her Master of Public Administration from the University of Vermont. Sarah will be the lead coach within this ISS-AP strand and will be joined by three colleagues - Debbie Fajans, Lauren Traister, and Martha Manning.

Spring Strand 3: Building Literacy Skills in Afterschool

Afterschool programs provide a vehicle for boosting and supporting student literacy. This strand will focus on best practices around specific literacy building strategies, and provide participants with guidance around infusing literacy activities into afterschool programming. We know there is a need for literacy rich afterschool activities to be tied to the school day for maximum impact to be realized. Participants will learn how to organize successful book clubs, examine ways to integrate science and literacy into programming, and learn how to create a strategy game room with a focus on supporting literacy skills while having fun. Participants in this strand will develop plans for including literacy activities into afterschool programs, including strategies to work more closely with school day literacy teachers and administrators. Staff training will be offered as a component to the individualized support offered through this ISS-AP strand. This strand is appropriate for K–12 programs, but an emphasis on upper elementary and middle school is expected.

Coach: Barb Russ

Barb Russ is the director of the 21st Century Community Learning Center in Winooski. Barb has over 30 years experience working within education and much of that work has focused on literacy. Specifically, Barb is the former director of UVM America Reads and Counts, has taught undergraduate and graduate level literacy courses at the University of Vermont, and presented numerous workshops around literacy and best practices in education throughout Vermont and nationally. Additionally Barb has worked as a classroom teacher, Language Arts Coordinator, and principal within various public schools in Vermont. Barb holds a MEd from the University of Vermont in Curriculum and Instruction, and her BS focused specifically on elementary education/ reading and language arts.

Spring Strand 4: Positive Discipline Techniques

When young people are comfortable, unafraid and engaged there is less need for you to impose order. In this ISS-AP strand, participants will explore ways to create program environments where children experience mutual respect, empowerment and excitement for learning. We will discuss discipline strategies based on solutions instead of punishment, encouragement instead of fear. Effective group management is one of the most important skills to master for working with young people. Participants will learn the key elements of effective group management, including the creative use of rules, giving participants interesting roles, and group activities that help students interact more and increase teamwork. You will also learn to help students communicate more effectively when things don't go their way. This strand will encompass strategies for effective communication and collaboration between staff working within afterschool programs, as the modeling of these skills affects young people in our programs significantly. This strand complements the fall sustainability strand (Create Capacity to Engage, Teach, and Build Community) for those interested in a year-long experience focusing on best practices in afterschool. This strand is appropriate for K–12 programs.

Coaches: Mary Rice Boothe and Eric Gurna

Mary Rice Boothe is Senior Consultant with Development Without Limits, a NYC-based consulting firm specializing in supporting afterschool and summer programs. In addition to the consulting work Mary currently provides to nonprofit organizations, she has worked as a classroom teacher, principal, education coordinator, and afterschool coordinator. Mary holds certification in School Administration and Supervision from Baruch College and master's degrees in both English and English Education from City College.

Eric Gurna is founder and director of Development Without Limits. Eric previously served as Director of Staff Development for LA's BEST After School Enrichment Program in Los Angeles, where he co-founded the LA Partnership for After School Education. Eric holds a MS in Urban Policy Analysis and Management from The New School for Social Research and a BA in Political Science from the University of California, Irvine.

Staff Trainings

General Description

Staff Trainings through the Vermont Center for Afterschool Excellence provide after-school programs across Vermont with professional development opportunities onsite or in their region. These trainings offer hands-on, interactive experiences for staff working in programs and directly with children and youth. Workshops are facilitated by trainers with significant expertise in the topic area.

Program directors, Resource Development Specialists, school administrators, and others interested in hosting a training can request a specific workshop (see below and page 10) or work with us to create a customized training. Any of the listed workshops can be modified to meet the specific needs of staff. Full descriptions of each of the listed workshops are available on our website at www.vermontafterschool.org.

Staff trainings can be requested at any point in the year and efforts will be made to fill the request in a timely manner. For best results, please request a workshop at least four weeks in advance.

Staff Training Costs:

- ◆ The cost of trainings is \$100/ hour (minimum 2 hours per training)
- ◆ Licensed school-age programs are eligible for a cost reduction of 50%
- ◆ One staff training per year is available at no cost to programs with an Organizational Membership to VCAE (see the Membership Benefit Overview on page 13 of this document)
- ◆ Additional costs (such as food, space, and supplies) are the responsibility of the host organization
- ◆ Mileage reimbursement for trainers traveling more than 20 miles is covered at the federal reimbursement rate and is the responsibility of the host agency

To Request a Training:

- ◆ Contact Sue Kamp at skamp@sover.net or 802-363-8405
- OR
- ◆ Complete and submit the registration form at the end of this packet.

