

Florida Department of Education
CURRICULUM FRAMEWORK

Program Title:	Child Care Center Operations (PSAV Only)	
	<u>PSAV</u>	
Program Numbers	V200206	
CIP Number	0420.020302	
Grade Level	30, 31	
Length	45 Hours	
Certification	VOC HME EC @2 @4	E CHILD ED @0
	HOME EC 1 @2	HOME EC OCC ç7 @7G
	HOMEMAKING ç7 @7 @2G	PRESCH ED A
	GEN HME EC @2 @4	PRIMARY ED B
	PK PRIMARY H	FAM CON SC 1
	CH CARE TR 7G	

Program SOC Code: 11-9031, Education Administrators, Preschool and Child Care Center/Program

- I. **PURPOSE:** The purpose of this program is to prepare students to become a Child Care Center Director/Administrator (SOC 11-9031). Students will acquire knowledge in the areas of organizational leadership, financial management, legal obligations and responsibilities, educational programming, marketing strategies, assessment, monitoring practices, observations, referrals and collaboration of programs with families and community resources.
- II. **PROGRAM STRUCTURE:** The program consists of 45 hours of instruction with one occupational completion point. It includes competencies developed for the Florida Director Credential created by Florida Statute 402.305(2)(f).
- III. **SPECIAL NOTE:** For additional information on the Florida Director Credential go to: www.myflorida.com/childcare/training.

Florida Director Credential Core Requirements:

- Possess a High School diploma or GED.
- Complete the Department of Children and Families Introductory Child Care Courses (5 courses, 30 hours).
- Complete the DCF *Special Needs Appropriate Practices* course or a minimum of 8 hours of in-service training on children with disabilities.
- Possess an active Staff Credential

In addition, the Director Credential, Level I requires:

- Completion of one DCF approved course in the curriculum content area *Overview of Child Care Management* (**this course meets that requirement**).

There are additional requirements for the Director Credential, Level II and the Advanced Level. Refer to the website above for additional information.

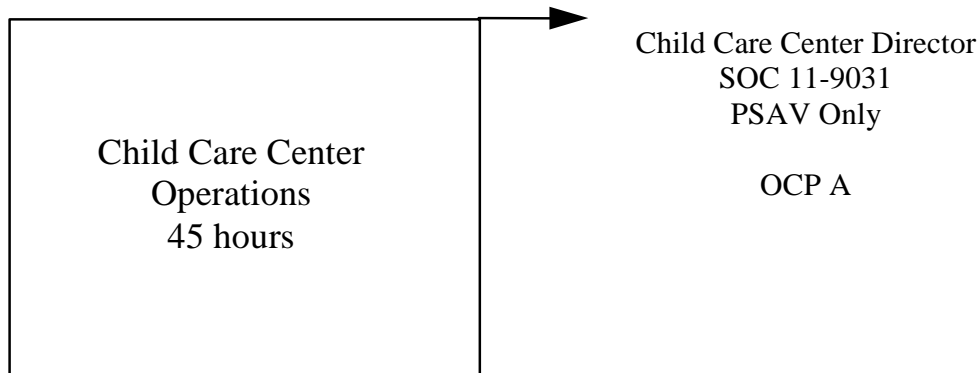
The standard length of this program is 45 hours. This program may be offered in postsecondary adult vocational (PSAV) courses. Vocational credit shall be awarded to the student on a transcript in accordance with Section 1001.44(3)(B) F.S.

The National Family and Consumer Sciences Standards which correlate to student performance standards have been included. The national standards will appear by number, i.e., NFCS Standards 2.1, 3.2. The FCS national standards can be viewed on the following website: <http://ideanet.doe.state.in.us/octe/facs/natlstandards.htm>. <http://www.aafcs.org/fcs/index.html> leads to an online directory which provides a comprehensive list of resources that directly correspond to the 16 National Teaching Standards. Links to governmental, organizational, educational, and commercial websites are available and organized by standard.

SCANS Competencies: To accomplish the Secretary's Commission on Achieving Necessary Skills (SCANS) competencies, instructional strategies for this cluster must include methods that require students to identify, organize, and use resources appropriately; to work with each other cooperatively and productively; to acquire and use information; to understand social, organizational, and technological systems; and to work with a variety of tools and equipment. Instructional strategies must also incorporate methods to improve students' personal qualities and higher-order thinking skills.

