CHILDCARE FACILITY MANAGEMENT
Course Syllabus

Course Number: ECDS-0021G
OHLAP Credit: No
OCAS Code: None
Course Length: 40 Hours
Career Cluster: Human Services
Career Pathway: Early Childhood Development & Services
Career Major(s): Early Care & Education Master Teacher

Pre-requisite(s):

Course Description: This course is designed for early care and education students that have completed the Teacher Assistant course. The course is aligned with Oklahoma CareerTech duty/task lists for early childhood care and education occupations. This in-depth study is designed to provide training in the following areas: Master Teacher, Infant and Toddler, and School Age. The curriculum incorporates state licensing regulations and standards set forth by national organizations active in early childhood care and education. The curriculum offers project-based activities to assist the students in preparing for a rewarding career. Successful completion of Master Teacher curriculum with three months full-time experience meets the Licensing and Stars Criteria of Oklahoma for Master Teacher.


Course Objectives:

A. Develop Daily Routines for Children.¹
   1. Explain the importance of routines.
   2. Demonstrate techniques preschool teachers could use to teach children to button, zip, put on coats, tie shoes, or put fingers in gloves.
   3. Discuss ways to deal with problems at naptime.
   4. Discuss methods of effective toilet training.
   5. Describe four types of transitions and give an example of each.
   6. Write possible solutions to typical teacher's problems with classroom transitions.
   7. Discuss solutions to conflicts occurring during daily classroom routines.

B. Explain the Fundamentals of Business Ownership.¹
   1. Discuss rules for FCCLA "Design a Business" contest.
   2. Prepare a portfolio in compliance with contest rules.
   3. Define terms associated with entrepreneurship.
   4. List and describe three forms of business ownership.

C. Write a Business Description for a Childcare Facility.¹
   1. Establish goals for a childcare business.
   2. List hours of operation.
   3. Write a statement of philosophy for a childcare business.
   4. Describe the services, customers, and competition of this childcare business.
   5. Analyze results of a mock community survey (needs analysis form provided).
   6. Write a two-page summary of the business plan.

D. Identify an Appropriate Site for a Child Care Facility and Organize Space in a
Preschool Classroom.¹
1. List criteria to consider in choosing a location for a childcare business.
2. Collect and interpret data to substantiate need for a program at a specific location.
3. Select a location for a childcare business.
4. Explain Oklahoma laws regulating physical facility and equipment in childcare centers (DHS Publication #84-08 pp. 12-16).
5. Review selected floor plans of childcare facilities.
6. Design indoor and outdoor space for a childcare facility (floor plans).
7. Calculate square footage of indoor and outdoor space needed for a childcare facility.
8. Organize space in compliance with licensing regulations.
10. Locate primary and secondary emergency exits on floor plans.

E. Set up a Budget Plan for Funding a Childcare Facility.¹
1. Define terms associated with funding a business.
2. List possible sources of income for a child-care business.
3. List considerations for basis of tuition costs.
4. Complete Funding Base Form (Handout).
5. Complete Business Plan Questionnaire (Handout).
6. Identify terms used in day-care financial management.
7. Discuss steps in preparing a budget.
8. Explain the difference between a start-up budget and operating budget.
9. Complete a Budget Checklist (Handout).
10. Name line item budget categories for a childcare business.
11. Estimate the average cost per child per year based on budgeted fee structure.
12. List factors that influence expenses.
13. Compare insurance types and costs for early childhood education centers.
15. Explain laws regulating wages and employment taxes.
16. Prepare a start-up budget for a childcare business.
17. Prepare an operating budget for a child-care business.

F. Demonstrate Knowledge of Oklahoma Laws, Regulations, and Codes Governing Daycare.¹
1. List topics included in licensing regulations.
2. Describe the steps involved in the licensing process.
3. Complete State Licensing Requirement Form.
4. Discuss requirements for early childhood certification (CDA).
5. Interview a director of a childcare facility.
6. Explain health, fire, and zoning code laws for a childcare business.
7. Demonstrate ability to use "Oklahoma Standards for Childcare Centers.

