



Catalog and Policies

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AMSLEE® INSTITUTE

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Introduction to Programs

Amslee® Institute offers online childcare programs with 45 hours of classes taught by faculty and up to five levels of training for nannies and sitters. Amslee Institute supports graduates with job placement training and partners with national and local nanny agencies. Study from home with on demand classes and finish in a few days or within 12 weeks.

Is Amslee Institute right for you? Influencing a child's development is a powerful responsibility.



Children learn character, values, courage, love and knowledge from those around them and this is especially important during formative years. To help you be your best, Amslee Institute provides online, self-paced childcare courses and programs. Courses are designed for individuals seeking to expand their skills to potentially earn more while working with children as sitters, professional nannies, resort nannies, church counselors, summer camp counselors, kid clubs, and staff at children centric businesses such as trampoline gyms and bouncy houses.

Amslee Institute courses are taught by highly qualified college faculty focusing on practical skills needed when working with or caring for children.

How is Amslee Institute different from other training and programs? Amslee Institute is trusted by families as it is a licensed, post-secondary school dedicated to Nannies and childcare providers. Amslee Institute has unmatched academics with classes taught by industry experts, so you can join a distinguished group of alumni.

What Amslee Institute option is the best fit for you? Amslee Childcare programs have five levels: Basic Childcare, Intermediate Childcare, Advanced Childcare, Specialist Childcare, and Professional Childcare.

- Amslee® Basic Childcare. This level is designed for those seeking paid babysitting and mother's helper positions providing for the safety of children for several hours with the employer and/or family members onsite or nearby and available by phone.
- Amslee® Intermediate Childcare. This level is completed after the Basic program and is designed for those seeking part-time positions with families or employers. Intermediate Childcare providers may be responsible for afterschool and/or weekend care.
- Amslee® Advanced Childcare. This level is completed after the Intermediate program and designed for those seeking full-time positions with families or employers including year-round or full-time summer positions. Advanced Childcare providers may be responsible for several children throughout the entire work day or week while family members are at their places of employment.

- Amslee® Specialist Childcare. This level is completed after the Advanced program and is designed for those seeking full-time positions with additional responsibilities including family assistance and household management or supervisory roles with employers. Additional responsibilities in a home may include managing a weekly schedule, picking up the dry cleaning, preparing meals, and overnight duties. In an employment setting, additional responsibilities may include supporting education or leading group play activities. Specialist Childcare providers are often committed to childcare as their primary employment and have the maturity to work unsupervised while responsible for several children.
- Amslee® Professional Childcare. This level is completed after the Specialist program and is designed for those seeking a career in childcare and are likely to commit their time exclusively to a family or may be employed as a supervisor in a child focused business. Professional Childcare providers may have limited time off and work holidays as they are the central core to managing all schedules, logistics, and needs for the entire family or a team working with children.



There is also a sixth option which is a Courses Only. The courses only option is designed for individuals seeking personal development to enhance their existing knowledge of childcare without completing a program. The courses only option does not include the job placement services.

What will you gain from completing an Amslee Institute program? Amslee Institute training is specifically designed to provide students with the mental, emotional, and social skills needed to positively influence the development of young children, providing education and skills that may earn higher compensation. All courses are taught by experts with a Master's or Doctoral degree and direct experience working with children using evidence based theories and practices. Amslee Institute courses and programs can be declared on employment applications, posted on job boards, and listed on resumes.

Mission Statement

Amslee Institute provides best-in-class training programs to Nannies and Sitters to elevate the in-home childcare profession.

Facilities

Amslee, LLC is doing business as Amslee Institute with an administrative office located at 5391 N. Lakewood Ranch Blvd, Suite 203, Sarasota, Florida 34240 with phone number 941.773.9020. The office is for administrative use only and does not provide computer terminals or classrooms for students. The administrative office is 150 square feet with a desk and two chairs and unrestricted, shared access to two bathrooms, one conference room, one storage room, a kitchen and one employee rest-area, a technology hallway, and a reception area.

Licensing and Industry Recognition

Amslee Institute is licensed by the Commission for Independent Education, Florida Department of Education. Additional information regarding this institution may be obtained by contacting the Commission at 325 West Gaines Street, Suite 1414, Tallahassee, Florida 32399-0400, toll-free telephone number (888) 224-6684.



Amslee Institute is an educational member of the National Association for the Education of Young Children and a member of the International Nanny Association (INA). Amslee Institute is the responsibility of Elizabeth Malson, President.

Program Schedule and Academic Calendar

Amslee Institute does not have enrollment deadlines as enrollment is accepted year-round and submitted digitally. The courses and programs are online, on-demand and self-paced with all courses due on or before 76 days past the Enrollment Date to provide a minimum of 14 days to complete the proficiency exams. All program requirements, including exams, must be completed within 90 days of the Enrollment Date. The Enrollment Date is the date the Enrollment Agreement is submitted with tuition and fees paid.

Amslee Institute will be closed on the following days:

	2018	2019
New Year's Day	Monday, January 1	Tuesday, January 1
Martin Luther King Birthday	Monday, January 15	Monday, January 21
Presidents Day	Monday, February 19	Monday, February 18
In Service Training	Thursday, March 29	Thursday, March 28
In Service Training	Friday, March 30	Friday, March 29
Memorial Day	Monday, May 28	Monday, May 27
Independence Day	Wednesday, July 4	Thursday, July 4
Labor Day	Monday, September 3	Monday, September 2
Columbus Day	Monday, October 8	Monday, October 14
In Service Training	Thursday, October 12	Thursday, October 11
In Service Training	Friday, October 13	Friday, October 12
Veteran's Day	Monday, November 22	Monday, November 11
Thanksgiving Day	Thursday, November 22	Thursday, November 28
Day after Thanksgiving	Friday, November 23	Friday, November 29

Christmas Eve	Monday, December 24	Tuesday, December 24
Christmas Day	Tuesday, December 25	Wednesday, December 25
Boxing Day	Wednesday, December 26	Thursday, December 26
New Year's Eve	Monday, December 31	Tuesday, December 31

Program Considerations

Prospective students should understand their personal and professional goals prior to enrolling in an Amslee program. Amslee courses and programs may help gain access to Nanny and childcare positions at a higher wage than those seeking the same work without training. Sitter and Nanny positions are not regulated by state requirements, so courses, certifications, and diplomas are not required for employment.

Some states require childcare workers at licensed institutions including daycare centers and in-home daycares to complete state regulated and approved training and certification. Amslee programs do not meet these individual state criteria. For employment in licensed childcare centers, review the state laws and requirements to understand the educational and training requirements.

Prior to enrolling, prospective students should assess their current qualifications against the enrollment requirements to determine which Amslee program to pursue. If evaluating programs, special attention should be paid to the categories that have minimum requirements and documentation for references and work experience hours. Equally important, CPR and First Aid certification are required but are not offered by Amslee Institute. Online CPR and First Aid training can be taken with the American Heart Association (Adult, Child and Baby First Aid/CPR/AED Online, \$34).

Prospective students can enroll at any time by completing the online process at Amslee Institute.com.

Enrollment Requirements

To enroll, students must read and acknowledge the Catalog and Policies and Enrollment Agreement. Enrollment requirements for programs include:

- ✓ Must be age 16 or older
- ✓ Be fluent in English
- ✓ Provide government issued identification with birthdate
- ✓ Transcripts of High School diploma, equivalent, or current enrollment
- ✓ Complete Student Information form (Amslee Form 100)



Technology requirements:

- ✓ Access to a computer with minimum screen resolution of 1024x768, internet connection, and web browser (Internet Explorer 8+, Firefox 2+, Safari on Mac 1.2+, or Google Chrome) with Javascript and Cookies enabled
- ✓ Access to a computer with installed software programs including Flash Player 9+, Microsoft Word, and a PDF document reader like Adobe Reader
- ✓ Access to printer and scanner
- ✓ A valid email account

Attendance Requirements

With 12 weeks (90 days) to complete the selected program(s), enrolled students are required to complete a minimum of 10% of their online classes each week. Thus, the minimum time requirements per week are:

Program	Total	Weekly
One Program: Basic	10 hours	1 hour
Bundle: Basic and Intermediate	20 hours	2 hours
Bundle: Basic, Intermediate, and Advanced	30 hours	3 hours
Bundle: Basic, Intermediate, Advanced, and Specialist	40 hours	4 hours
Bundle: Basic, Intermediate, Advanced, Specialist, Professional	45 hours	4.5 hours

Program Requirements

To ensure graduates have the knowledge, skills, and experiences to excel in childcare, Amslee Institute programs are a multistep process that includes enrollment, education transcripts, CPR and First Aid training documentation, references, and work experience. Each program builds on the one before from Amslee® Basic to Amslee® Professional Childcare. Students who have little to no experience can build a foundational skill set and over time advance from Basic through Professional. Alternatively, students with some training and experience can start at their appropriate level if all the program requirements are met. Below are the program requirements for each level. Online CPR and First Aid training can be taken with the American Heart Association (Adult, Child and Baby First Aid/CPR/AED Online, \$34).



