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Master Plan of Instruction Child Care Center Operations

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MISSION: Lake Technical Center's mission is to meet the educational needs of the community by offering a variety of high quality career-technical training opportunities.

charting new directions

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LAKE TECHNICAL CENTER

Child Care Center Operations Program

INTRODUCTION

The Child Care Center Operations program provides the foundational level of training for child care center owners, operators or directors.

Child Care Center Operations students must complete the entire 45-hour class to receive a certificate from Lake Technical Center. This certificate and other documentation can be submitted to the Department of Children and Families to receive a state Child Care Director's Credential.

PROGRAM MISSION

The mission of the Child Care Center Operations Program is to offer high quality training that prepares individuals for employment, enables those currently employed to upgrade job skills for career advancement, and respond to the educational needs of the child care industries in the Center's service area.

PROGRAM PHILOSOPHY

We believe that the broad objective of the Child Care Center Operations Program will enable the student to develop the necessary appreciations, attitudes, abilities, skills, and knowledge essential for both vocational and civic responsibilities toward improving the overall child care services opportunities in our society.

1. We believe that the immediate needs of the student should be given consideration insofar as the teaching schedule permits.
2. We believe that the student preparing for work in the child care industry should be exposed to as many types of related work experiences as possible to enable the students to determine the specific type of child care occupation he/she prefers.
3. We believe that assignments should be relevant to child care occupations.
4. We believe that the student preparing for work in early childhood education should be exposed to principles of ethics, economics, and management, which pertain to living and working in a democratic society.
5. We believe in continual program revision based on feedback from the community, advisory committees, and cooperative job placement experiences concerning requirements for ever-changing techniques and job opportunities.
6. We believe in student self-evaluation and the student's recognition of his/her worth, abilities, and responsibilities.

OBJECTIVES

The objectives of the program are designed to enable students to become a child care center director and are consistent with the curriculum framework adopted by the Florida Department of Education (DOE). Emphasis is placed on organizational leadership, financial management, legal obligations and responsibilities, education, programming marketing strategies, assessment, monitoring, practices, observations, referrals and collaboration of programs with families and community resources. The objectives are approved by the program advisory committee and are included in the master plan of instruction and student learning guides.

ADMISSIONS REQUIREMENTS

Students enrolling in the Child Care Center Operations program should possess a high school diploma or GED, complete the DCF 30-hour Introductory Child Care course and complete a minimum of 8 hours of in-service training on children with disabilities or the DCF Special Needs Appropriate Practices course. Students should also possess an active Staff Credential.

Students should have or be working toward one year of on-site experience as a child care director.

ESSENTIAL TRAINING TASKS

Working in child care occupations may be emotionally and physically strenuous. Before enrolling in a program in this field, one may want to observe in a child care setting. It is important to review the following "tasks" which have been established for child care training prior to enrolling in the program.

Physical Requirements

1. Ability to stoop
2. Ability to walk the equivalent of five miles per day
3. Ability to reach above shoulder level
4. Ability to interpret audible sounds of distress
5. High degree of manual dexterity
6. Ability to work with chemicals and detergents
7. Ability to tolerate exposure to dust and/or odors
8. Ability to grip
9. Ability to kneel
10. Ability to lift, push or pull 25 pounds
11. Ability to project audible verbal communications at a distance of 4 feet
12. Ability to run
13. Ability to perform visual tasks without special aids (excluding glasses/contacts)

Mental and Emotional Requirements

1. Ability to work with others
2. Ability to cope with high levels of stress
3. Ability to make fast decisions under high pressure
4. Ability to cope with the anger/fear/hostility of others in a calm manner
5. Ability to manage altercations
6. Ability to cope with confrontation
7. Ability to assist with problem resolution
8. Ability to demonstrate a high degree of patience
9. Ability to work in areas that are close and crowded
10. Ability to plan, organize and guide learning activities
11. Ability to apply common sense understanding to carry out instructions furnished in written and oral form

MEETING MINIMUM STANDARDS OF GOOD MORAL CHARACTER

Under the provisions of the Florida Statutes, every child care employee must sign an affidavit of good moral character and be screened through the Florida Department of Law Enforcement (FDLE) and the Abuse Registry.

A history of the following offenses DISQUALIFIES a person from employment in child care.

1. Sexual misconduct with certain developmentally disabled clients
2. Sexual misconduct with certain mental health patients
3. Adult abuse, neglect, or exploitation of aged persons or disabled adults
4. Domestic violence and injunction for protection--defined as any assault, aggravated assault, battery, aggravated battery, sexual assault, sexual battery, stalking, aggravated stalking, kidnapping, false imprisonment, etc. of a family or household member
5. Murder
6. Manslaughter, aggravated manslaughter of an elderly person or disabled adult, or aggravated manslaughter of a child
7. Vehicular homicide
8. Killing an unborn child by injury to the mother
9. Assault, if the victim of offense was a minor
10. Aggravated assault
11. Battery, if the victim of offense was a minor

