

SAN DIEGO COMMUNITY COLLEGE DISTRICT
CONTINUING EDUCATION
COURSE OUTLINE

SECTION I

SUBJECT AREA AND COURSE NUMBER

HMDV 575B

COURSE TITLE

INTRO TO CHILD CARE BUSINESS

ALTERNATE TITLE

INTRO TO CHILD HOME CARE
INTRO TO FAMILY HOME CARE
CHILDCARE CAREERS
INTRO TO CHILDCARE CAREERS

TYPE COURSE

NON-FEE

VOCATIONAL

CATALOG COURSE DESCRIPTION

An introduction to topics common to childcare providers, including: licensing, record keeping and insurance; safety, facility preparation and regulations; illness and injury prevention; creative and enriching activities; communication with parents; and menu planning. Course includes practical guidelines for building and/or working in successful and nurturing childcare environments. (FT)

LECTURE/LABORATORY HOURS

72

ADVISORIES

ESL Level 6 or equivalent

RECOMMENDED SKILL LEVEL

NONE

INSTITUTIONAL STUDENT LEARNING OUTCOMES

1. Social Responsibility
SDCE students demonstrate interpersonal skills by learning and working cooperatively in a diverse environment.
2. Effective Communication
SDCE students demonstrate effective communication skills.

INSTITUTIONAL STUDENT LEARNING OUTCOMES (CONTINUED)

3. Critical Thinking
SDCE students critically process information, make decisions, and solve problems independently or cooperatively.
4. Personal and Professional Development
SDCE students pursue short term and life-long learning goals, mastering necessary skills and using resource management and self-advocacy skills to cope with changing situations in their lives.

COURSE GOALS

1. Understand the State of California Family Child Care Homes and childcare centers licensing requirements.
2. Acquire business skills to implement best practices for a successful childcare business and/or facility.
3. Explore how to create a developmentally appropriate childcare environment.
4. Awareness of health and safety practices and regulations for childcare providers.
5. Examine the role of the childcare provider in fostering and maintaining healthy relationships and communication with children, their parents and the community.
6. Assess developmentally appropriate routines and curriculum in the childcare environment.
7. Understand the impact of cultural on the family system.

COURSE OBJECTIVES

1. Define the State of California Family Child Care Homes and childcare centers licensing requirements.
2. Identify successful childcare business practices and develop policies and procedures for staff relations and supervision.
3. Identify developmentally appropriate indoor and outdoor childcare learning environments.
4. Demonstrate menu planning and health and safety practices and regulations for infant and toddler caregiving environments.
5. Develop a handbook to strengthen relationships and enhance communication with clients, caregivers, staff and community.
6. List childcare daily routines and age-appropriate curriculum.
7. Identify strategies to promote cultural continuity.

SECTION II

COURSE CONTENT AND SCOPE

1. Identifying Successful Childcare Business Procedures
 - 1.1. Licensing
 - 1.1.1. Define the State of California Family Child Care Homes and childcare centers licensing requirements
 - 1.1.2. Title 5
 - 1.1.3. Title 22
 - 1.1.4. Early Childhood Educator (ECE) competencies

COURSE CONTENT AND SCOPE (CONTINUED)

- 1.2. Record keeping and fiscal management
 - 1.2.1. Child related
 - 1.2.1.1. Enrollment
 - 1.2.1.2. Health forms
 - 1.2.2. Bookkeeping
 - 1.2.2.1. Budgeting
 - 1.2.2.2. Taxes
 - 1.2.2.3. Start-up fees
 - 1.2.3. Other
- 1.3. Insurance
- 1.4. Staffing
 - 1.4.1. Staff development
 - 1.4.1.1. Hiring qualifications
 - 1.4.2. Staff supervision and advocacy
 - 1.4.3. Time management
- 1.5. Representing and marketing the childcare business
 - 1.5.1. Professional commitment
 - 1.5.2. Planning and decision making
- 1.6. Business associations/groups
 - 1.6.1. San Diego County Family Child Care Association
 - 1.6.2. San Diego Association for the Education of Young Children
 - 1.6.3. Childcare Resource and Referral Service
 - 1.6.4. Others
- 2. Establishing the Environment
 - 2.1. Safety
 - 2.1.1. The California Child Care Health Project - injury prevention and response
 - 2.1.2. Planning for emergencies and disaster preparedness
 - 2.1.3. Referrals for further training
 - 2.2. Facility design
 - 2.2.1 Identify the essential components of a developmentally appropriate child care environment.
 - 2.2.1.1 Equipment selection
 - 2.2.1.2 Organization
 - 2.2.2 Common area design: inside
 - 2.2.2.1 Budgeting
 - 2.2.3 Common area design: outside
 - 2.2.4 Best practices for multi-purpose spaces
 - 2.3. Infant-Toddler Environmental Rating Scale (ITERS)
 - 2.4. Planning for safety on outings
- 3. Building Relationships
 - 3.1. Staff relations
 - 3.1.1. Professional commitment
 - 3.1.2. Planning
 - 3.1.3. Time management
 - 3.2. Clients
 - 3.2.1. Philosophy statement