- Amslee® Basic Childcare Program. Pay fees and tuition, complete enrollment, provide documentation of completed CPR and First Aid certification, and
 - Complete 10 hours of online training
 - Pass online Basic exam
 - Submit 1 professional reference
 Completing all requirements earns Amslee® Basic Childcare Diploma/Certification



- Amslee® Intermediate Childcare Program. Pay fees and tuition, complete enrollment, provide documentation of completed CPR and First Aid certification, and
 - Complete 20 hours of online training
 - Pass online Basic and Intermediate exams
 - Submit 2 professional references
 - Submit 100 hours of paid childcare experience
 Completing all requirements earns Amslee® Intermediate Childcare Diploma/Certification



- Amslee® Advanced Childcare Program. Pay fees and tuition, complete enrollment, provide documentation of completed CPR and First Aid certification, and
 - Complete 30 hours of online training
 - Pass online Basic, Intermediate, and Advanced exams
 - Submit 3 professional references
 - Submit 500 hours of paid childcare experience

Completing all requirements earns Amslee® Advanced Childcare Diploma/Certification



- Amslee® Specialist Childcare Program. Pay fees and tuition, complete enrollment, provide documentation of completed CPR and First Aid certification, and
 - Complete 40 hours of online training
 - Pass online Basic, Intermediate, Advanced, and Specialist exams
 - Submit 4 professional references
 - Submit 1000 hours of paid childcare experience

Completing all requirements earns Amslee® Specialist Childcare Diploma/Certification



- Amslee® Professional Childcare Program. Pay fees and tuition, complete enrollment, provide documentation of completed CPR and First Aid certification, and
 - Complete 45 hours of online training
 - Pass online Basic, Intermediate, Advance, Specialist, and Professional exams
 - Submit 5 professional references
 - Submit 4000 hours of paid childcare experience
 - Complete student project that demonstrates and shares expertise

Completing all requirements earns Amslee® Professional Childcare Diploma/Certification

Steps to Complete Program Requirements

1. Create an online student account and pay enrollment fee and tuition.
2. Read, sign, and upload the Enrollment Agreement and Statement of Understanding.
3. Submit required program forms and documents digitally in student account
 - a. Complete and sign Student Information Form (Amslee Form 100)
 - i. Submit copy of government identification
 - ii. Submit high school transcript and/or equivalent or post-secondary education
 - iii. Submit copy of First Aid certification
 - iv. Submit copy of CPR certification
 - v. Optional: submit additional information
 - vi. Optional: Sign media release (Amslee Form 104)
4. Submit recommendations/professional references (Amslee Form 102). References should be professional, non-family members, ideally from former or current employers. References may also be authored by teachers, counselors, or other community leaders. Persons serving as a reference will be asked to answer 3 questions and provide ratings for a list of attributes as well as an overall recommendation. Persons serving as a reference must also provide their contact information and be willing to confirm authenticity if contacted by an Amslee Admissions officer.
 - a. Download and print form, completing the Student Section
 - b. Provide form to reference to complete

- c. Reference can either return form to student for the student to submit to their student account or the Reference can email the form to Admissions@AmsleeInstitute.com

Privacy Notice: The Family Education Rights and Privacy Act (FERPA) allows students to have access to their evaluation after enrollment unless one of the following occurs:

- The institution does not save evaluations after matriculation
 - The individual waives access rights. To ensure compliance with FERPA, the professional reference form will require students to choose: Yes, I DO waive my rights to access this evaluation or No, I DO NOT waive my rights to access this evaluation
5. Submit documented work experience (Amslee Form 103). Work experience must be paid employment and not unpaid care of siblings and/or other family members. To qualify as childcare work experience, the position must include direct supervisory responsibility to care for at least one child between the ages of 0 and 13 and/or up to age 18 if child(ren) have been diagnosed as having special needs.

For each employment experience, the company or family name, job title, dates of employment, and contact information are required. Persons serving as employers must be willing to confirm authenticity if contacted by an Amslee Admissions officer.

- a. Complete form
- b. Submit confirmation of employment. Confirmation of the employment can be provided by one of the following means:
 - Copies of pay stubs from employers with a job title, dates, and hours worked. The financial information may be redacted.
 - or
 - Signed employment record by current or former employer which can be a family using the employer's template or the Amslee Institute template provided at the end of Form 103.
- c. Submit confirmation of employment



6. Complete online courses. The courses are on-demand and self-paced with all courses due to be completed on or before 90 days past the Enrollment Date. The following are the required hours of coursework for each program:
- | | |
|-----------------------------------|--------------------------------------|
| a. Amslee® Basic Childcare | 10 hours + job placement (3.5 hours) |
| b. Amslee® Intermediate Childcare | 20 hours |
| c. Amslee® Advanced Childcare | 30 hours |
| d. Amslee® Specialist Childcare | 40 hours |
| e. Amslee® Professional Childcare | 45 hours |

No textbooks are required for Amslee courses. All content is available online and each course has a faculty authored study guide available. The courses can be paused as needed for note taking and watched multiple times. Courses are not approved for download as materials and content, including video lessons, study guides, quizzes, and tests are copyrighted for the intended use by registered students.

Each course has five multiple choice quiz questions at the end. The quiz questions are provided so students can self-assess their proficiency with the course content. Courses are complete with an 80% quiz score. Courses and quizzes can be repeated as many times as needed within the 90-day enrollment period to gain proficiency with the material which will be tested by proficiency exams.



7. Pass proficiency exams. Proficiency exams are designed to confirm understanding of the course content for each program and include Basic, Intermediate, Advanced, Specialist, and Professional exams. Each exam is multiple-choice and is pass or fail. Pass requires a minimum correct score of 40 out of 50 earning at least an 80%. Two attempts are allowed for each exam. If a student fails to pass after 2 attempts, a black out period of 7 days is encouraged so students to study the course materials prior to retesting. After four failed attempts of an exam, the student fails the program. If a student fails the program, they can re-enroll at any time at the full rates and must repeat the program in its entirety.
 - a. Amslee® Basic Childcare Pass Basic Exam
 - b. Amslee® Intermediate Childcare Pass Basic and Intermediate Exams
 - c. Amslee® Advanced Childcare Pass Basic, Intermediate, and Advanced Exams
 - d. Amslee® Specialist Childcare Pass Basic, Intermediate, Advanced, and Specialist Exams
 - e. Amslee® Professional Childcare Pass Basic, Intermediate, Advanced, Specialist, and Professional Exams

8. For Amslee® Professional Childcare program only. The student project is intended to demonstrate and share expertise with the Amslee community. Students will be assigned an Amslee® faculty member who will approve the topic, review at least one draft of the submission with the student, and approve for completion. The student must:
 - a. Sign a copyright (Amslee Form 500) and Professional Childcare media release (Amslee Form 501)
 - b. Choose only **one** of the following as a student project and complete the project within 90 days of the Student Enrollment Date (Amslee Form 502). The project should take approximately 5 hours to complete.

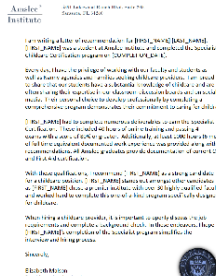
- i. Compose two (2) articles (essays or video) of 850-1000 words or 15 minutes on topics related to Babysitting, Nannies, or childcare. At the discretion of Amslee Institute, the articles or portions thereof, citing the author, may be published on the Amslee Institute website or YouTube.
 - ii. Host a 30-minute online and recorded webinar on a topic related to Babysitting, Nannies, or childcare and author corresponding article. At the discretion of Amslee Institute, the articles or portions thereof, citing the author, may be published on the Amslee Institute website or incorporated into course content.
 - iii. Develop a complete online course of at least 30 minutes with 5 proficiency quiz questions on a topic related to Babysitting, Nannies, or childcare. At the discretion of Amslee Institute, this course or portions thereof, citing the author, may be offered to Amslee students.
 - iv. Submit a proposal to Amslee faculty advisor on other ways to demonstrate and share expertise with the Amslee community. Approval is at the discretion of the Amslee faculty advisor and requires an equivalent amount of effort to the approved options.
- c. Submit a project timeline. The project timeline will include the due dates for the project outline, project draft, and final project review allowing at least one (1) week for the faculty to review each submission. The timeline must be written with the completion date prior to the due date with is 90 days from the Enrollment date.