Staff Training Topic Areas (continued on the next page)

Staff trainings offered through the Vermont Center for Afterschool Excellence fall into seven basic topic areas. In the box to the right and on the next page, each topic area is described in brief and the associated workshops are listed by title. For a more detailed description of each training, please visit our website. In addition, page 11 includes a table identifying the Vermont Afterschool Professionals Core Competency areas addressed by each workshop.

Curriculum Development: Our curriculum development workshops help staff bring math, literacy, science, and the arts more fully into their program offerings. Examples of curriculum-based trainings include:

- ◆ Weaving Reading into School Age Activities
- ◆ Outdoor Science
- ◆ Fun with Pillbugs
- ◆ Math Games
- ◆ Cooking with Books
- ◆ Theater Arts

Staff Training Topic Areas (continued)

Afterschool Program Methods:

These workshops focus on creating a strong program structure, schedule, and theory of practice. Examples of Afterschool Program Methods trainings include:

- ◆ Child Centered Programming
- ◆ Teachable Moments: Using Reflection with Children
- ◆ Guiding your Group
- ◆ Best Practices in Programming
- ◆ Things that Stick Together
- ◆ Creating a “Tool Kit” of Ideas for School Age
- ◆ Fun and Learning at the Same Time

Families and Communities:

The workshops in this area focus on building strong relationships with families and community partners in order to better support children and youth in the program. Examples include:

- ◆ Building Relationships with Families
- ◆ Collaborating with Community Partners
- ◆ Building Successful Relationships through Effective Communication
- ◆ Breaking Down Barriers: An In-Depth Discussion and Action Plan for Engagement

Safe and Supportive Program Environments:

Workshops focusing on helping staff to create safe and supportive program environments address both the physical safety of the children and youth as well as their emotional well-being. Workshops in this topic area include:

- ◆ Gender Equity
- ◆ Setting up Environments for School Ages
- ◆ Transitions from School to Afterschool and Summer Programs
- ◆ Listening so Youth will Talk

Games and Activities:

This group of trainings includes a variety of workshops that teach staff members a wide range of games and activities that they can use throughout their programs as ice-breakers, rainy day activities, community builders, energizers, and attention grabbers. Examples include:

- ◆ Games and Activities that Teach
- ◆ First Week in Games
- ◆ Yo-yos, Diabolos and Juggling Sticks
- ◆ Stuntology
- ◆ Get Energized... Be Better than the Bunny

Program Administration:

This particular set of trainings are designed for program managers and administrators. They deal with topics such as staff supervision and support, determining professional development needs, and other related topics. Workshops that address program administration include:

- ◆ Supervision.... From Hiring to Firing
- ◆ Aligning Work Plans to the After-school Core Competencies

Child and Youth Development:

The workshops that address child and youth development are designed to give staff the information they need to understand the characteristics, abilities, and needs of different age groups. Examples of trainings that focus on child and youth development include:

- ◆ Social Development in School Age Children
- ◆ Working with Multi-Age Groups
- ◆ Engaging Older Children: Working with Ages 9-12

2011-12 Staff Trainings

Listing of all Staff Trainings and the Afterschool Core Competency Area and Level Addressed

Staff Training	Development Youth Child and Youth	Families and Communities	Curriculum and Learning Environment	Environments Safe Healthy and	Professionalism and Program Organization	Level
Collaborating with Community Partners	X	X	X			1, 2, 3
Gender Equity	X		X	X		1, 2, 3
Supervision . . . From Hiring to Firing					X	2, 3
Building Relationships with Families		X		X		1, 2, 3
Aligning Work Plans to the Afterschool Competencies					X	1, 2, 3
Guiding Your Group			X			1, 2, 3
Teachable Moments			X			1, 2, 3
Child-Centered Programming	X		X		X	1, 2, 3
Best Practices in Programming	X	X	X	X	X	1, 2, 3
Social Development in School Age Children	X		X		X	2, 3
Working with Multi-Age Groups			X			1, 2, 3
Engaging Older Children	X		X	X		1, 2, 3
Games and Activities that Teach			X			1, 2, 3
Things that Stick Together			X			1, 2
Theater Arts			X			1, 2
First Week in Games			X			1, 2
Yo-Yos, Diablos, and Juggling Sticks			X			1, 2
Stuntology			X			1, 2
Weaving Reading into School Age Activities			X			1, 2, 3
Outdoor Science	X		X			1, 2
Cooking with Books	X		X	X		1, 2
Building Successful Relationships		X				1, 2, 3
Breaking Down Barriers*		X				1, 2, 3
Creating a "Tool Kit" of Ideas for School Age			X			1, 2, 3
Fun and Learning at the Same Time			X			1, 2
Get Energized			X			1, 2
Setting Up Environments for School Ageds				X		1, 2, 3
Transitions from School to Afterschool				X		1, 2, 3
Listening so Youth Will Talk				X		1, 2, 3