G. Develop a Staffing Plan for a Childcare Facility.¹
1. Explain staffing requirements for childcare centers as stated in current DHS Publication.
2. Discuss what to look for in a caregiver.
3. Practice interviewing job applicants.
4. State purposes for establishing personnel policies.
5. List the items to be included in personnel policies.
6. Prepare an organizational chart.
7. Complete a Personnel Policies Handbook including:
   a. Philosophy and goals
   b. Organizational structure
   c. Staff employed
d. Conditions of employment  
e. Hiring/firing procedures  
f. Job requirements  
g. Health/physical condition  
h. Length of workweek/workday  
i. Documentation of time  
j. Dress code  
k. Smoking rules  
l. Meals  
m. Salary plan  
n. Fringe benefits  
o. Attendance and leave  
p. Disciplinary action and appeals procedure  
q. Termination procedures  
r. Employee evaluation  
s. Staff training

8. Design a staff responsibility chart.  
9. Develop a staff schedule.  
10. Write job descriptions for all employees.

H. Develop Goals, Policies, and Curriculum for a Child Care Facility.  
1. Develop a statement of philosophy for an early childhood program.  
2. Establish goals for a childcare program.  
3. Plan units of instruction.  
4. Create a daily schedule for a group of children in a child-care facility.  
5. Evaluate a developmental program for children.  

I. Select Supplies and Equipment for a Childcare Facility.  
1. Explain supplies and equipment requirements for childcare centers (DHS Publication #84-80, pp. 16-24).  
2. Prepare a list of supplies and equipment needed for a childcare facility.  
3. Formulate a plan for maintenance and replacement of equipment.

J. Demonstrate a Knowledge of Nutrition for Childcare Centers.  
1. Interpret federal and state nutritional guidelines for child-care centers.  
2. Discuss nutritional needs of preschool children.  
3. Discuss goals of a nutrition program in a child-care center.  
4. Explain why proper nutrition is important to physical, intellectual, social, and emotional development.  
5. Discuss problems identified with overeating.  
6. Match nutrients needed to maintain health of preschool children to their functions.  
7. Define terms associated with planning nutritious meals for children.  
8. Name fruits and vegetables rich in vitamin A, vitamin C, and iron.  
9. Classify food items into appropriate groups on the food pyramid.  
10. Describe factors that influence the planning of nutritious meals.  
11. Choose snacks that would be acceptable for children according to the U.S.D.A. guidelines.  
12. Plan a one-week breakfast, lunch, and snack menu for a group of three-year-old children that meet federal and state regulations.

K. Develop an Advertising and Recruitment Plan.  
1. Discuss forms of advertising.  
2. List items to include in an ad/brochure.  
3. Develop an advertising plan for a childcare facility.  
4. Design a printed ad for the yellow pages or newspaper for a childcare facility.
business.
5. Practice appropriate techniques for communicating with parents and community.
6. Outline a long-range plan for increasing enrollment.

L. Describe Operating an Early Childhood Program. ¹
1. Give examples of program philosophy.
2. Describe different types of early childhood programs.
3. Assess the impact of licensing laws and other regulations.
4. Explain the roles of director, staff, advisory board, and parents.

M. Discuss Provide an Appropriate Environment. ¹
1. Identify principles to use in planning early childhood environments.
2. List and describe the kinds of learning centers
3. Describe how learning centers are set up in the classrooms.
4. Explain how to choose equipment, materials, and toys wisely.
5. Be able to evaluate an early childhood environment.

N. Discuss Handling Schedules and Routines. ¹
1. Explain what a schedule is and describe some considerations when developing one.
2. Describe why and how certain common routines are incorporated in the daily schedule.
3. Explain why and how transitions are used.
4. Assess schedules, routines, and transitions observed in childcare settings.

¹ ODCTE Objective
All unmarked objectives are TTC instructor developed.

Teaching Methods: The class will primarily be taught by the lecture and demonstration method and supported by various media materials to address various learning styles. There will be question and answer sessions over material covered in lecture and media presentations. Supervised lab time is provided for students to complete required projects.

Grading Procedures: ¹ Students are graded on theory and shop practice and performance.
2. Each course must be passed with seventy (70%) percent or better.
3. Grading scale: A=90-100%, B=80-89%, C=70-79%, D=60-69%, F=50-59%.

Description of Classroom, Laboratories, and Equipment: Tulsa Technology Center campuses are owned and operated by Tulsa Technology Center School District No. 18. All programs provide students the opportunity to work with professionally certified instructors in modern, well-equipped facilities.

Available Certifications/College Credit: The student may be eligible to take state, national or industry exam after completion of the program. College credit may be issued from Oklahoma State University-Okmulgee or Tulsa Community College. See program counselor for additional information.
College Credit Eligibility:
The student must maintain a grade point average of 2.0 or better.