9. Complete a program checklist. The submission of this checklist will communicate to Amslee admissions that the program has been completed and is ready for staff to review all the documents and confirm completion.

Program Completion

Students who complete all requirements for a program will earn an Amslee Institute Program Childcare Diploma/Certification which will be provided to the student via the student account within 30 days. The program completion communication will include:

- ✓ A graduation diploma/certification with the Student's Name, Date, Program Name, and Signed by the President of Amslee® Institute officially recognizing the successful completion of the program.
- ✓ An Amslee recommendation that articulates the program achievements with respect to training, work experience, and references.
- ✓ A transcript with a list of completed courses



Certification Awarded Basic Childcare (153 HR)			Certification Awarded Advanced Childcare (183 HR)			Certification Awarded Advanced Childcare (183 HR)		
Course	AMSLD	AMSLD Date	Course	AMSLD	AMSLD Date	Course	AMSLD	AMSLD Date
CC 101 Childcare and Safety	153	1/15/18	CC 201 Childcare and Safety	183	1/15/18	CC 301 Childcare and Safety	183	1/15/18
CC 102 Childcare Planning	153	1/15/18	CC 202 Childcare Planning	183	1/15/18	CC 302 Childcare Planning	183	1/15/18
CC 103 Childcare Management	153	1/15/18	CC 203 Childcare Management	183	1/15/18	CC 303 Childcare Management	183	1/15/18
CC 104 Childcare Administration	153	1/15/18	CC 204 Childcare Administration	183	1/15/18	CC 304 Childcare Administration	183	1/15/18
CC 105 Childcare Supervision	153	1/15/18	CC 205 Childcare Supervision	183	1/15/18	CC 305 Childcare Supervision	183	1/15/18
CC 106 Childcare Evaluation	153	1/15/18	CC 206 Childcare Evaluation	183	1/15/18	CC 306 Childcare Evaluation	183	1/15/18
CC 107 Childcare Research	153	1/15/18	CC 207 Childcare Research	183	1/15/18	CC 307 Childcare Research	183	1/15/18
CC 108 Childcare Practice	153	1/15/18	CC 208 Childcare Practice	183	1/15/18	CC 308 Childcare Practice	183	1/15/18
CC 109 Childcare Innovation	153	1/15/18	CC 209 Childcare Innovation	183	1/15/18	CC 309 Childcare Innovation	183	1/15/18
CC 110 Childcare Leadership	153	1/15/18	CC 210 Childcare Leadership	183	1/15/18	CC 310 Childcare Leadership	183	1/15/18
CC 111 Childcare Collaboration	153	1/15/18	CC 211 Childcare Collaboration	183	1/15/18	CC 311 Childcare Collaboration	183	1/15/18
CC 112 Childcare Communication	153	1/15/18	CC 212 Childcare Communication	183	1/15/18	CC 312 Childcare Communication	183	1/15/18
CC 113 Childcare Community	153	1/15/18	CC 213 Childcare Community	183	1/15/18	CC 313 Childcare Community	183	1/15/18
CC 114 Childcare Culture	153	1/15/18	CC 214 Childcare Culture	183	1/15/18	CC 314 Childcare Culture	183	1/15/18
CC 115 Childcare Change	153	1/15/18	CC 215 Childcare Change	183	1/15/18	CC 315 Childcare Change	183	1/15/18
CC 116 Childcare Creativity	153	1/15/18	CC 216 Childcare Creativity	183	1/15/18	CC 316 Childcare Creativity	183	1/15/18
CC 117 Childcare Critical Thinking	153	1/15/18	CC 217 Childcare Critical Thinking	183	1/15/18	CC 317 Childcare Critical Thinking	183	1/15/18
CC 118 Childcare Complex Problem Solving	153	1/15/18	CC 218 Childcare Complex Problem Solving	183	1/15/18	CC 318 Childcare Complex Problem Solving	183	1/15/18
CC 119 Childcare Cross-Cultural Understanding	153	1/15/18	CC 219 Childcare Cross-Cultural Understanding	183	1/15/18	CC 319 Childcare Cross-Cultural Understanding	183	1/15/18
CC 120 Childcare Career Development	153	1/15/18	CC 220 Childcare Career Development	183	1/15/18	CC 320 Childcare Career Development	183	1/15/18
CC 121 Childcare Economic Literacy	153	1/15/18	CC 221 Childcare Economic Literacy	183	1/15/18	CC 321 Childcare Economic Literacy	183	1/15/18
CC 122 Childcare Environmental Science	153	1/15/18	CC 222 Childcare Environmental Science	183	1/15/18	CC 322 Childcare Environmental Science	183	1/15/18
CC 123 Childcare Health, Safety, and Nutrition	153	1/15/18	CC 223 Childcare Health, Safety, and Nutrition	183	1/15/18	CC 323 Childcare Health, Safety, and Nutrition	183	1/15/18
CC 124 Childcare History	153	1/15/18	CC 224 Childcare History	183	1/15/18	CC 324 Childcare History	183	1/15/18
CC 125 Childcare Language Acquisition	153	1/15/18	CC 225 Childcare Language Acquisition	183	1/15/18	CC 325 Childcare Language Acquisition	183	1/15/18
CC 126 Childcare Literacy Development	153	1/15/18	CC 226 Childcare Literacy Development	183	1/15/18	CC 326 Childcare Literacy Development	183	1/15/18
CC 127 Childcare Mathematics	153	1/15/18	CC 227 Childcare Mathematics	183	1/15/18	CC 327 Childcare Mathematics	183	1/15/18
CC 128 Childcare Music	153	1/15/18	CC 228 Childcare Music	183	1/15/18	CC 328 Childcare Music	183	1/15/18
CC 129 Childcare Physical Education	153	1/15/18	CC 229 Childcare Physical Education	183	1/15/18	CC 329 Childcare Physical Education	183	1/15/18
CC 130 Childcare Social Studies	153	1/15/18	CC 230 Childcare Social Studies	183	1/15/18	CC 330 Childcare Social Studies	183	1/15/18
CC 131 Childcare Science	153	1/15/18	CC 231 Childcare Science	183	1/15/18	CC 331 Childcare Science	183	1/15/18
CC 132 Childcare Social Skills	153	1/15/18	CC 232 Childcare Social Skills	183	1/15/18	CC 332 Childcare Social Skills	183	1/15/18
CC 133 Childcare Technology	153	1/15/18	CC 233 Childcare Technology	183	1/15/18	CC 333 Childcare Technology	183	1/15/18
CC 134 Childcare Visual Arts	153	1/15/18	CC 234 Childcare Visual Arts	183	1/15/18	CC 334 Childcare Visual Arts	183	1/15/18
CC 135 Childcare Writing	153	1/15/18	CC 235 Childcare Writing	183	1/15/18	CC 335 Childcare Writing	183	1/15/18
CC 136 Childcare Art	153	1/15/18	CC 236 Childcare Art	183	1/15/18	CC 336 Childcare Art	183	1/15/18
CC 137 Childcare Music	153	1/15/18	CC 237 Childcare Music	183	1/15/18	CC 337 Childcare Music	183	1/15/18
CC 138 Childcare Physical Education	153	1/15/18	CC 238 Childcare Physical Education	183	1/15/18	CC 338 Childcare Physical Education	183	1/15/18
CC 139 Childcare Social Studies	153	1/15/18	CC 239 Childcare Social Studies	183	1/15/18	CC 339 Childcare Social Studies	183	1/15/18
CC 140 Childcare Science	153	1/15/18	CC 240 Childcare Science	183	1/15/18	CC 340 Childcare Science	183	1/15/18
CC 141 Childcare Social Skills	153	1/15/18	CC 241 Childcare Social Skills	183	1/15/18	CC 341 Childcare Social Skills	183	1/15/18
CC 142 Childcare Technology	153	1/15/18	CC 242 Childcare Technology	183	1/15/18	CC 342 Childcare Technology	183	1/15/18
CC 143 Childcare Visual Arts	153	1/15/18	CC 243 Childcare Visual Arts	183	1/15/18	CC 343 Childcare Visual Arts	183	1/15/18
CC 144 Childcare Writing	153	1/15/18	CC 244 Childcare Writing	183	1/15/18	CC 344 Childcare Writing	183	1/15/18
CC 145 Childcare Art	153	1/15/18	CC 245 Childcare Art	183	1/15/18	CC 345 Childcare Art	183	1/15/18
CC 146 Childcare Music	153	1/15/18	CC 246 Childcare Music	183	1/15/18	CC 346 Childcare Music	183	1/15/18
CC 147 Childcare Physical Education	153	1/15/18	CC 247 Childcare Physical Education	183	1/15/18	CC 347 Childcare Physical Education	183	1/15/18
CC 148 Childcare Social Studies	153	1/15/18	CC 248 Childcare Social Studies	183	1/15/18	CC 348 Childcare Social Studies	183	1/15/18
CC 149 Childcare Science	153	1/15/18	CC 249 Childcare Science	183	1/15/18	CC 349 Childcare Science	183	1/15/18
CC 150 Childcare Social Skills	153	1/15/18	CC 250 Childcare Social Skills	183	1/15/18	CC 350 Childcare Social Skills	183	1/15/18

Transfer Credits

Amslee Institute courses may not transfer to other college or university programs. Students should contact other College or University to understand their policies for transfer credits. Due to the specialization in the academic programs, Amslee Institute does not accept transfer credits from other institutions.