Federal and state legislation requires the provision of accommodations for students with disabilities to meet individual needs and ensure equal access. Adult students with disabilities must self-identify and request such services. Students with disabilities may need accommodations in such areas as instructional methods and materials, assignments and assessments, time demands and schedules, learning environment, assistive technology and special communication systems. Documentation of the accommodations requested and provided should be maintained in a confidential file.

The following diagram illustrates the program structure:



- IV. **INTENDED OUTCOMES:** After successfully completing the appropriate coursework for the occupational completion point of this program, the student will be able to perform the following:

OCCUPATIONAL COMPLETION POINT - DATA CODE - A

Child Care Center Director SOC 11-9031

- 01.0 Analyze the leadership role of the program administrator in creating and sustaining an effective organizational structure in a child care and education setting.
- 02.0 Develop effective personnel policies and procedures.
- 03.0 Develop a system for staff recruitment, development, management, and evaluation.
- 04.0 Develop systems for financial planning, budgeting, accounting, compensation, purchasing and maintenance.
- 05.0 Develop effective publicity and marketing strategies.
- 06.0 Demonstrate an understanding of legal obligations/responsibilities of a child care facility, including those related to tax laws, insurance, and licensure.
- 07.0 Apply knowledge of program elements needed to implement and sustain a culturally sensitive, non-discriminatory and inclusive environment based upon principles of child development and professional standards.
- 08.0 Maintain a system for ongoing assessment and documentation related to children within the child care center program.
- 09.0 Develop a system for monitoring child care facility practices related to health, safety, and nutrition.
- 10.0 Create policies that promote alliances with families and collaboration among programs, families, and community resources.

July 2007

Florida Department of Education
STUDENT PERFORMANCE STANDARDS

Program Title: Child Care Center Operations

Postsecondary Number: V200206

OCCUPATIONAL COMPLETION POINT - DATA CODE - A

Child Care Center Director SOC 11-9031

01.00 ANALYZE THE LEADERSHIP ROLE OF THE PROGRAM ADMINISTRATOR IN CREATING AND SUSTAINING AN EFFECTIVE ORGANIZATIONAL STRUCTURE IN A CHILD CARE AND EDUCATION SETTING -- The student will be able to:

NFCS Standards: 1.0, 1.3, 4.1, 4.6

- 01.01 Develop a written philosophy and goals for a child care and education program.
- 01.02 Demonstrate an understanding of organizational structure and its relationship to job responsibilities in a child care center.
- 01.03 Demonstrate knowledge of and adherence to ethical conduct governing the child care and education field by all center personnel (including volunteers).
- 01.04 Create a plan to foster self concept, professionalism and motivation among staff.
- 01.05 Identify a personal leadership style from the range of leadership styles
- 01.06 Identify a professional organization to which you want to belong. Secure information on this organization including information on becoming a member, and list benefits to you as a director.
- 01.07 Develop a written mission statement for your center or a center in your community.
- 01.08 Identify a community, statewide or national organization concerned about children and/or families, and develop a plan to share information about the work of this group with teachers and/or parents in your center.

02.00 DEVELOP EFFECTIVE PERSONNEL POLICIES AND PROCEDURES -- The student will be able to:

NFCS Standards: 13.3, 13.4, 13.5

- 02.01 Formulate personnel policies and procedures according to basic principles and best practices for a child care center.
- 02.02 Discuss legal issues regarding personnel administration and supervision, including: fair labor practices, equal opportunity guidelines, and progressive discipline.
- 02.03 Plan staffing patterns for required and preferred ratios in a child care center.
- 02.04 Demonstrate knowledge of effective techniques for building team spirit and resolving conflicts among staff members.

02.05 Develop job descriptions for staff positions in a child care center.

03.0 DEVELOP A SYSTEM FOR STAFF RECRUITMENT -- The student will be able to:

NFCS Standards: 4.6

- 03.01 Create a plan for professional development of staff members.
- 03.02 Develop written procedures for recruiting and interviewing prospective employees.
- 03.03 Compile a list of training materials and effective staff training strategies.
- 03.04 Discuss and evaluate various types of evaluation procedures, including self-evaluation, performance planning, observation and recording, and narratives.
- 03.05 Identify factors that affect retention of staff and discuss possible scenarios.

04.0 DEVELOP A SYSTEM FOR FINANCIAL PLANNING, BUDGETING, ACCOUNTING, COMPENSATION, PURCHASING AND MAINTENANCE - THE STUDENT WILL BE ABLE TO:

NFCS Standards: 4.6

- 04.01 Develop an accounting system for a child care center.
- 04.02 Evaluate 3 benefit packages for employees.
- 04.03 Demonstrate knowledge of factors involved in the selection and maintenance of facilities and equipment in a child care center.
- 04.04 Research sources for funding child care programs (i.e., tuition, subsidies, fundraising, grants, and loans).

