



Connecticut Association for Human Services

Empower all families to build a secure future.



CONNECTICUT LEADERSHIP EMPOWERMENT ACTION PROJECT (ConnLEAP) and NETWORK

Application for Course and Project Beginning September 12

Leadership in Early Education and Care course is a 3-credit undergraduate/graduate leadership development college course (credits through Eastern Connecticut State University) and project that provides an opportunity for the early childhood community to expand their roles as leaders and advocates for high quality programs. The application committee will review your application as a whole. This project is offered by the Connecticut Association for Human Services, in collaboration with the **Hartford Area Child Care Collaborative**, and financial support is provided by the **William Caspar Graustein Memorial Fund**. Please return your supporting materials by July 17 to:

Sherry Linton
Connecticut Association for Human Services
ConnLeap
110 Bartholomew Ave, Suite 4030
Hartford, CT 06106

You will be notified by August 18 if you are accepted. A complete application includes all of the following items:

- Application Cover Sheet
 - Experience & Background Statement
 - Writing Sample (signed and submitted with application fee)
 - Application Reference List & 2 Letters of Reference
 - Copy of Transcripts (if applicable)
 - CDA Certificate (current, if applicable)
 - Equal Opportunity Survey
 - \$100 Application and Materials Fee (\$50 will be refunded upon successful completion of course)
- Please make checks out to HACCC/HFPG

APPLICATION COVER SHEET

Name _____

Work Address _____
(Including Name of Program)

City _____ State _____ Zip _____ Title/Position _____

Work Telephone (____) _____ - _____ E-Mail _____

Home Address _____

City _____ State _____ Zip _____ Home E-Mail _____

Home Telephone (____) _____ - _____ Cell Phone (____) _____ - _____

I Will Need Child Care _____ Number of Children _____ Ages of Children _____

I Will Not Need Child Care _____

EXPERIENCE & BACKGROUND STATEMENT

There are three parts to this section. Section One for early childhood workforce applicants only, Section Two for parent applicants only and, Section Three for all participants

Section One: Early Childhood Workforce Applicants Only

1. Are you currently working as a child care teacher or provider? Please write about the work you do.

2. List your experience in the field of child care/ early childhood education/ school age care or social/ community services to children and families? Where have you worked (include name, address, phone number and contact person)? What were your positions and responsibilities?

Section Two: Parent Applicants Only

3. Please tell us about any experiences you have had in a position of responsibility in a community organization (e.g. neighborhood group, religious organization, summer camp, community center, advocacy, boards, councils, etc.).

4. Do you currently have a child in an early childhood program? If yes, how would you like to be more involved with your child's early childhood learning experiences. If no, please write about why you want to take this class.

5. What are your goals for your child?

Section Three: All Applicants

6. Please tell us about any experiences you have had in a position of responsibility in a community organization (e.g. neighborhood group, religious organization, summer camp, community center, advocacy, boards, councils, etc.).

7. List any previous completed college courses in child development, education or related fields.
(Completion of prior credit-bearing college course recommended but not required.) *

8. List any current or previous CDA modules, courses or hours. *

* Please attach college transcript and/or CDA documentation

WRITING SAMPLE

A writing sample is a way to ensure that students can be successful in this course and so we can determine what kinds of support people might need to be successful in this college course. Please sign your writing sample as confirmation that this is your own work. **IF YOU HAVE CONCERNS ABOUT WRITING SKILLS DON'T BE DISCOURAGED.** Support for this skill will be included in the course.

Please demonstrate your basic writing skills by submitting a 1-2 page type-written sample about one of the topics below:

1. my most significant achievement or
2. my professional goals in the early childhood field in the next 3 – 5 years

(Please enclose your writing sample with this application)

APPLICATION REFERENCE LIST

Please provide an envelope and enclosed forms to be used for your letters of reference.

Please submit one professional letter of reference about your leadership potential from a supervisor or colleague who knows your work.

Professional Reference Name:

Address _____

Relationship to leadership applicant _____

Business Phone (____)____-_____

Please submit one personal letter of reference from someone who is familiar with your work in the community.

Personal Reference Name:

Address _____

Relationship to leadership applicant _____

Business Phone (____)____-_____

SUBMISSION OF APPLICATION AND MATERIALS

All application materials must be submitted together to Hartford Area Child Care Collaborative, 10 Columbus Blvd, 8th floor, Hartford, CT 06106, and received by the **deadline**, July 17. All materials will be kept confidential. Please make sure you have completed all of the following items:

- Application Cover Sheet
- Experience & Background Statement
- Writing Sample (signed and submitted with application fee)
- Application Reference List & 2 Letters of Reference
- Copy of Transcripts (if applicable)
- CDA Certificate (current, if applicable)
- Equal Opportunity Survey
- \$100 Application and Materials Fee
(\$50 will be refunded upon successful completion of course)
Please make checks out to HACCC/HFPG

If you have any questions, please call Sherry Linton at (860 951-2212 ext. 233 or email slinton@cahs.org).

While the application and other written materials can be submitted electronically, applications will not be considered complete until payment is received.

Connecticut Leadership Empowerment Action Project (ConnLEAP)

Letter of Reference

Using this form, please provide a reference for the applicant _____.
(name of applicant)

Tell us why you think this candidate should be a participant in the **Leadership in Early Education and Care** course. A sealed envelope that includes your signed letter of reference should be returned with the candidate's application. Please make sure the applicant's name is on the envelope. Thank you.



ConnLEAP

Equal Opportunity Survey
Voluntary Information

It is the policy of the Hartford Area Child Care Collaborative, the sponsoring agency of the ConnLEAP program and other partners of ConnLEAP to afford equal opportunities to all people regardless of race, religion, color, sex, sexual orientation, age, national origin, or disability. We strive to recruit a diverse population, representative of the field, for this special class.

Check One:

- Male
 Female

Please check racial or cultural identity:

- African-American
 American Indian or Alaskan Native
 Asian
 Cape Verdean
 Caribbean-American
 Latino
 White, not of Latino origin
 Other

Check if applicable:

- Individual with a disability

Please return completed form to:

Sherry Linton
Connecticut Association for Human Services (CAHS)
ConnLeap
Suite 4030
110 Bartholomew Avenue
Hartford, CT 06106

For more information contact Sherry Linton, (860) 951-2212 ext.233, 860) 951-6511(fax), slinton@cahs.org.



**Connecticut Leadership Empowerment Action Project
ConnLeap**

Course Schedule

The schedule below reflects the 45 course hours required by Eastern Connecticut State University for Bachelors or Masters credits. Classes will be held at the Unitarian Universalist Church, 328 Paddock Avenue, Meriden. Classes will be held on Tuesday evenings (5:30-8:30) and Saturdays (8:30am-3:00pm). Dinner will be provided for the first half hour on Tuesdays and likewise, breakfast will be served for the first half hour on Saturday mornings. Class will start promptly thereafter. Please note that the option for child care is offered if needed.

Saturday, September 12

Tuesday, September 15

Tuesday, September 29

Saturday, October 3

Tuesday, October 13

Tuesday, October 27

Saturday, November 7

Tuesday, November 17

Saturday, November 21

Tuesday, December 1

Saturday, December 12