Course Requirements

Amslee Courses are classified as Health and Safety (HS), Childcare (CC), General Education (GE), Job Placement (JP), and Optional (OP). Amslee Institute uses clock hours defined as a period of sixty minutes with a minimum of fifty minutes of instruction in the presence of an instructor.

Numerically, 100 courses are required for the Basic Childcare, 200 courses are required for Intermediate Childcare, 300 courses are required for Advanced Childcare, 400 courses are required for Specialized Childcare, 500 courses are required for Professional Childcare, and 600 courses are for Job Placement.

The **Amslee® Basic Childcare program** objective is to establish and maintain a safe, clean, and healthy environment for children. This program is designed for those seeking paid babysitting and mother's helper positions providing for the safety of children for several hours with the employer and/or family members onsite or nearby and available by phone. This program includes instruction on understanding children as well as home, water, and food safety. Amslee® Basic Childcare program includes instruction on understanding children as well as home, water, and food safety. This program requires 10 clock hours of coursework:

CC 101 Understanding Children (2 hours)	HS 103 Water Awareness (1 hour)
CC 102 Children and the Law (1 hour)	HS 104 Food Safety (1 hour)
CC 103 Positive Discipline (1 hour)	GE 101 Professionalism (1 hour)
HS 101 Emergency Planning (1 hour)	GE 102 Stress Management (1 hour)
HS 102 Safety in the Home (1 hour)	

The **Amslee® Intermediate Childcare program** objective is to describe developmentally appropriate care for children. This program is designed for those seeking part-time positions with families or employers. Intermediate Childcare providers may be responsible for afterschool and/or weekend care. Amslee® Intermediate Childcare program includes instruction in early childhood development, child growth, and health. This program requires 20 clock hours of coursework:

CC 101 Understanding Children (2 hours)	CC 201 Newborns and Infants (2 hours)
CC 102 Children and the Law (1 hour)	CC 202 Toddlers (1 hour)
CC 103 Positive Discipline (1 hour)	CC 203 Preschool (1.5 hour)
HS 101 Emergency Planning (1 hour)	CC 204 Primary Years (1 hour)
HS 102 Safety in the Home (1 hour)	CC 205 Children and Literacy (1 hour)
HS 103 Water Awareness (1 hour)	CC 206 STEM Activities (1 hour)
HS 104 Food Safety (1 hour)	HS 201 Fitness Basics (1 hour)
GE 101 Professionalism (1 hour)	HS 202 Health Basics (1.5 hour)
GE 102 Stress Management (1 hour)	

The **Amslee® Advanced Childcare program** objective is to understand the competencies and skills needed to plan activities and manage multiple children. This program is designed for those seeking full-time positions with families or employers including year-round or full-time summer positions. Advanced Childcare providers may be responsible for several children throughout the entire work day or week while family members are at their places of employment. This program includes instruction on working with families, activity planning, and managing groups. Amslee® Advanced Childcare program requires 30 clock hours of coursework:

CC 101 Understanding Children (2 hours)
 CC 102 Children and the Law (1 hour)
 CC 103 Positive Discipline (1 hour)
 HS 101 Emergency Planning (1 hour)
 HS 102 Safety in the Home (1 hour)
 HS 103 Water Awareness (1 hour)
 HS 104 Food Safety (1 hour)
 GE 101 Professionalism (1 hour)
 GE 102 Stress Management (1 hour)
 CC 201 Newborns and Infants (2 hours)
 CC 202 Toddlers (1 hour)
 CC 203 Preschool (1.5 hour)
 CC 204 Primary Years (1 hour)
 CC 205 Children and Literacy (1 hour)

CC 206 STEM Activities (1 hour)
 HS 201 Fitness Basics (1 hour)
 HS 202 Health Basics (1.5 hour)
 CC 301 Learning Environments (1 hour)
 CC 302 Self-Regulation (1 hour)
 CC 303 Classroom Management (1 hour)
 CC 304 Helping with Homework (0.5 hour)
 CC 305 Children and Music (1 hour)
 CC 306 Children and Art (1 hour)
 HS 301 Fitness for Child Athletes (1 hour)
 HS 302 Nutrition Basics (1.5 hour)
 GE 301 Communicating with Families (1 hour)
 GE 302 Types of Families (1 hour)

The **Amslee® Specialist Childcare program** objective is to describe specialized approaches based on children’s individual and family’s needs. This program is designed for those seeking full-time positions with additional responsibilities including family assistance and household management or supervisory roles with employers. Additional responsibilities in a home may include managing a weekly schedule, picking up the dry cleaning, preparing meals, and overnight duties. In an employment setting, additional responsibilities may include supporting education or leading group play activities. Specialist Childcare providers are often committed to childcare as their primary employment and have the maturity to work unsupervised while responsible for several children. This program includes instruction on academic enrichment, communication, and nutrition. Amslee® Specialist Childcare program requires 40 clock hours:

CC 101 Understanding Children (2 hours)
 CC 102 Children and the Law (1 hour)
 CC 103 Positive Discipline (1 hour)
 HS 101 Emergency Planning (1 hour)
 HS 102 Safety in the Home (1 hour)
 HS 103 Water Awareness (1 hour)
 HS 104 Food Safety (1 hour)
 GE 101 Professionalism (1 hour)
 GE 102 Stress Management (1 hour)
 CC 201 Newborns and Infants (2 hours)
 CC 202 Toddlers (1 hour)
 CC 203 Preschool (1.5 hour)
 CC 204 Primary Years (1 hour)
 CC 205 Children and Literacy (1 hour)
 CC 206 STEM Activities (1 hour)
 HS 201 Fitness Basics (1 hour)
 HS 202 Health Basics (1.5 hour)
 CC 301 Learning Environments (1 hour)

CC 302 Self-Regulation (1 hour)
 CC 303 Classroom Management (1 hour)
 CC 304 Helping with Homework (0.5 hour)
 CC 305 Children and Music (1 hour)
 CC 306 Children and Art (1 hour)
 HS 301 Fitness for Child Athletes (1 hour)
 HS 302 Nutrition Basics (1.5 hour)
 GE 301 Communicating with Families (1 hour)
 GE 302 Types of Families (1 hour)
 CC 401 Lesson Planning (1 hour)
 CC 402 Children at Risk (1 hour)
 CC 403 Special Education (2 hours)
 HS 401 Nutrition and Health (1 hour)
 HS 402 Special Diets (1 hour)
 GE 401 Etiquette and Manners (1 hour)
 GE 402 Household Management (1 hour)
 GE 403 Caring for Pets (1 hour)
 GE 404 Global Celebrations (1 hour)

The **Amslee® Professional Childcare program** objective is to demonstrate learnings that promote children’s total growth and development. This program is designed for those seeking a career in childcare and are likely to commit their time exclusively to a family or may be employed as a supervisor in a child focused business. Professional Childcare providers may have limited time off and work holidays as they are the central core to managing all schedules, logistics, and needs for the entire family or a team working with children. This program includes instruction on child development theory, multi-culture activities, and requires a student project to demonstrate and share attained knowledge. Amslee® Professional Childcare requires 45 hours of coursework:

CC 101 Understanding Children (2 hours)
CC 102 Children and the Law (1 hour)
CC 103 Positive Discipline (1 hour)
HS 101 Emergency Planning (1 hour)
HS 102 Safety in the Home (1 hour)
HS 103 Water Awareness (1 hour)
HS 104 Food Safety (1 hour)
GE 101 Professionalism (1 hour)
GE 102 Stress Management (1 hour)
CC 201 Newborns and Infants (2 hours)
CC 202 Toddlers (1 hour)
CC 203 Preschool (1.5 hour)
CC 204 Primary Years (1 hour)
CC 205 Children and Literacy (1 hour)
CC 206 STEM Activities (1 hour)
HS 201 Fitness Basics (1 hour)
HS 202 Health Basics (1.5 hour)
CC 301 Learning Environments (1 hour)
CC 302 Self-Regulation (1 hour)
CC 303 Classroom Management (1 hour)
CC 304 Helping with Homework (0.5 hour)

CC 305 Children and Music (1 hour)
CC 306 Children and Art (1 hour)
HS 301 Fitness for Child Athletes (1 hour)
HS 302 Nutrition Basics (1.5 hour)
GE 301 Communicating with Families (1 hour)
GE 302 Types of Families (1 hour)
CC 401 Lesson Planning (1 hour)
CC 402 Children at Risk (1 hour)
CC 403 Special Education (2 hours)
HS 401 Nutrition and Health (1 hour)
HS 402 Special Diets (1 hour)
GE 401 Etiquette and Manners (1 hour)
GE 402 Household Management (1 hour)
GE 403 Caring for Pets (1 hour)
GE 404 Global Celebrations (1 hour)
CC 501 Theories of Child Development (1 hour)
CC 502 Trends in Childcare (1 hour)
CC 503 Advanced Children (0.5 hour)
CC 504 Brain Development (1 hour)
GE 501 Financial Management (1.5 hour)

Optional courses are provided to all students, free of charge. These are courses that can be taken if the topic is interesting to the student, but these courses are not required for any programs.