COURSE CONTENT AND SCOPE (CONTINUED)

- 3.2.2. Parent handbook
 - 3.2.2.1. Policies and procedures
 - 3.2.2.2. Fee schedule
 - 3.2.2.3. Forms
- 3.2.3. Communication
- 4. Inclusion
 - 4.1. Respecting and fostering multiculturalism
 - 4.1.1. Cultural sensitivity in caregiving routines
 - 4.1.2. Creating inclusive, nontraditional environments
- 5. Scheduling and Daily Activities
 - 5.1. Developing a daily schedule
 - 5.1.1. Schedules, transitions and routines
 - 5.1.2. Nutrition
 - 5.1.2.1. Menu planning for infants and toddlers
 - 5.2. Developing curriculum
 - 5.2.1. Promoting growth and development with activities
 - 5.2.1.1. Age enriching curriculum
 - 5.2.1.2. Developmentally appropriate curriculum
 - 5.2.2. Purchase and preparation for activities
 - 5.2.3. Partnering with your local community
 - 5.3. Individualized care
 - 5.3.1. Nurturing relationships
- 6. Handling Health and Social and Emotional Topics
 - 6.1. The California Child Care Health Project
 - 6.1.1. Control of communicable and infectious disease
 - 6.2. Child abuse
 - 6.3. Community resources and referrals

APPROPRIATE READINGS

Appropriate readings may include, but are not limited to, periodicals, magazines, instructor written materials, instructor selected URL's and other publications related to the childcare profession.

WRITING ASSIGNMENTS

Writing assignments may include, but are not limited to: taking class notes, completing worksheets related to lectures, submitting analytical essays that compare and contrast topics learned in class, developing a course portfolio, and satisfactory performance on written exams.

OUTSIDE ASSIGNMENTS

Outside assignments may include, but are not limited to: participating in field trips, completing Internet assignments, observing childcare environments, interviewing industry professionals, applying critical thinking techniques when preparing and presenting an age appropriate classroom lesson and investigating and gathering community resources and organizing them into a resource binder.

APPROPRIATE ASSIGNMENTS THAT DEMONSTRATE CRITICAL THINKING

Appropriate assignments that demonstrate critical thinking may include but are not limited to: comparing and contrasting assigned readings and online materials with field research, written assignments which include analyzing and implementing course concepts, visiting a currently operating day care business, teaching an age appropriate lesson in a classroom environment and successful performance on the course exams.

EVALUATION

Potential measures to evaluate the student's course grade and achievement of the course objectives may include but not limited to:

1. Student attendance (online or face-to-face) and class participation.
2. Teacher observation in classroom, online or in training areas.
3. Role-play classroom activity for peer evaluation.
4. Peer and instructor feedback.
5. Student and teacher evaluation of the student's application of the information, methods and techniques used in the classroom (i.e. portfolios, notebook with written assignments etc.).
6. Student performance on class exams.
7. Identification of ways to create and maintain safe environments for infants and young children both indoors and outdoors.

Upon successful completion of each individual course a Certificate of Course Completion will be issued. Upon successful completion of all courses included in the program a Certificate of Program Completion will be issued.

METHOD OF INSTRUCTION

The methods of instruction may include but are not limited to direct instruction, group discussion, handouts, videos, lecture, guest speakers, hands-on demonstrations, computer-assisted instruction, laboratory assignments, role modeling, problem solving, in group activities using critical thinking, exams, assignment portfolio and field trips.

This course, or sections of this course, may be offered through distance education.

TEXTS AND SUPPLIES

Textbooks may include but are not limited:

Relationships, the Heart of Quality Care: Creating Community Among Adults in Early Care Settings, Amy C. Baker and Lynn A., Manfredi-Petitt, NAEYC, current edition

Tips and Tidbits: A Book for Family Child Care Providers, Janet Gonzalez-Mena, NAEYC, current edition

Opening Your Door to Children: How to Start a Family Day Care Program, Kathy Modigliani, Marianne Reiff and Sylvia Jones, NAEYC, current edition

Infants, Toddlers and Caregivers: A Curriculum of Respectful, Responsive, Relationship-Based Care and Education, Janet Gonzales-Mena and Dianne Widmeyer Eyer, McGraw-Hill Education, current edition

Sing Me a Story! Tell Me a Song! Creative Curriculum Activities for Teachers and Young Children, Hilda Jackman, Wadsworth Publishing, current edition

Creative Curriculum for Infants, Toddlers, and Twos, Diane Trister Dodge, Sherrie Rudick, and Kai Lee Burke, Teaching Strategies Inc., current edition

Open Educational Resources may include:

The Principles of Social Psychology, BCCampus, <https://opentextbc.ca/socialpsychology/>.

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DATE October 2, 2019

REVISED BY _____

DATE _____

Instructors must meet all requirements stated in Policy 3100 (Student Rights, Responsibilities and Administrative Due Process), and the Attendance Policy set forth in the Continuing Education Catalog.

REFERENCES:

San Diego Community College District Policy 3100
California Community Colleges, Title 5, Section 55002
Continuing Education Catalog