



## • Child Care Business Administration •

### A Series of Four Workshops with Course Option

**Audience:** *Early Childhood Program Directors and Entrepreneurs*

This workshop series and course are designed for early childhood professionals interested in child care administration, as well as current and seasoned administrators seeking additional program management training. Participants are able to attend individual workshops or sign up for all four workshops and complete additional requirements for 3 college credits. Each session is designed to help early childhood entrepreneurs/directors develop skills, knowledge, resources and tools for effective legal and financial program management and will be taught by experts in specific areas of program administration and experienced early childhood educators.

#### **Workshop # 1 ~ Business Planning and Financial Strategies**

*February 13, 2019 ~ Becca Schraeder and Elena Gustavson*

Learn to assess your business, plan for growth and improve accounting practices.

#### **Workshop #2 ~ Human Resource Management**

*March 13, 2019 ~ Shane McCormack, ESQ*

Explore laws, regulations and practices to support the human resources in your workplace and develop hiring and retention strategies.

#### **Workshop #3 ~ The Law and Child Care**

*April 10, 2019 ~ Kerin Stackpole, Esq. and Colleagues*

Examine specific laws related to child abuse, custody and confidentiality; as well as explore liability, insurance, and structures to protect your business.

#### **Workshop #4 ~ Lessons from the Field**

*May 10, 2019 ~ Heather Duhamel and Tanya LaChapelle*

A panel of experts will share knowledge, resources and strategies to strengthen early childhood businesses. Topics will include community resources, local and state programs, shared services, and initiatives to strengthen the system of care.

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**Dates:** 2/13/19, 3/13/19, 4/10/19, &  
5/10/19

**Place:** Montpelier Elks Club  
East Montpelier, VT

**Cost:** \$125/workshop; \$600 for all  
workshops and the course

**Time:** 8:30-3:30



Use our [website](#) for registration, and [Facebook](#) and [Twitter](#) for additional news, resources, articles, etc.



# VERMONT HIGHER EDUCATION COLLABORATIVE

[www.vthec.org](http://www.vthec.org)

802-498-3350

## Course Description:

In this hands on, 3-credit course (offered both as undergraduate and graduate levels) participants will use and apply learning in their own child care programs. Each learner will develop a business plan, network with other directors, gather resources, examine business strategies, and develop techniques to improve business performance. This course has been approved as fulfilling section 7.3.1.5 of the child care regulations:

*The program director of a CBCCP licensed for 13 or more children shall complete within one year of employment start date a three-credit course in managing an early care and education program that includes budgeting and financial management, approved by the Division; or the licensee shall employ a business manager as in the rule 7.6.1 of these regulations.*

For the completed course credits to count as “related credits” for the purposes of BFIS and Northern Lights, as well as meet 7.3.1.5, the course must be completed with a grade of a C- or better.

This course is pending approval from Northern Vermont University

Course Instructor: Heather Duhamel, MEDL

Course Assistant: Tanya LaChapelle

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**Becca Schrader** is the Business Resource Manager at the Vermont Community Loan Fund, providing one-on-one, group, and systems level support and expertise to borrowers and stakeholders in lending focus areas, including the early care and learning industry.

**Elena Gustavson** is the Business Advisory Specialist for the Vermont Community Loan Fund, providing one-on-one support to VCLF borrowers. Prior to joining VCLF, Elena worked for more than 15 years in both entrepreneurial, food and nonprofit organizations.

**Shane W. McCormack, Esq.**, practices law with the Business + Transactions, Taxation and Commercial Finance teams at Paul Frank + Collins in Burlington, VT. His practice includes the representation of entrepreneurs and start-ups; he assists clients with business formation, the drafting of operating agreements, limited partnership agreements, shareholders agreements, securities purchase agreements, and registration rights agreements.

**Kerin Stackpole, Esq.**, leads the Employment + Labor Law Group at Paul Frank & Collins in Burlington, VT, where she provides practical and proactive advice to senior leaders and management teams regarding a wide range of labor and employment issues. In addition, Kerin regularly designs and presents training programs for organizations seeking to strengthen the skills of their management team.

**Heather Duhamel** brings passion, expertise and professional experience to Child Care Administration. She earned a Master in Educational Leadership from UVM and served as an administrator of 5 STARS, NAEYC accredited Early Education Programs in Vermont. Heather is currently a consultant for Vermont Birth to Five with a specialty in Alternative Pathways to Licensure. Heather has facilitated many courses for the Vermont College Network.

**Tanya LaChapelle** has a twenty-year history in Early Childhood Education. She ran a successful early childhood program for nine years before shifting her focus to supporting the field at large. Tanya currently works as a Community and Program Support Specialist for Let's Grow Kids, where she provides technical assistance, supports quality practices and expansion, and serves on committees to strengthen the workforce.

*A grant from Let's Grow Kids supported the development and delivery of this course enabling VT-HEC to offer it at a reduced cost.*

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