- OP 101 Tips for Live-In Nannies (0.5 hour)
- OP 102 Photographing Children (0.5 hour)

Continuing Your Education

Amslee Institute offers a sequence of courses that provides specialized content with relevant practical knowledge to prepare students for further education and careers in childcare. Students are encouraged to select a program based on their current abilities to achieve all the program requirements. Students are encouraged to advance their training by enrolling in the higher-level programs as their career progresses.

Fees and Tuition Costs

The following are the enrollment, tuition, and other fees for Amslee Institute. The total cost is the sum of the enrollment fee, tuition, and other program fees, when applicable. Fees and tuition are subject to change at any time without notice for new enrollment.

Enrollment Fee: \$149 (Non-refundable)

Additional Fees, when applicable:

- Re-enrollment Fee: \$99 (Non-refundable)
- Student Record Request Processing Fee: \$25

Tuition:

- Amslee® Basic Childcare \$149
- Amslee® Intermediate Childcare \$298
- Amslee® Advanced Childcare \$447
- Amslee® Specialist Childcare \$596
- Amslee® Professional Childcare \$745

Total Cost (Enrollment Fee and Tuition): The tuition and fees depending on the programs selected. For new students, the Basic program would require a \$149 enrollment fee and \$149 tuition for a total cost of \$298. The Advanced Childcare program would require a \$149 enrollment fee and \$298 for tuition for a total cost of \$447.

- Amslee® Basic Only \$298
- Amslee® Basic and Intermediate \$447
- Amslee® Basic, Intermediate, and Advanced \$596
- Amslee® Basic, Intermediate, Advanced, and Specialist \$745
- Amslee® Basic, Intermediate, Advanced, Specialist, and Professional \$894

If student has completed an Amslee Institute program and is enrolling in the next higher program (1 level up), the program would require a \$149 enrollment fee and \$149 tuition for a total cost of \$298.

- Amslee® Intermediate Only \$298
- Amslee® Advanced Only \$298
- Amslee® Specialist Only \$298
- Amslee® Professional Only \$298

There are no additional fees for books or supplies as all course materials are available to students in the learning management system student portal for view and when appropriate for download. The learning management system also accepts uploaded documents and completed assignments submitted by students.

Cancellation and Refund Policy

Should a student's enrollment be terminated or cancelled for any reason, all refunds will be made according to the following refund schedule:

- Cancellation requires the submission of Amslee Form 108 by electronic mail to admissions@AmsleeInstitute.com or by termination.
- If Amslee Institute does not accept the student or the student cancels within (3) business days after making payment and signing the enrollment agreement, 100% of fees and tuition (less the \$149 nonrefundable enrollment fee) will be refunded.
- Cancellation after attendance has begun through 40% of the program will result in a Pro Rata refund computed on the number of hours completed to the total program hours.
- Cancelling after completing more than 40% of the program will result in no refund.

- Termination Date: In calculating the refund due to a student, the last date of login with academic activity is used in the calculation.
- Refunds will be made within 30 days of termination of student's enrollment or receipt of Cancellation Notice (Form 108) from the student.

Funding Sources and Tax Deductions

Amslee programs are not eligible for federal education loans (financial aid). Students will not be able to submit FAFSA forms for Amslee® programs. Amslee does not offer payment plans.

Tuition and fees may be tax deductible if the course is sufficiently connected to employment activities. Consult an accountant concerning this matter. Amslee Institute does not generate 1098-T forms, in accordance with the following IRS guideline: Instructions for Forms 1098-E and 1098-T published by the Department of Treasury, Internal Revenue Service (<https://www.irs.gov/pub/irs-pdf/i1098et.pdf>), states, "You do not have to file Form 1098-T or furnish a statement for: Courses for which no academic credit is offered..."

A limited number of scholarships may be available for those who qualify and are selected.

The Nivens Scholarship provides financial support for high school graduates seeking a career in childcare as a Nanny, Sitter, or Family Assistant. Eligible scholars will receive an award equal to the institutional cost of attendance for the Basic and Intermediate programs. An application is required.

Award Amount: \$447

Awards Available: 2

Application Deadline: 11:59 p.m. EST on September 15, 2018

Application Process: Download, complete, and email application form to admissions @amsleeinstitute.com. Application form is available at www.amsleeinstitute.com/scholarships

To apply for the Nivens scholarship, students must meet eligibility requirements that includes technical and program requirements. Applicants must:

- Be a U.S. citizen
- Have earned a standard high school diploma or its equivalency
- Eligible to enroll at Amslee Institute
 - Must be 18 years of age or older with government issued identification with birthdate
 - Be fluent in English
 - Transcripts of High School diploma, equivalent, or current enrollment
 - Certified in CPR and First Aid
 - Access to a computer with minimum screen resolution of 1024x768, internet connection, and web browser (Internet Explorer 8+, Firefox 2+, Safari on Mac 1.2+, or Google Chrome) with Javascript and Cookies enabled
 - Access to a computer with installed software programs including Flash Player 9+, Microsoft Word, and a PDF document reader like Adobe Reader
 - Access to printer and scanner
 - A valid email account
- Able to complete all Basic and Intermediate Childcare Diploma and Certification program requirements including

- Complete and sign Enrollment Agreement and Statement of Understanding
- Complete a minimum of 10% of the online classes each week (2-3 hours)
- Complete 20 hours of online classes
- Pass 2 proficiency exams
- Submit 2 professional references
- Submit documentation for 100 hours of paid childcare work experience

Learning Resources

Online learning resources include an unabridged dictionary and a thesaurus which can be found at the following web addresses, respectively:

Dictionary.com

Thesaurus.com

Student Services

The Admission office is available by phone Monday through Friday, between the hours of 8am and 5pm EST for enrollment and program support. If unavailable to take the call at (941) 773-9020, the admissions department accepts voicemails. The Admissions office can also be reached at Admissions@AmsleeInstitute.com. Onsite meetings are available by appointment only.

For personal, academic, or financial advisement, contact Admissions@AmsleeInstitute.com. Academic support is also available using the online chat board that is monitored daily by faculty.

Technical support is provided by the Learning Management System with business hours between 7AM and 7PM Central Standard Time, Monday through Friday. Emergency support is available after business hours except on the following holidays: New Year's Day, Memorial Day, Independence Day, Labor Day, Thanksgiving, Day after Thanksgiving, and Christmas Day.

Placement Services

Amslee Institute does not guarantee employment but does provide placement services (PS) exclusively for Amslee programs. Students enrolled in the Amslee Basic program and bundled programs that include the Basic program have access to placement resources which include these five optional courses:

✓ PS 601	Resume Writing	(1 hour)
✓ PS 602	Job Search Strategies	(0.5 hour)
✓ PS 603	Interview Skills	(1 hour)
✓ PS 604	Negotiating Compensation	(0.5 hour)
✓ PS 605	Work Agreements	(0.5 hour)

Student Records

Students have the right to inspect and review the student's education records maintained by Amslee Institute. Upon request, Amslee Institute will provide a copy of a student's educational record for a processing fee (Amslee Form 105).

Students have the right to request that Amslee Institute correct records which they believe to be inaccurate or misleading. If Amslee decides not to amend the record, the student has the right to a formal hearing. After the hearing, if the school still decides not to amend the record, the student

has the right to place a statement within the record setting forth his or her view about the contested information.

