

## FLORIDA STATE COLLEGE AT JACKSONVILLE

## COLLEGE CREDIT COURSE OUTLINE

COURSE NUMBER:	EEC 2523
COURSE TITLE:	Overview of Child Care Center Management
PREREQUISITE(S):	None
COREQUISITE(S):	None
STUDENT ADVISING NOTES:	High school diploma or G.E.D.; Florida DCF Child Care Worker Training (initial 40-Hrs.) certificates; national CDA certificate or its equivalent
CREDIT HOURS:	3
CONTACT HOURS/WEEK:	3
CONTACT HOUR BREAKDOWN:	
Lecture/Discussion:	3
Laboratory:	
Other _____:	
FACULTY WORKLOAD POINTS:	3
STANDARDIZED CLASS SIZE ALLOCATION:	30

## CATALOG COURSE DESCRIPTION:

The purpose of this overview course is to provide current and prospective child care administrators an opportunity to acquire and/or enhance information and skills in the areas of organizational leadership and personnel issues; financial and legal issues; and appropriate programming. Students who successfully complete this course will meet one of the educational requirements for the Foundational Level Florida Child Care and Education Administrator Credential, and one of the three course requirements for the Advanced Level Director Credential.

SUGGESTED TEXT(S):	Sciarra, Dorothy J. and Anne G. Dorsey <u>Developing and Administering a Child Care Center</u> , 5 <sup>th</sup> Ed. NY: Delmar / Thompson Learning, 2003
IMPLEMENTATION DATE:	Fall Term, 2003 (20041)
REVIEW OR MODIFICATION DATE:	Fall Term, 2008, (20091) - Outline Review 2007

COURSE TOPICS	CONTACT HOURS <u>PER TOPIC</u>
I. Organizational Leadership and Management	10
A. Organizational Structure and Professionalism B. Personnel Policies and Staff Development	
II. Financial and Legal Issues	15
A. Budgeting and Accounting B. Marketing C. Legal Obligations, Tax Law, Insurance, Licensure	
III. Programming	20
A. Developmentally and Culturally Appropriate Environment and Curriculum B. Child Observation, Assessment, Documentation and Referral C. Health, Safety and Nutrition Practices D. Alliances with Families	

PROGRAM TITLE: Early Childhood Management  
 COURSE TITLE: Overview of Child Care Center Management  
 CIP NUMBER: 0420.020300

LIST PERFORMANCE STANDARD ADDRESSED:  
 NUMBER(S): TITLES(S):

- 01.0 PLAN, ESTABLISH AND MAINTAIN ACTIVITIES THAT SUPPORT CHILDREN'S SAFETY. The student will be able to
- 01.02 Identify unsafe equipment and make minor repairs.
- 02.0 PLAN, ESTABLISH AND MAINTAIN ACTIVITIES THAT SUPPORT CHILDREN'S HEALTH. --The student will be able to:
- 02.01 Plan, organize and guide cleanliness awareness (sanitation) activities.  
 02.02 Plan, organize and guide nutrition awareness activities.  
 02.03 Plan, organize and guide personal hygiene awareness activities.  
 02.06 Identify recommended daily nutritional requirements for children between birth and twelve years of age.  
 02.07 Plan, organize and guide age-appropriate food preparation activities.
- 03.0 PLAN, ESTABLISH AND MAINTAIN A LEARNING ENVIRONMENT FOR ALL CHILDREN. --The student will be able to:
- 03.01 Develop and implement an educational philosophy.  
 03.02 Identify appropriate and safe manipulative equipment for children.  
 03.04 Demonstrate ways to create and maintain a responsive environment  
 03.07 Describe facility modifications and special equipment needs for varying exceptionalities.  
 03.09 Plan a daily schedule for a child care center to accommodate children's changing needs and to provide a sense of orderly routine.  
 03.10 Plan and implement program lesson plans, unit plans and schedules.  
 03.11 Plan, organize and guide age-appropriate special events.  
 03.13 Plan, organize and guide transition routines.  
 03.14 Identify materials and equipment needed to operate a child care center.
- 07.0 DEMONSTRATE A COMMITMENT TO PROFESSIONALISM -- The student will be able to:
- 07.01 Evaluate your commitment to child care as a profession.
- 08.0 DEMONSTRATE EMPLOYABILITY SKILLS -- The student will be able to:
- 08.03 Identify documents that may be required when applying for a job.  
 08.05 Demonstrate competencies in job interview techniques.  
 08.06 Identify or demonstrate appropriate responses to criticism from employer, supervisor, or other persons.