05.0 CREATE EFFECTIVE PUBLICITY AND MARKETING STRATEGIES --The Student will be able to:

NFCS Standards: 4.0, 4.6

- 05.01 Communicate the child care center's program philosophy and a definition of quality to the customer (i.e., families and community).
- 05.02 Design an example of a marketing plan for a child care center.

06.0 DEMONSTRATE AN UNDERSTANDING OF LEGAL OBLIGATIONS/RESPONSIBILITIES OF A CHILD CARE FACILITY, INCLUDING THOSE RELATED TO TAX LAWS, INSURANCE, AND LICENSURE - The student will be able to:

NFCS Standards: 4.6, 5.3, 5.5

- 06.01 Research applicable federal, state and local law related to family law and child abuse.
- 06.02 Research laws related to liability and insurance requirements.
- 06.03 Research laws related to tax and licensure.
- 06.04 Research religious exemption laws.
- 06.05 Research requirements of the Occupational Safety and Health Administration (OSHA).

- 06.06 Demonstrate knowledge of non-discriminatory practices including the Americans with Disabilities Act (ADA) and Equal Employment Opportunity Council (EEOC).
- 06.07 Demonstrate knowledge of regulations related to recruitment, hiring, and firing of personnel and wage and hour laws.
- 06.08 Identify key local and state consultants that can provide technical assistance and support in meeting all local and state regulatory requirements.

07.0 APPLY KNOWLEDGE OF PROGRAM ELEMENTS NEEDED TO IMPLEMENT AND SUSTAIN A CULTURALLY SENSITIVE, NON-DISCRIMINATORY AND INCLUSIVE ENVIRONMENT BASED UPON PRINCIPLES OF CHILD DEVELOPMENT AND PROFESSIONAL STANDARDS - The student will be able to:

NFCS Standards: 4.2, 13.5

- 07.01 Apply child growth and development theories and principles to provide quality programming for children within the child care setting.
- 07.02 Establish a culturally sensitive, non-discriminatory and inclusive child care and education environment and curriculum within a child care setting.
- 07.03 Apply professional guidelines such as those found in the National Association for the Education of Young Children (NAEYC) accreditation materials, the CDA observation form, subsidized child care monitoring tools, the Head Start Performance Standards, the Early Childhood Environmental Rating Scale (ECERS) and Infant Toddler Environmental Rating Scale (ITERS), and others to design programs and enhance program quality.

08.0 MAINTAIN A SYSTEM FOR ONGOING ASSESSMENT AND DOCUMENTATION RELATED TO CHILDREN WITHIN THE CHILD CARE CENTER PROGRAM - The student will be able to:

NFCS Standards: 4.0

- 08.01 Describe assessment instruments and identify ways these instruments measure different aspects of a child's performance or behavior.
- 08.02 List community resources available for screening, assessment, and referral of children.
- 08.03 Collaborate with other programs and schools such as early intervention, and kindergarten, regarding transition of children into the program.

09.0 DEVELOP A SYSTEM FOR MONITORING CHILD CARE FACILITY PRACTICES RELATED TO HEALTH, SAFETY, AND NUTRITION - The student will be able to:

NFCS Standards: 4.0, 4.6, 5.3, 5.5

- 09.01 Apply professional standards and best practices related to health and safety, including facilities, program, staff and children.
- 09.02 Establish a plan for nutrition education and physical fitness for staff, children and families.

- 09.03 Compile a list of low cost health insurance plans for children.
- 09.04 Establish a plan for building and grounds maintenance to insure the health and safety of children and staff.

10.0 CREATE POLICIES THAT PROMOTE ALLIANCES WITH FAMILIES AND COLLABORATION AMONG PROGRAMS, FAMILIES, AND COMMUNITY RESOURCES -
The student will be able to:

NFCS Standards: 1.0, 1.1, 1.3

- 10.01 Create a plan for family involvement in all aspects of early care and education programs of the child.
- 10.02 Discuss the diverse strengths and needs of families and understanding of families in cultural contexts.
- 10.03 Identify community support systems, including public and private resources for families and develop a plan for family access to the support systems.
- 10.04 Design a program that supports families experiencing the inclusion of children with disabilities into the classroom.