Amslee Institute will not release student records unless provided written permission from the student (Amslee Form 105), as allowed by the Family Educational Rights and Privacy Act (FERPA), or as required by law. FERPA allows educational institutions to disclose records, without parent or student consent, to the following parties or under the following conditions (34 CFR § 99.31):

- School official with legitimate educational interest;
- Specified officials for audit or evaluation purposes;
- Organizations conducting certain studies for or on behalf of the school;
- Accrediting organizations;
- To comply with a judicial order or lawfully issued subpoena;
- Appropriate officials in cases of health and safety emergencies; and
- State and local authorities, within a juvenile justice system, pursuant to specific State law.

Amslee Institute may disclose a directory of student information. Amslee Institute considers “directory information” to be the student's name, address, telephone number, date of birth, enrolled program, dates of attendance, certifications and awards received, and the most recent previous educational agency or institution attended by the student. This information is also used by Amslee placement services. Parents and/or students can opt out of this directory with Amslee Form 106.

Amslee is permitted to release 1) name of student and 2) status with Amslee Institute as A). Not Enrolled, B) Enrolled and name of Program, or C). Graduate and which Program.

Students may withdraw from Amslee Institute at any time using Amslee Form 108. Students who do not complete the program within 90 days of enrollment and do not contact Amslee Institute for an extension will automatically be dismissed from the Institute.

Leave of Absence

A one-time 90-day extension may be granted to students who demonstrate in writing (via email to Admissions@AmsleeInstitute.com) a significant hardship that requires additional time to complete a program. Requests must be submitted no later than two weeks prior to the expiration date on the student account to be considered by the Admissions Officer. A response will be delivered via email within 7 business days (excluding federal holidays). It is at the discretion of the Program Manager to determine if the situation warrants an extension. Considerations will be made for emergency situations including but not limited to a death in the family, serious illness, or deployment.

If an extension is granted, the student must complete the program within 90 days. No further extensions will be granted. If a student cannot finish the program within the extension window, and desires to finish the program, the student will have to purchase the program again in its entirety at full tuition.

Re-Enrollment

All courses and program requirements must be completed within 90 days of Enrollment Date. Re-enrollment is approved when:

- ✓ Student Enrollment Date is less than 12 months
- ✓ Student is in good standing with Amslee® Institute

To re-enroll, complete and submit the Enrollment Agreement and an updated Student Information form (Amslee Form 100), check box in Part V Additional Information that states, "Check this box only if you completed the student information form to Re-Enroll". Send updated and fully completed form to Admissions@AmsleeInstitute.com with payment of the \$99 re-enrollment fee.

Students will retain a completed status for courses completed within 12 months of the Enrollment date. If tuition was not paid on the Enrollment Date, the student is responsible to pay full tuition at the current rate. If the student's Enrollment Date is more than 12 months' past, students must re-enroll and pay current enrollment fee and tuition and re-take all courses required for their desired program level.

Complaint and Appeals Process

Amslee Institute is committed to a policy of treating all students fairly in regard to their personal and professional concerns. Prior to invoking the formal grievance procedure, the student is strongly encouraged to discuss his or her grievance with an Admissions Officer.

Any student or prospective student with a grievance, complaint, or appeal should submit the grievance in writing within 30 days to the Admissions Officer at Admissions@AmsleeInstitute.com using Amslee Form 107. If practical, the grievance or complaint will be addressed by a member of the Admissions or Administrative staff within 10 business days from the date the written grievance was received. If the disposition extends beyond 10 business days, the Admissions Officer should inform the student of the delay and the expected response date. If the student is not satisfied, the student can submit an appeal within 5 business days which should be addressed to the President of Amslee Institute. If the student remains unsatisfied with the resolution, any grievance or questions may be addressed to:

Commission for Independent Education
325 W. Gaines Street, Suite 1414
Tallahassee, FL 32399-0400
or E-mail: cieinfo@fldoe.org
or Fax: 850-245-3238

Amslee Institute will work with students towards a satisfactory resolution within established policies, procedures, and administrative rules. At a minimum, Amslee Institute will include written formal complaints as part of a continuous improvement process.

Causes for Dismissal

Amslee Institute reserves the right to warn and/or dismiss students whose actions are deemed unacceptable by Amslee Institute for a professional in the childcare field. A student may get a written warning or be dismissed without a warning from the program for any of the following reasons:

- Failure to achieve the minimum enrollment requirements including but not limited to proficiency in English communications and honesty in completing the enrollment documentation
- Failure to perform at the minimum academic standards including but not limited to attendance, completing the online courses with quizzes, and completing the online proficiency exams
- Distribution of any Amslee materials and/or content
- Unauthorized external assistance
- Unauthorized or illegal use, or attempted unauthorized or illegal use, of course materials and/or any Amslee information
- Any persons other than the student taking the proficiency exams or completing any of the requirements of the program
- Conviction of an illegal or criminal activity
- Plagiarism
- Failure to engage professionally and positively on social media
- Failure to maintain professional behavior while an Amslee student and/or seeking or employed as an in-home or other childcare provider

For violations, a student may receive a onetime written warning. All written and verbal discussions will be documented in the student's file and may be accessible to future employees. For serious offenses or upon a second offense, the student will be dismissed from the program.

Serious offenses include but are not limited to those that make one ineligible to pass a background check which can be found at <http://www.fldoe.org/teaching/professional-practices/background-screening-requirements.sl>. If dismissed, the student will receive a written notification of the dismissal and reason.

Students may submit a written appeal of his/her dismissal within five calendar days of their receipt of the dismissal notice. The appeal should be addressed to the President of Amslee Institute and include documentation of the mitigating circumstances that preventing the student from attaining satisfactory performance. The President of Amslee Institute will assess all appeals and the student will be sent the written decision within ten business days of Amslee®'s receipt of the appeal. The decision of the President is final.

Adjunct Faculty and Qualifications

Amslee's 30+ adjunct faculty members are subject matter experts in their respective fields with advanced degrees and experience combined with a passion for childcare. Amslee course instructors are child psychologists, teachers, lawyers, physician assistants, dietitians, musicians, literary authors, nutritionists, teachers, fitness coaches, nurses, artists, career coaches, veterinarians, and professional nannies.

Kerri Beisner. Master of Education in Moderate Learning Disabilities K-8 from Endicott College and Bachelor of Art in English from University of Connecticut. Licensure in Moderate Learning Disabilities K-8, English 5-8, ESL K-12, and certification in Orton Gillingham Phonics Instruction.

Published author with The National Association of Special Education Teachers and a children's book *The Nightluns Stone*.

Dr. Tali Berkovitch. Doctor of Philosophy in Teaching and Learning from New York University, Master of Arts in Early Childhood

Education from New York University, and Bachelor of Science in Psychology from City University of New York, Brooklyn College. Lead Nursery Teacher, Coach, and Curriculum Designer.

Elena Borrelli. Master of Science in Physician Studies from University of Detroit Mercy, Bachelor of Science in Biology from Oakland University. Licensed Physician Assistant, Online Academic Medical Advisor, and Founder of Family Branches a non-profit for underprivileged children.

Sereniti Bradley. Educational Specialist in Educational Leadership for Teaching and Learning from Walden University, Master of Business Administration from Baker College, and Bachelor of Science in Education from Bethune-Cookman University. Florida teacher in Elementary Education (K-6), Biology (6-12), and ESOL.

Aaron Brandel. Juris Doctorate from the University of Miami, Master of Fine Arts in Creative Writing from Hamline University, and Bachelor of Arts from Binghamton University. Licensed to practice law in Minnesota.

Shaundra Boyd. Master of Art in Early Childhood Education from the University of Phoenix, Master of Art in Curriculum and Instruction from the University of Phoenix, and Bachelor in Business Administration from Fort Valley State University. Georgia Teacher and Start Certified Trainer.

Gregory Cassiere. Master of Art in Early Childhood Education from Mercy College and Bachelor of Art in Political Science from Fordham University. Certificate in Special Education K-6. New York City public and private teacher with TEFL and TESOL Certifications. Taught High School English and Career Services Teacher as well as English to non-English speakers in Southeast Asia.

Dr. Alaina Desjardin. Doctorate of Business Administration from Northcentral University, Masters of Public Administration from

Ashford University, Masters of Arts in Teaching in Special Education from New Jersey City University, Masters of Urban Education with specialization in Leadership from New Jersey City University. Licenses include New Jersey Certified Educational Principal, New Jersey Certified Educational Supervisor, New Jersey Certified Teacher of Students with Disabilities, and New Jersey Certified K-6 Generalist Teacher.

Michelle Dragalin. Educational Specialist in Educational Technology from Walden University, Master of Education from University of Phoenix, Bachelor of Art in Special Education from Old Dominion University, and Bachelor of Science in Elementary Education from Bemidji State University. Texas elementary school teacher (PK-8). Colorado elementary and special education teacher.