* Prerequisite: Building Successful Relationships

For more information about the Vermont Core Competencies for Afterschool Professionals, please see: http://northernlights.vsc.edu/afterschool_cc.pdf

Afterschool Essentials Overview

Afterschool Essentials Coursework

General Information

Afterschool Essentials is designed to meet the needs of the new professional with limited experience in the afterschool setting. We recognize that people of many ages and stages come to work at afterschool programs, each bringing strong interest and varied backgrounds, but sometimes without significant experience in this setting. This program will give the new professional an understanding about school age child development, program and curriculum development, health and safety, and working with families. We anticipate that most participants in the program will be relatively new hires who will be working directly with children, but it may also be useful to a new program director who has not worked in this setting before.

Afterschool Essentials Workshop Dates

Workshops meet each Wednesday, September 7- December 14, 2011, for 13 weeks.

Location

All workshops will be held at South Burlington Police Station conference room.

Enrollment

Enrollment is limited to 10 students for fall 2011. Register early! Deadline is August 26, 2011.

Instructors

The lead instructor/coordinator for Afterschool Essentials is Sue Kamp, Project Manager for Professional Development and Membership at the Vermont Center for Afterschool Excellence. Guest presenters will be frequent contributors.

Cost

The full cost to participate in the Afterschool Essentials course is *waived* for those working in a licensed school-age program.

For non-licensed school-age programs, the cost is \$600/person for VCAE members and \$750 for non-members (see page 13 for more details on membership).

For more information about Afterschool Essentials, please contact:

Sue Kamp
802-363-8405
skamp@sover.net

Anticipated Outcomes

The goal of the Afterschool Essentials Coursework is to prepare the new professional to work in afterschool programs in Vermont. Specifically, the student will be able to:

- ◆ Describe the physical, social, and educational development of the school age child and be able to create programming and environments that are developmentally appropriate.
- ◆ Demonstrate interactions with children appropriate to the age range of the children.
- ◆ Describe the importance of relationships with families and be able to communicate effectively with families connected to the program.
- ◆ Describe various environments that are developmentally appropriate for multiple ages and specific ages, including environments that must be broken down daily in shared space.
- ◆ Identify the role and responsibilities of mandated reporters of child abuse and neglect through Basic Specialized Care training.
- ◆ Identify and demonstrate strategies to encourage student success for all children in the program.
- ◆ Describe important licensing requirements and demonstrate knowledge of ways to implement licensing regulations.
- ◆ Develop an individualized professional development plan that outlines next steps in further education in the field.
- ◆ All five areas of the Core Competencies for Afterschool Professionals are addressed through the Afterschool Essentials coursework.

Course Requirements

1. **Workshops:** 28 hours of prescribed workshops will be taken through VCAE.
2. **Concentration Area:** The student will choose a concentration area on which focused work will be done including 10 hours of workshops.
3. **Observation:** Each student will be observed working in their program by the Afterschool Essentials instructor.
4. **Portfolio:** Each student will submit a portfolio documenting all work, including reflection pieces and an individualized professional development plan outlining future goals.

VCAE Membership Overview

Vermont Center for Afterschool Excellence Membership

General Information

The Vermont Center for Afterschool Excellence (VCAE) is the Vermont affiliate for the National AfterSchool Association (NAA). As such, we provide memberships for any afterschool professional or others who support afterschool programming. There are a variety of member levels and corresponding benefits for you to consider, and VCAE members also enjoy membership in the National After-School Association (NAA). A full list of benefits by member level are below.

Membership Levels and Cost

- ◆ Full Membership: \$70 annually
- ◆ Associate Membership: \$35 annually (available to students and retirees)
- ◆ Friend of Afterschool: free
- ◆ Organizational Membership:
See below regarding organizational member benefits.
 - ◆ 1-5 people: \$280
 - ◆ 6-10 people: \$550
 - ◆ 11-15 people: \$900
 - ◆ 16-20 people: \$1,250
 - ◆ 21-25 people: \$1,600

Benefit	Organization	Full Individual	Associate	Friend
One Staff Training at no cost	✓			
Vermont Afterschool Conference Registration discounts	✓*	✓		
Vermont Legislative Day Registration discounts	✓*	✓		
NAA Membership	✓*	✓		
Eligibility to vote in NAA elections	✓	✓		
Eligibility for NAA Board position	✓*	✓		
Eligibility to sit on VCAE or NAA Committees	✓*	✓		
Afterschool Today magazine (quarterly)	✓*	✓		
Access to discounts valuable to programs	✓	✓	✓	
Discounted registration at NAA national conference	✓*	✓	✓	
Technical Assistance to programs	✓	✓	✓	
Access to discounts valuable to Individuals	✓	✓	✓	
VCAE and NAA e-News	✓	✓	✓	✓

* VCAE benefits apply to the number of staff specified under each organizational membership. One full NAA membership is included for the first level of organizational membership, with one additional NAA membership added at each subsequent level.

