



Child Care Resource

WHO'S WHO AT CHILD CARE RESOURCE

Address: 181 Commerce Street

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E-mail: (first initial; last name)[@childcareresource.org](mailto:childcareresource.org)

Executive Director- *Elizabeth Meyer Ext.18*

Business Manager- *Lee Ann Start Ext.25*

Development Director- *Candelin Wahl Ext. 17*

Front Desk

Sharon Wheelock-Office Manager *Ext. 34*

Denise St. Gelais-Office Assistant *Ext. 21*

Sue Corron-Part-time Front Desk Assistant **Ext 39**

Professional Development Team

Meghan Flanders-Professional Development Coordinator *Ext.40*

Amy Conant-Professional Development Specialist *Ext.19*

Heather Duhamel-EEI Coordinator/Child Care Development and
Recruitment Specialist. *Ext.31*

Sharon Wheelock- *Ext. 34* - Processes workshop and class registrations and cancellations, answers workshop inquiries, and maintains training database.

The Professional Development Team develops a quarterly training schedule of workshops offering professional development opportunities for providers to support their professional growth and their work with children and families. Professional

Development can provide technical assistance with Individual Professional Development Plans, accreditation and CDA classes. Other resources available include Kit's Place, a toy and book lending library, as well as toy van visits to centers and providers, which can be arranged through this department. Welcome to Child Care visits for new providers, consultation on marketing and potential real estate for new programs and support around program sustainability are also provided. Professional Development can also link providers with mentors for their program.

Consultation Team

Sharon Halnon- Child Care Consultant *Ext. 41*

Robbin LaRue- Child Care Consultant *Ext. 20*

The Consultation Team works with parents, guardians, and providers as they foster the growth and development of young children. Assistance is individualized and can include child or program observations and facilitation of discussions. Areas of focus include child development, positive guidance, early-care relationships, abuse and neglect prevention, special needs, school readiness, space design, and fostering learning through play.

Referral Department

Kathie Mercia- Referral Director *Ext. 16*

Susan Richards-Senior Referral Specialist *Ext. 14*

Andrea Sandy-- Referral Specialist *Ext. 122*

Linda Snow – Referral Specialist **Ext. 26**

The Referral Department maintains computerized provider referral files with detailed information on child care programs, such as openings, location, and cost. Referral specialists can give parents and guardians the names of programs that meet their particular needs and offer guidelines on choosing quality child care.

Child Care Subsidy Department

Kathie Mercia- Subsidy Director *Ext. 16* **Parent's last name beginning with:**

Jessica Miller- Subsidy Specialist *Ext. 22* Backup

Nicole Oliver- Subsidy Specialist *Ext. 27* (D-L)

Stacy Bradley-Subsidy Specialist *Ext. 105* (A-C, U-Z)

Carmen Grace-Subsidy Specialist *Ext. 120* (M-T)

Karen Bogdan-Protective Services Subsidy *Ext. 736*

Hannah Beck--Family Support Childcare *Ext. 42*

The Subsidy Department helps parents and guardians decide whether they have an established service need and meet income guidelines that would qualify them for childcare subsidies. Specialists assist providers with questions concerning payment, family eligibility and procedural and payment requirements.

Child Care Food Program

Anna Graham- Food Program Coordinator *Ext. 32*

Nancy DeCoster-Food Program Home Visitor *Ext. 23*

Meredith Bartolo- Nutrition Educator *Ext. 28*

Susan Corron-Food Program Administrative Assistant *Ext.39*

(Sue also works at the Front Desk, and helps in Accounting)

All registered childcare providers are eligible to participate in the Child Care Food Program (CCFP). The goal of this program is to ensure that nutritious meals are provided to children in childcare. Registered home childcare providers can be reimbursed for the meals and snacks they serve to children enrolled in the program. Providers receive technical support and menu review, free recipe and snack ideas for the children, and three home visits per year. The Food Program also offers the Community Farm Project which works on increasing the consumption of fresh, local produce, enhancing cooking skills, and teaching basic gardening skills by planting and maintaining on-site garden plots at area child care centers and homes.

Child Care Mentoring

Meghan Flanders-Professional Development Coordinator *Ext.40*

Ellen Drolette-Mentor *Ext. 35* (voicemail only)

Child Care Resource can connect registered providers and licensed centers with trained mentors. Mentors can provide support and technical assistance to providers and programs in many aspects of early care and education. These areas include, but are not limited to: curriculum planning, program planning, policies, contracts, budgets, professional development and basic child guidance techniques.

Williston Children's Center

Andrea Viets-Program Director *879-6535*

Child Care Resource runs a NAEYC accredited childcare program in the heart of Williston Village providing quality care to children ages (3 mos-6 yrs).