

FLORIDA STATE COLLEGE AT JACKSONVILLE

COLLEGE CREDIT COURSE OUTLINE

COURSE NUMBER:	EEC 2527
COURSE TITLE:	Child Care and Education Legal and Financial Issues
PREREQUISITE(S):	EEC 2523
COREQUISITE(S):	None
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:	
This early childhood course is designed to provide Advanced Level Director Credential training on financial planning and on-going monitoring; budgeting and accounting; compensation and benefits; facilities and equipment; financial resource development and marketing; technology and record keeping; legal obligations, tax law, insurance and licensure; regulatory requirements; and personnel law.	
SUGGESTED TEXT(S):	Hildebrand, Verna and P.F. Hearron <u>Management of Child Care Centers</u> , 4 th Ed. Upper Saddle River, NJ: Merrill, 1997.
IMPLEMENTATION DATE:	Fall Term, 2003 (20041)
REVIEW OR MODIFICATION DATE:	Fall Term, 2008 (20091) - Outline Review 2007

COURSE TOPICS	<u>CONTACT HOURS PER TOPIC</u>
I. Financial Planning and On-going Monitoring	5
II. Budgeting and Accounting	5
III. Compensation and Benefits	5
IV. Facilities and Equipment	5
V. Financial Resource Development and Marketing	5
VI. Technology and Record Keeping	5
VII. Legal Obligations, Tax Law, Insurance and Licensure	5
VIII. Regulatory Requirements	5
IX. Personnel Law	5

PROGRAM TITLE: Early Childhood Management
 COURSE TITLE: Child Care and Education Legal and Financial Issues
 CIP NUMBER: 0420.020300

LIST PERFORMANCE STANDARD ADDRESSED:

NUMBER(S): TITLES(S):

- 03.0 PLAN, ESTABLISH AND MAINTAIN A LEARNING ENVIRONMENT FOR ALL CHILDREN. --The student will be able to:
- 03.02 Identify appropriate and safe manipulative equipment for children.
 03.07 Describe facility modifications and special equipment needs for varying exceptionalities.
 03.14 Identify materials and equipment needed to operate a child care center.
- 08.0 DEMONSTRATE EMPLOYABILITY SKILLS -- The student will be able to:
- 08.03 Identify documents that may be required when applying for a job.
 08.08 Demonstrate knowledge of how to make job changes appropriately.
- 11.0 SUPERVISE THE MAINTENANCE OF A SAFE, CLEAN AND HEALTHY ENVIRONMENT FOR YOUNG CHILDREN. -- The student will be able to:
- 11.05 Identify fire regulations and procedures.
 11.06 Develop and practice evacuation procedures.
 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:
- 12.09 Identify common problems involving parents in centers and discuss ways to make parents aware of and willing to help solve these problems.
 12.12 Identify components to be included in child center policies and develop a written child care policy which could be given to parents.
- 14.0 DESCRIBE THE VARIOUS TYPES OF CHILD CARE PROGRAMS -- The student will be able to:
- 14.04 Identify types of child care centers and describe characteristics of each type.
 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:
- 15.02 Identify the types of food service available to a child care center and discuss advantages and disadvantages of each.
 15.03 Discuss planning meals according to patterns from the State of Florida Minimum Standards for Child Care Program.

LIST PERFORMANCE STANDARD ADDRESSED: (continued)

- | NUMBER(S): | TITLES(S): |
|------------|--|
| 16.0 | <u>CARRY OUT LEGAL AND PROFESSIONAL RESPONSIBILITIES RELATED TO THE TOTAL PROGRAM.</u> --
The student will be able to |
| 16.02 | Develop a maintenance program for equipment, tools and supplies. |
| 16.07 | Identify the most important tasks in operating a child care center. |
| 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. |
| 16.18 | 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. |
| 16.24 | 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 | <u>DEMONSTRATE KNOWLEDGE OF STATE AND LOCAL RULES AND REGULATIONS WHICH GOVERN CHILD CARE.</u> -- 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. |
| 17.07 | Describe current child care issues and proposed legislation which governs child care. |
| 17.08 | Describe Florida Law as to the legal requirements and protection of child care workers in reporting suspected child abuse or neglect. |
| 17.09 | Identify state and local guidelines and procedures for reporting child abuse and neglect. |
| 18.0 | <u>DEMONSTRATE SKILLS IN MANAGING THE FINANCIAL AFFAIRS OF A CHILD CARE CENTER</u> -- The student will be able to: |
| 18.01 | Identify costs to consider in establishing a child care center. |
| 18.02 | Identify factors to consider when determining fees for a child care center and discuss advantages and disadvantages of a base pay and a sliding scale fee charge. |
| 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. |
| 18.07 | List the expenses a day care owner might have that would reduce profits. |
| 18.08 | Identify ways to keep a child center successful. |
| 18.09 | Discuss reasons why enrollments in a child care center may drop and discuss how this might affect profits. |
| 18.10 | Identify ways to increase profits. |
| 18.11 | Identify methods of advertising used by child care centers and discuss advantages and disadvantages of each. |
| 18.12 | Develop a brochure designed to attract potential customers. |
| 18.13 | Identify the types of financial records the owner of a child care center would have to keep. |
| 18.14 | Describe a daily cash sheet and list information it contains. |
| 18.15 | Complete a daily cash sheet using information from a case study. |

LIST PERFORMANCE STANDARD ADDRESSED: (continued)

NUMBER(S): TITLES(S):

- 18.16 Discuss the need for customer billing forms and procedures.
- 18.17 Develop a customer billing form.
- 18.18 Define revenues, expenses, net profit, profit ratio, and expense ratio and describe how this information can be used in evaluating business success.

- 20.0 DEMONSTRATE AN UNDERSTANDING OF ENTREPRENEURSHIP -- the student will be able to:
 - 20.01 Define entrepreneurship.
 - 20.02 Describe the importance of entrepreneurship to the American economy.
 - 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:
 - 21.03 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: <u>EEC 2527</u>	SEMESTER CREDIT HOURS (CC): <u>3</u> CONTACT HOURS (NCC): _____
COURSE TITLE: <u>Child Care and Education Legal and Financial Issues</u>	

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
<ul style="list-style-type: none"> 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 assessed through use of rubrics defining the standards for written reports on research in early childhood management
<ul style="list-style-type: none"> Students will demonstrate problem solving abilities by identifying and describing current information on financial planning, on-going monitoring, budgeting and accounting, compensation and benefits, facilities and equipment and financial resource development and marketing 	Students will be assessed through short papers on financial planning and resource development, preparation of a center budget and a final exam on course topics
<ul style="list-style-type: none"> Students will demonstrate the ability to plan, establish and maintain activities which support successful facilitation of technology and record keeping, meeting legal obligations; understanding tax law, insurance and licensure; regulatory requirements and personnel law 	Students will be assessed through rubrics measuring standards for a resource file or portfolio addressing management strategies
<ul style="list-style-type: none"> 	

Section 6
Name of Person Completing This Form: Carole Byrd Date: 11/16/2007