For membership details and forms, visit www.vermontafterschool.org

For more information about VCAE Membership, please contact:

Sue Kamp 802-363-8405 or skamp@sover.net



Vermont Afterschool

Partnerships, Advocacy, Training, and Resources for excellence in afterschool



The Vermont Center for Afterschool Excellence is a public-private statewide partnership dedicated to supporting programs that provide innovative learning opportunities that extend beyond the school day for all Vermont's children and youth. The Center's activities are directed toward building the capacity and commitment of Vermont communities to increase the quality and availability of programs during non-school hours.



Vermont Center for Afterschool Excellence

c/o CVEDC- ESA

123 Ethan Allen Avenue

Dupont Hall #308

Colchester, Vermont 05446

802.448.3464

www.vermontafterschool.org



Professional development opportunities through the Vermont Center for Afterschool Excellence are supported by:

Vermont Department of Education, 21st Century Community Learning Centers;

Vermont Agency of Human Services, Department of Children and Families, Child Development Division with partial funding from the Federal Child Care & Development Fund; and the

Charles Stuart Mott Foundation.





Professional Development Services Registration Form

Please detach this registration form and send to: Vermont Center for Afterschool Excellence c/o CVEDC-ESA 123 Ethan Allen Avenue, #308 Colchester, Vermont 05446

Part 1: General Information

Name: _____
Email Address: _____
Afterschool Program: _____
Address: _____
Telephone: _____ Cell Phone: _____

- Is this a licensed afterschool program? [] Yes [] No
Is this a 21st CCLC program? [] Yes [] No
Are you a VCAE member? [] Yes [] No

If not, would you like to sign up for a VCAE membership now and receive the membership rates for professional development services? A full membership costs \$70.00 for a year. Members are entitled to special rates and benefits as outlined on Page 13.

Would you like to become a member of VCAE now? [] Yes [] No

Part 2: Registration for ISS-AP Strands

Please indicate below the ISS-AP strand(s) in which you would like to participate. If you are requesting a scholarship (either as a 21C program or through CDD) please mark that request as well.

Fall 2011 Strand Requested: _____ Spring 2012 Strand Requested: _____ Full Year Strand Requested: _____

- [] Member Rate \$600 [] Member Rate \$600 [] Member Rate \$1000
[] Non-Member Rate \$750 [] Non-Member Rate \$750 [] Non-Member Rate \$1300

Scholarship Request (see information on reverse side of page)

- [] 21C Scholarship (-\$600) [] 21C Scholarship (-\$600) [] 21C Scholarship (-\$1000)
[] CDD Scholarship Full (-\$500) [] CDD Scholarship Full (-\$500) [] CDD Scholarship Full (-\$500)
[] CDD Scholarship Partial (-\$250) [] CDD Scholarship Partial (-\$250) [] CDD Scholarship Partial (-\$250)

Part 3: Information on ISS-AP Fees and Scholarship Opportunities

ISS-AP Registration Fees:

- | | | |
|--------------------|---------------|--------------------------|
| ◆ Member Rate: | \$600/ strand | \$1000/ full-year strand |
| ◆ Non-member Rate: | \$750/ strand | \$1300/ full-year strand |

ISS-AP Scholarship Information:

21C Program Scholarships

21C programs are eligible to participate in one fall strand and one spring strand OR one full year strand under their 21C program scholarship. The scholarship covers the member rate for ISS-AP.

CDD Scholarship Information*

CDD Scholarship applicants must submit the following items along with the registration form:

- ◆ A letter from an executive of your organization approving enrollment of the specific individual listed above with a statement that release from work duties will be approved for participation in required workshops, conference calls, etc.
- ◆ A copy of the afterschool program's license from the Child Development Division, Department of Children and Families, Vermont Agency of Human Services.

* A limit of one CDD scholarship per afterschool program will be considered annually. Afterschool programs receiving 21st Century Community Learning Centers funding are not eligible for CDD scholarships.

Part 4: Staff Trainings

Would you like for someone to contact you to discuss hosting a staff training?

Yes No

If so, how would you prefer to be contacted? Email Phone

Part 5: Afterschool Essentials Coursework

Please check below if you are interested in participating in the Afterschool Essentials course in fall 2011. (NOTE: Marking interest below does not commit you to participating. If you indicate an interest, someone will be in touch to answer your questions and discuss the program in detail.)

Afterschool Essentials Fee:

- | | | |
|--------------------------|--|---------|
| <input type="checkbox"/> | Licensed School-Age Program | no cost |
| <input type="checkbox"/> | Non-Licensed Program (Member Rate) | \$600 |
| <input type="checkbox"/> | Non-Licensed Program (Non-member Rate) | \$750 |