Christine Ducz. Master of Arts in Education and Curriculum Instruction from the University of Phoenix and Bachelor of Arts in English from Centenary University. New Jersey English teacher and reading specialist.

Dr. Lauren Formy-Duval. Doctor of Psychology in Clinical Psychology from Nova Southeastern University, Master of Science in Clinical Psychology from Nova Southeastern University, Bachelor of Arts in Psychology from North Carolina State University. Private clinical practice.

Kathryn Gonsalves. Master of Art in Psychology from Humboldt State University and Bachelor of Science in Psychology from Campbell University. Virginia teacher and psychology instructor.

Annemarie Guertin. Master of Arts in Elementary Education from Fitchburg State University and Bachelor of Art in Early Childhood Education from Wheelock College. Public school teacher in Massachusetts and children's book author.

Chelsea Herndon. Master of Arts in Early Childhood Education and Elementary Education and Educational Specialist in Elementary Education both from the University of Alabama at Birmingham. Certified teacher in grades pre-school through 6th grade. Previous elementary teacher in Alabama and Washington, DC and current doctoral student at Auburn University.

Dr. Ken James. Doctorate and Education Specialist in Teaching and Learning from Liberty University, Master of Art in School Counseling from Valdosta State University, and Bachelor Degree in General Studies from Valdosta State University. Georgia Teacher.

Jessica Lofton. Master of Education in Curriculum and Instruction from Grand Canyon University, Graduate Certificate in Business from Cameron University, and Bachelor of Science in Computer Information Systems and Business Administration from North Carolina Wesleyan College. Business, technology, and education adjunct instructor in North Carolina.

Elizabeth Malson. Master of Science in Pharmaceuticals from the University of Southern California, Master of Business Administration from the University of North Carolina, and Bachelor of Science from North Carolina State University. PADI certified Emergency First Responder Instructor and Master Scuba Diver Trainer.

Marlene Malson. Master of Science in Operations Management from the University of Arkansas, Graduate of the United States Air Force Air War College, and Bachelor of Arts from West Virginia University. Retired USAF Financial Management and Cost Analyst.

Allison Markham Winkelmann. Master of Science in Human Nutrition and Functional Medicine from the University of Western States and Bachelor of Science in Kinesiology from the University of Texas.

Certificate in Nutritional Therapy from the Health Sciences Academy. Youth soccer coach, youth and adult fitness trainer, and wellness coach.

Dr. Alexandra Murr. Doctorate of Nursing Practice from University of Toledo, Master of Science in Nursing from University of Phoenix, and Bachelor of Art in Art from Buffalo State College. Board Certified Nurse Executive in New York.

Sarah Olson. Master of Science in Counseling and Psychology from Troy University and Bachelor of Art in Criminal Justice from Mercyhurst College. Global Career Development Facilitator Certification from National Career Development Association. Community College Career Center Specialist, Adjunct Professor, and Career Coach.

Karli Ortmann. Master of Art in Counseling from Chicago Professional School of Psychology (expected in 2020) and Bachelor of Arts in Psychology from St. Xavier University. Professional Nanny for 8 years.

Jena Paulo. Master of Science in Education from California State University and Bachelor of Art in Human Development from California State University. Head Preschool teacher, Preschool Director, and Online College Instructor.

Darrin Prince. Master of Arts in Christian Education from Faith Bible College and Bachelor of Science in Liberal Arts and Business Administration. USATF (USA Track & Field) Level 1 Coaching Certification, NASE (National Association of Speed & Explosion) Level II Speed and Explosion Specialist. Collegiate Coach of more than 700 athletes, spent 17 years in the US Army, and is a licensed and ordained Minister of the Gospel.

Denise Richardson. Master of Education in Leadership of Educational Organizations from American InterContinental University, and Bachelor of Art in Elementary Education

from Trinity International University of Florida. Program Director of Children Services for a Learning Center in Florida.

Dr. Jennifer Rodriguez-Bosque. Doctor of Health Science from Nova Southeastern University, Master of Science in Nutrition and Wellness from Benedictine University, and Bachelor of Science in Nutrition and Dietetics from University of Puerto Rico. Dietitian for ten years working with children in clinical and communities.

Andrea Sammons. Master of Art in Teaching from Georgia College and State University and Bachelor of Art in Studio Art-Ceramics from Georgia College and State University. Georgia Professional Educator Certificate and Art Teacher.

Dr. Beth Stutzmann. Doctor of Musical Arts in Music Education from Shenandoah University, Master of Music in Horn Performance from Oklahoma City University,

and Bachelor of Music in Music Education from The Boston Conservatory of Music.

Sara Townley. Master of Science in Applied Nutrition – Sport & Fitness from Canisius College and Bachelor of Science in Exercise Science from the University of Texas - Arlington. ACSM Certified Personal Trainer, CISSN Certified Sports Nutritionist, and Certified Barre Fitness Instructor.

Lynn Zepp. Master of Science in Food and Nutrition from Indiana University of Pennsylvania, and Bachelor of Science in Nutritional Sciences from Pennsylvania State University. Registered Dietitian and Licensed Dietitian-Nutritionist in Maryland.

Dr. Patricia Ziefle. Doctor of Veterinary Medicine from Louisiana State University and Bachelor of Science in Biochemistry from Louisiana State University. Equine and small animal specialist.

Course Descriptions

CC 101: Understanding Children (1.5 hours by Dr. Lauren Formy-Duval). Children are complex and change as they advance in development. This course is an introduction to childhood stages including newborn, toddler, preschool, and primary years with physical, social, and emotional developmental milestones.

CC 102: Children and the Law (1 hour by Aaron Brandel). Laws differ in each state, but compliance with local child safety provisions is always mandatory. This course will review relevant laws on proper transportation, child abuse, emergency childcare, and more. Legal protections and liabilities for childcare workers will also be discussed.

CC 103: Positive Discipline (1 hour by Dr. Lauren Formy-Duval). Positive discipline is based on mutual respect using firm and kind direction to help children learn to manage their emotions and behaviors. This course will examine different types of discipline and what is appropriate for different behaviors,

provide tools for decision making, and how to set up an environment that encourages prosocial behaviors.

CC 201: Newborns and Infants (2 hours by Dr. Tali Berkovitch). A newborn baby is born helpless and needs constant care to survive. This course will review neonatal milestones and special care required including diapering, soothing, and signs of illness.

CC 202: Toddlers (1 hour by Shaundra Boyd). The toddler years are a critical time for development. Toddlers are beginning to walk, engaging in receptive and expressive communication, and developing social, emotional, and reasoning skills. This course will focus on understanding their needs and outline ways to help toddlers understand the world around them.

CC 203: Preschool (1.5 hours by Jena Paulo). Preschoolers are developing their basic life skills, independence, and knowledge they will need as they enter their

school years. This course will review developmental milestones, physical needs, and how to prepare preschoolers for kindergarten.

CC 204: Primary Years (1 hour by Ken James). As children grow into ages 6-8, they continue to advance physically and develop more cognitively, enabling a greater range of behaviors and emotions. This course will review developmental milestones, physical needs, and sexual development.

CC 205: Children and Literacy (1 hour by Christine Ducz). Literacy is an important skill all children need to be successful in life. This course addresses developing early literacy skills in infants and toddlers while promoting strong reading and writing skills for preschool and kindergarten children.

CC 206: STEM Activities (1 hour by Chelsea Herndon). STEM (Science, Technology, Engineering, and Math) will enable the next generation of innovators learn to solve global challenges. This course, for ages 3-5, will provide tools to help children understand complex systems through age appropriate play.

CC 301: Learning Environments (1 hour by Annemarie Guertin). The learning environment for children in the early years (ages 1-5) plays a critical role in brain development and productivity. This course will focus on curriculum design and implementation conducive to the key components of a successful learning environment.

CC 302: Self-Regulation (1 hour by Dr. Lauren Formy-Duval). Self-regulation refers to a person's ability to manage and control their feelings, thoughts, and behaviors. It is a critical foundation for learning and good decision making. This course explores self-regulation and provides information and tools to help foster and support this development in children.

CC 303: Classroom Management (1 hour by Jessica Lofton). Classroom management is an essential element in working with groups of children. This course will introduce practical tools to understand and use an established process that can be applied to group play dates, birthday party games, and summer camp structured activities.

CC 304: Helping with Homework (0.5 hour by Chelsea Herndon). Homework is designed to help students review key concepts and provide extra time to practice new skills. This course will provide tools to create a positive homework environment, ensure student remain responsible for their homework, and share ways to help the children be successful.