## LIST PERFORMANCE STANDARD ADDRESSED: (continued)

NUMBER(S):            TITLES(S):

- 08.07 Identify acceptable work habits.
- 08.08 Demonstrate knowledge of how to make job changes appropriately.
- 08.09 Demonstrate acceptable employee health habits.
- 08.11 Identify personal characteristics desired for working with people.

09. 0 MANAGE AND INTERPRET CLASSROOM OBSERVATION AND RECORDING METHODS -- The student will be able to:

- 09.02 Identify types of observations and recording methods.
- 09.04 Discuss the confidentiality of observation information.

10. 0 MAINTAIN PROFESSIONALISM -- The student will be able to:

- 10.01 Identify three factors that aid professional growth in a child care giver.
- 10.02 Protect the privacy of the child and family.
- 10.03 Maintain confidentiality of information obtained about children.
- 10.04 Discuss the importance of never discussing the child in his or her presence.

11. 0 SUPERVISE THE MAINTENANCE OF A SAFE, CLEAN AND HEALTHY ENVIRONMENT FOR YOUNG CHILDREN. -- The student will be able to:

- 11.01 Identify potential safety hazards in a child care facility and describe practices to prevent accidents.
- 11.03 Outline the steps to be taken in case of accident and injury to a child.
- 11.05 Identify fire regulations and procedures.
- 11.06 Develop and practice evacuation procedures.
- 11.07 Recognize childhood illnesses.
- 11.08 Identify and practice communicable disease control in group settings.
- 11.10 List issues to consider when planning meals and snacks based on the established meal patterns for child care programs.
- 11.11 Plan, prepare and service nutritious snacks and meals for children that contribute to meeting total daily nutritional intake.

12. 0 ESTABLISH POSITIVE COMMUNICATIONS WITH THE FAMILY -- The student will be able to:

- 12.02 Describe ways for child care personnel to effectively communicate with parents.
- 12.04 Plan for, organize and implement parent involvement activities.
- 12.05 Identify the kinds of activities, meetings and learning appropriate for parent involvement.
- 12.06 Develop a plan for keeping parents informed about center activities, child development, managing children, and good child-rearing practices.
- 12.07 Provide child progress reports to parents.
- 12.08 Devise methods for sharing center resources with parents.
- 12.09 Identify common problems involving parents in centers and discuss ways to make parents aware of and willing to help solve these problems.
- 12.11 Discuss occasions when center staff personnel will need to communicate with parents of children who attend the center program.

## LIST PERFORMANCE STANDARD ADDRESSED: (continued)

NUMBER(S):            TITLES(S):

- 12.12 Identify components to be included in child center policies and develop a written child care policy which could be given to parents.
- 12.14 Discuss information that should be available to parents and community members concerning child care programs.

13.0 IDENTIFY AND REPORT CHILD ABUSE AND NEGLECT IN ACCORDANCE WITH STATE REGULATIONS

-- The student will be able to:

- 13.01 Define physical abuse, physical neglect, sexual abuse and emotional maltreatment as defined by Florida Law.
- 13.07 Identify current legislation that deals with child abuse and neglect.
- 13.08 Identify local community resources that provide help for the abuse and the abuser.

