



**VERMONT  
HIGHER EDUCATION  
COLLABORATIVE**



## • Child Care Business Administration • Legal and Financial Management

A Three Credit Undergraduate or Graduate Course

*Target Audience: Early Childhood Program Directors and Entrepreneurs*

This hands-on course (offered at both the undergraduate and graduate levels through Northern Vermont University) is designed for early childhood professionals interested in child-care administration, as well as current and seasoned administrators seeking additional program management training. It will be delivered through four day-long sessions plus online work participants will complete between sessions. Each in person meeting 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.

Participants will use and apply learning in their own child-care programs. Each 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.

Course Instructor: Heather Duhamel, MEDL

Course Assistant: Tanya LaChapelle

**Dates:** 2/13, 3/19, 4/9, 4/30/20

**Place:** Delta Hotel, South Burlington

**Cost:** \$600 for three-credit course

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

[Register for Undergraduate Course](#)

[Register for Graduate Course](#)

Please purchase these required texts:

- Program Administration Scale: Measuring Early Childhood Leadership and Management, Teri N. Talan & Paula Jorde Bloom (2011). Second Edition. ISBN: 9780807752456
- The Child Care Directors Complete Guide: What You Need to Manage and Lead, Christine Schmidt. ISBN: 978-1-60554-492-2

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## VERMONT HIGHER EDUCATION COLLABORATIVE



### **Session #1: Leadership and Financial Strategies Part I**

*February 13*

Elena Gustavson, Heather Duhamel

Reflect on your framework for leadership and prepare for a deep dive into financial and legal systems that will strengthen your business practices. Learn to develop a budget for sustainability and growth.

### **Session #2: Financial Strategies Part II**

*March 19*

Elena Gustavson, Becca Schrader, Heather Duhamel

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

### **Session #3: The American Legal System**

*April 9*

Shane McCormack, Heather Duhamel

Examine liability, contracts, legal forms, bylaws, and legal structures to protect your business.

### **Session #4: The Law and Child Care: Human Resources and Family Law**

*April 30*

Kerin Stackpole, Heather Duhamel

Examine specific laws related to child abuse, custody, confidentiality, and human resources to strengthen your policies, practices and resources to lead.

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**Becca Schrader** is a Community Programs Specialist with USDA Rural Development, helping municipalities, community and human services agencies, and non-profit organizations plan and fund transformational projects. She also teaches *Legal and Financial Issues in Early Childhood and Afterschool Programs* online with Community College of Vermont. Becca works across both public and private sectors to help people, programs, and communities maximize their human and financial resources.

**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 Let's Grow Kids 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.

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