CC 305: Children and Music (1 hour by Dr. Beth Stutzmann). Music helps the body and mind work together and exposing children to music at an early age helps development. This course will introduce music and activities to support children of all ages.

CC 306: Children and Art (1 hour by Andrea Sammons). Arts and crafts help children develop mentally, socially, and emotionally as well as boost self-confidence. This course will focus on how art helps develop critical thinking skills as well as pre-reading and writing skills and practice ways to introduce art into a child care environment.

CC 401: Lesson Planning (1 hour by Serenity Bradley). Lesson planning skills are useful when working with a home school program, at a community activity center, or creating an academic schedule for the summer while children are out of school. This course will provide example weekly schedules for ages 3-10 with tools to lesson plan including how to define learning outcomes, materials needed, activities, and time required.

CC 402: Children at Risk (1 hour by Dr. Alaina Desjardin). Children at risk are less likely to transition into adulthood successfully. This course examines the factors that create or increase risk and

provide insights to aid those at risk in the youth population.

CC 403 Special Education (2 hours by Kerri Beisner). Special education and skills are needed to care for children with special needs or those with disabilities. This course is designed to introduce childcare providers to different types of special needs, tools that can be used with children, and how to be an advocate for young children with special needs and their families.

CC 501: Theories of Child Development (1 hour by Dr. Alaina Desjardin). Our understanding of human nature and child development is continually advancing. This course reviews human development theories from cognitive, psychosocial, psychoanalytical, and behavioral points of view.

CC 502: Trends in Childcare (1 hour by Kathryn Gonsalves). Childcare approaches and learnings advance with new information and cultural influences. This course has a range of topics including the increase of home schooling, vacation resort and cruise ship childcare, and interest driven learning.

CC 503: Advanced Children (0.5 hour by Dr. Alaina Desjardin). Advanced students, about 3-5% of the school population, exhibit high performance capabilities in intellectual, creative, musical and/or artistic areas. This course reviews myths and misconceptions and shares the six areas a child may be gifted and how to provide them with individualized support.

CC 504: Brain Development. (1 hour by Elena Borrelli). Human brains are built as an ongoing process from before birth and continues into adulthood. This course will introduce brain architecture and how it's the foundation of learning, behavior, and health.

HS 101: Emergency Planning (1 hour by Elizabeth Malson). Being prepared can help identify potential emergencies and possibly save lives. This course will teach specific

actions needed for a wide range of emergencies and provide tools to develop and use an emergency plan.

HS 102: Safety in the Home (1 hour by Marlene Malson). One of the primary responsibilities of a childcare provider is to supervise and monitor the safety of children in their care. This course will identify many of the physical risks a child might encounter in the home environment and discuss ways to eliminate or minimize the risk of harm.

HS 103: Water Awareness (1 hour by Elizabeth Malson). Swimming, boating, and other water sports are popular activities, especially during the summer. This course will provide water safety guidelines when in, on, or around the water.

HS 104: Food Safety (1 hour by Dr. Jennifer Rodriguez-Bosque). From processes on the farm to practices in the kitchen, food safety is important to decrease the risk of foodborne illness. This course will provide some basic concepts of food safety practices for preparing, serving, reheating, and managing food.

HS 201: Fitness Basics (1 hour by Allison Markham). Exercise is a critical component for good overall health to build muscle strength, promote healthy bone growth, and manage weight. This course will discuss endurance fitness, flexibility, strength training, and provide examples of age appropriate exercise programs that improve the overall health and wellbeing of children.

HS 202: Health Basics (1.5 hour by Dr. Alexandra Murr). Everyone feels better and are happier when they are healthy. This course reviews the basics of keeping children healthy and how to manage common ailments and over the counter medications.

HS 301: Fitness for Child Athletes (1 hour by Darrin Prince). Developing fitness in children is vital to preparing them for a smooth transition into individual or team sports. This

course will share the benefits of individual and team sports, the appropriate ages to compete in different sports, teaching sportsmanship, how to help keep athletes safe, hydration, and nutrition for athletes.

HS 302: Nutrition Basics (1.5 hour by Lynn Zepp). Food plays a significant role in our health and wellbeing but not everyone understands the components or how they interact in our bodies. This course will teach the basic components of nutrition, from digestion and absorption, to how nutrition affects health.

HS 401: Nutrition and Health (1 hour by Dr. Alexandra Murr). We find ourselves facing epidemics of obesity, diabetes, and other diet-related diseases and urgently need to promote and engage in healthy eating and lifestyles. This course will discuss the principles of weight management and dietary choices including the height and weight norms for children.

HS 402: Special Diets (1 hour by Allison Markham). Special diets can be driven by medical need or cultural preferences. This course will review common types of diets as well as and their impact on the body with information about vegetarian, paleo, Gluten-free, vegan, Atkins, raw food, and other nutrition options.

GE 101: Professionalism (1 hour by Karli Ortmann). Conducting yourself with high character, integrity, and behaving with moral principles is required to be a positive role model for children. This course will discuss how to engage proactively and help make appropriate choices while employed in childcare.

GE 102: Stress Management (1 hour by Dr. Lauren Formy-Duval). Stress during childcare is inevitable as juggling children, parents, play dates, and a personal life is a lot to manage. This course will discuss how to recognize the different components of stress, both physiological and psychological, and will cover behaviors and techniques

helpful to reduce and manage stress reactions as a caregiver and to help children manage their stress.

GE 301: Communicating with Families (1 hour by Dr. Michelle Dragalin). Communication is the exchange of information and news including our daily conversations. This course will focus on communication skills that strengthen working relationships with families.

GE 302: Types of Families (1 hour by Denise Richardson). Children learn from the families, teachers, and caregivers in their lives with families comprised of traditional and often non-traditional structures. This course discusses the diverse types of families, how to avoid stereotypes, and the importance of developing partnerships with everyone for the betterment of the children.

GE 401: Etiquette and Manners (1 hour by Kathryn Gonsalves). An understanding of etiquette is important for professionalism and teaching children correct manners. This course will provide business etiquette, dining protocols, and social norms for a variety of situations.

GE 402: Household Management (1 hour by Elizabeth Malson). Childcare positions often come with some household management responsibilities including housework, cleaning, or comprehensive household management. This course will share the benefits of schedules and example routines as well as basics on cleaning, laundry, and sewing.

GE 403. Caring for Pets (1 hour by Dr. Patricia Ziefle). In the United States, 68% of families have a pet and household management responsibilities may include caring for a dog or cat. This course teaches how to care for these and other common pets, so you can confidently care for these animals.

GE 404: Global Celebrations (1 hour by Chelsea Herndon). Understanding the

positive attributes of diverse cultures helps children learn more about the world. This course introduces popular days of celebrations from different countries around the world, providing child friendly activities or lessons that help teach diversity.

GE 501: Financial Management (1.5 hour by Marlene Malson). Finances can be stressful and overwhelming. This course will teach the basics on how to track money spent, create a budget, understand taxes, and develop a savings plan.

PS 601: Resume Writing (1 hour by Gregory Cassiere). Resumes are usually the first interaction with potential employers and can be a critical part of the employment process. This course will transform your resume into a powerful tool to market your value to employment or nanny agencies, childcare centers, and families.

PS 602: Job Search Strategies (0.5 hour by Sarah Olson). Knowing the most current job seeking trends and skills creates an advantage in gaining a desired position. This course will review the types of jobs in childcare, practical tools to find the right job opportunities, and how to network and use social media to enhance your professional reputation.

PS 603: Interview Skills (1 hour by Gregory Cassiere). Interviews are a critical part of the employment process that enables potential employers and candidates to learn about each other. This course will help you prepare for an interview, know what to expect during the interview, how to end an interview, and what to write in thank you notes.

PS 604: Negotiating Compensation (0.5 hour by Sarah Olson). Negotiating employment compensation may create anxiety but is an important skill to make sure you feel valued and fairly compensated for your work. This course will help you determine what components of compensation are most important to you and how to effectively

communicate with a potential employer on salary and benefits.

PS 605: Work Agreements (0.5 hour by Elizabeth Malson). Taking the time to think through and write down job expectations will help ensure everyone understands the responsibilities and compensation. Work agreements help reduce confusion and creates a more positive experience. This course will introduce work agreement templates and tools to discuss a work schedule as well as pay, overtime, and other benefits.

OP 101: Tips for Live-In Nanny Positions (0.5 hour by Karli Ortmann). Living with a family while employed as a Nanny has unique benefits and challenges. This course will discuss how manage a position that is often viewed as both family member and employee.

OP 102: Photographing Children (0.5 hour by Marlene Malson). There may be many times when you want to capture a precious moment for the parents of children under your care. This course will help you understand the issues associated with photographing children under your care and provide tips on capturing better images.