14.0 DESCRIBE THE VARIOUS TYPES OF CHILD CARE PROGRAMS -- The student will be able to:

- 14.02 List characteristics of a good child care program.
- 14.08 Identify criteria for evaluation of children's programs.
- 14.10 Identify and evaluate classroom setup.
- 14.11 Identify and evaluate daily schedules.
- 14.12 Identify recommended materials and equipment.
- 14.13 Identify and evaluate planned experiences and activities.
- 14.14 Identify classroom management techniques.
- 14.15 Identify and practice communication techniques.

15.0 DEVELOP A FOOD SERVICE PROGRAM TO MEET THE NUTRITIONAL NEEDS OF CHILDREN -- The student will be able to:

- 15.03 Discuss planning meals according to patterns from the State of Florida Minimum Standards for Child Care Program.
- 15.04 Post weekly menus.
- 15.05 Supervise and evaluate food service personnel.

16.0 CARRY OUT LEGAL AND PROFESSIONAL RESPONSIBILITIES RELATED TO THE TOTAL PROGRAM. -- The student will be able to

- 16.01 Maintain facilities.
- 16.02 Develop a maintenance program for equipment, tools and supplies.
- 16.04 Describe procedure for caring for the sick.
- 16.05 Identify medical forms that must be filed in the center.
- 16.06 Identify procedures for administering medications.
- 16.07 Identify the most important tasks in operating a child care center.
- 16.08 Identify how to obtain state licensing requirements and city or county regulations that affect a child care center and explain why these regulations are necessary.
- 16.11 Identify the types of information that persons must have in order to apply for a license to open and operate a child care center.

## LIST PERFORMANCE STANDARD ADDRESSED: (continued)

NUMBER(S):            TITLES(S):

- 16.12 Identify the city or county officials that inspect child care centers and explain the purpose of these inspections.
- 16.13 Identify factors that determine the size and composition of the child care staff.
- 16.14 Identify duties of child care personnel.
- 16.15 Interview potential employees.
- 16.16 Identify possible in-service training programs for staff members and discuss their importance.
- 16.17 Describe how supervision for quality staff performance is best achieved.
- 16.18 Identify subjects covered in personnel policies and discuss the need for defined personnel policies.
- 16.19 Develop a work schedule for all child care employees.
- 16.20 Develop and implement personnel evaluation forms.
- 16.21 Demonstrate supervision skills
- 16.22 Identify age appropriate resource materials, equipment and supplies.
- 16.23 Plan for an organized learning environment for maximum effectiveness.
- 16.24 Discuss the importance of record keeping in a child care center.
- 16.25 Identify the types of records required for licensing and the types that provide information that will be useful in operating the center.
- 16.26 Design, implement and evaluate record keeping forms to be used in a child care center.
- 16.27 Identify ways to solve the following center management problems: teacher absence, poor planning, dealing with a child's "separation anxiety", scheduling work hours, arranging community projects.

17.0 DEMONSTRATE KNOWLEDGE OF STATE AND LOCAL RULES AND REGULATIONS WHICH GOVERN CHILD CARE.-- The student will be able to:

- 17.02 Identify laws that govern state and local licensing.
- 17.06 Identify state minimal standards for screening of owners, operators, staff volunteers, and others.
- 17.08 Describe Florida Law as to the legal requirements and protection of child care workers in reporting suspected child abuse or neglect.
- 17.10 Identify the role and responsibility of child care personnel in observing and reporting suspected child abuse and neglect.

18.0 DEMONSTRATE SKILLS IN MANAGING THE FINANCIAL AFFAIRS OF A CHILD CARE CENTER -- The student will be able to:

- 18.01 Identify costs to consider in establishing a child care center.
- 18.03 Identify operating expenses for a child care center.
- 18.04 Discuss staff compensation and incremental incentives.
- 18.05 Identify additional costs for maintaining a child care center.
- 18.06 Discuss the purpose of a budget and develop a sample budget suitable for a child care center.
- 18.11 Identify methods of advertising used by child care centers and discuss advantages and disadvantages of each.
- 18.13 Identify the types of financial records the owner of a child care center would have to keep.
- 18.18 Define revenues, expenses, net profit, profit ratio, and expense ratio and describe how this information can be used in evaluating business success.

LIST PERFORMANCE STANDARD ADDRESSED: (continued)

NUMBER(S):            TITLES(S):

19.0 DEMONSTRATE LEADERSHIP AND ORGANIZATIONAL SKILLS -- the student will be able to:

19.03 Identify roles and responsibilities of members.

19.04 Work cooperatively as a group member to achieve organizational goals.

19.05 Demonstrate confidence in leadership roles and organizational responsibilities.

20.0 DEMONSTRATE AN UNDERSTANDING OF ENTREPRENEURSHIP -- the student will be able to:

20.03 List the advantages and disadvantages of business ownership.

20.04 Identify the risks involved in ownership of a business.

20.06 Identify the business skills needed to operate a small business efficiently and effectively.

20.07 Describe the responsibility of the employer to support the business and industry.

21.0 DEMONSTRATE NETWORKING SKILLS -- the student will be able to:

21.01 Define networking and collaboration.

21.03 List ways of collaborating with other agencies in the community that could impact a child care facility.



NOTE: Use either the Tab key or mouse click to move from field to field. The box will expand to accommodate your entry.

Section 1	
COURSE PREFIX AND NUMBER: <b>EEC 2523</b>	SEMESTER CREDIT HOURS (CC): <b>3</b> CONTACT HOURS (NCC): _____
COURSE TITLE: <b>Overview of Child Care Center Management</b>	

Section 2

TYPE OF COURSE: (Click on the box to check all that apply)

<input type="checkbox"/> AA Elective	<input type="checkbox"/> AS Required Professional Course	<input type="checkbox"/> College Prep
<input checked="" type="checkbox"/> AS Professional Elective	<input type="checkbox"/> AAS Required Professional Course	<input type="checkbox"/> Technical Certificate
<input type="checkbox"/> Other _____	<input type="checkbox"/> PSAV	<input type="checkbox"/> Apprenticeship
<input type="checkbox"/> General Education: (For General Education courses, you must also complete Section 3 and Section 7)		

Section 3 (If applicable)

INDICATE BELOW THE DISCIPLINE AREA FOR GENERAL EDUCATION COURSES:

<input type="checkbox"/> Communications	<input type="checkbox"/> Social & Behavioral Sciences	<input type="checkbox"/> Mathematics
<input type="checkbox"/> Natural Sciences	<input type="checkbox"/> Humanities	

Section 4

INTELLECTUAL COMPETENCIES:

<input checked="" type="checkbox"/> Reading	<input checked="" type="checkbox"/> Speaking	<input checked="" type="checkbox"/> Critical Analysis	<input type="checkbox"/> Quantitative Skills	<input type="checkbox"/> Scientific Method of Inquiry
<input checked="" type="checkbox"/> Writing	<input checked="" type="checkbox"/> Listening	<input checked="" type="checkbox"/> Information Literacy	<input checked="" type="checkbox"/> Ethical Judgment	<input checked="" type="checkbox"/> Working Collaboratively

Section 5		
LEARNING OUTCOMES		METHOD OF ASSESSMENT
•	Students will demonstrate the ability to conduct research via internet, magazine and journal articles, and other resources and put information together in a logical and concise report	Students will be addressed through use of rubrics defining the standards for written reports on research in early childhood management
•	Students will demonstrate problem solving abilities by identifying and describing current information on organizational leadership, financial and legal issues, and appropriate programming	Students will be assessed through short papers and a final exam on course topics
•	Students will demonstrate the ability to plan, establish and maintain activities which support organizational structure, professionalism, staff development, financial and legal issues and programming	Students will be assessed through rubrics measuring standards for a resource file or portfolio addressing management strategies

Section 6

Name of Person Completing This Form: Carole Byrd Date: 11/16/2007