12. Aggravated battery
13. Battery on a detention or commitment facility staff
14. Kidnapping
15. False imprisonment
16. Taking, enticing or removing a child beyond the state limits with criminal intent pending custody proceedings
17. Carrying a child beyond the state lines with criminal intent to avoid producing a child at a custody hearing or delivering the child to the designated person
18. Exhibiting firearms or weapons within 1,000 feet of a school
19. Possessing an electric weapon or device, destructive device or other weapon on school property
20. Sexual battery
21. Prohibited acts of persons in familial or custodial authority
22. Prostitution
23. Lewd and lascivious behavior
24. Lewdness and indecent exposure
25. Arson
26. Felony theft and/or robbery and related crimes, if a felony
27. Fraudulent sale of controlled substances, if the offense was a felony
28. Abuse, aggravated abuse, or neglect of disabled adults or elderly persons
29. Lewd or lascivious offenses committed upon or in the presence of an elderly person or disabled adult
30. Exploitation of disabled adults or elderly persons, if the offense was a felony
31. Incest
32. Child abuse, aggravated child abuse, or neglect of a child
33. Contributing to the delinquency or dependency of a child
34. Negligent treatment of children
35. Sexual performance by a child
36. Resisting arrest with violence
37. Depriving an officer means of protection or communication
38. Aiding in an escape
39. Aiding in the escape of a juvenile inmates in correctional institution
40. Obscene literature
41. Encouraging or recruiting another to join a criminal gang
42. Drug abuse prevention and control only if the offense was a felony or if any other person involved in the offense was a minor
43. Sexual misconduct with certain forensic clients
44. Inflicting cruel or inhuman treatment on an inmate resulting in great bodily harm
45. Harboring, concealing, or aiding an escaped prisoner
46. Introduction of contraband into a correctional facility
47. Sexual misconduct in juvenile justice programs
48. Contraband introduced in detention facilities

GENERAL INFORMATION

Fees

Tuition is charged for adult students at a very reasonable rate, which may vary slightly from year to year. Current fee information is available from the Admissions Office.

Required Textbook

CHILDCARE ADMINISTRATION, by Nelson & Nelson

Supplemental

1. CREATIVE ACTIVITIES FOR YOUNG CHILDREN, by Jeanne M. Machado
2. CARING FOR PRESCHOOL CHILDREN, Volumes I and II, by Dodge, Koralek, and Pizzolongo
3. CARING FOR INFANTS AND TODDLERS, Volumes I and II, by Dodge, Koralek, and Pizzolongo
4. CREATIVE CURRICULUM FOR EARLY CHILDHOOD, by Diane Trister Dodge
5. ACTIVE LEARNING SERIES, by Cryer, Harms, and Ray
6. CHILDREN: THE EARLY YEARS, by Celia Decker
7. CREATIVE CURRICULUM FOR INFANTS AND TODDLERS, by Dombro, Colker, Dodge
8. HIGH/SCOPE TEXTBOOK

ATTENDANCE POLICY

Lake Technical Center's *Student Responsibilities*, available in the current school catalog, states that, "The expectation of the Lake County School Board is that all students will be in attendance each day of the school year." The student attendance code for each postsecondary program is consistent with industry standards as recommended by the program advisory committee and approved by the administration of Lake Tech. As is expected in the workplace, when it is necessary to be absent due to illness or emergency situations, all students are to notify the instructor on or before the date of absence.

GRADING POLICY

The grading policy for the Lake Technical Center Child Care Center Operations Program is as follows:

90 – 100	Excellent
80 – 89	Good
70 – 79	Average
< 70	Failing

Lake Technical Center is a postsecondary institution designed to provide trained individuals to industry. The grading scale for this program reflects industry standards, as recommended by the advisory committee and approved by the administration of Lake Technical Center.

Each student is expected to maintain a 70% or above average per grading period.

DRESS POLICY

As stated in the Code of Student Conduct approved by the Lake Technical Center Charter School Board, students who attend the Lake Technical Center shall dress in a manner appropriate for the job in which they are receiving training, including any special protective gear and professional uniforms. The postsecondary program student dress code is consistent with industry standards as recommended by the program advisory committee and approved by the administration of the Lake Technical Center.

The student dress code in this program is aligned with the professional attire approved for the Lake County School Board pre-K program teacher dress code. Students shall be allowed to wear knee length or longer slacks/pants (e.g., Capris and walking shorts). Tennis and/or athletic shoes may also be worn.

Attire must be clean, neat, modest, in good repair, and appropriately sized. "Appropriately sized" is defined to mean clothing that is neither constricting nor more than one size larger than the normal waist size. Attire will also comply with requirements of Lake Technical Center and be neither distracting nor offensive. Shoes must meet safety/industry standards.

JOB DESCRIPTIONS

Child Care Provider/Worker/Teacher Aide

Assists with the responsibilities of guiding the development of young children and providing for school age children, before and after school, under the direction of a teacher or operator/director

Public School Teacher Aide

May assist in carrying out duties for playground, routine practice work, record keeping, audio-visual equipment demonstrations, setting up science experiments, or supervising small groups for a field trip; may also read stories or be responsible for housekeeping routines and bulletin board displays

Family Child Care Provider

Could involve care of multi-age children. Services may be offered in one's own home if a proper license has been obtained according to county and state regulations

School-Age Provider, Day Camp and Recreational Centers, and Extended Learning Centers

Working in these areas would vary greatly depending on particular settings and age groups, but would include most teaching aide responsibilities, especially assisting or organizing free play and athletic activities.

Child Care Development Specialist

Accepts responsibility as primary caregiver for infants, toddlers, preschoolers, and school age children in child care centers.

Child Care Center Owner, Operator, Director

Responsible for the daily operation of a child care center or family daycare home.

PLAN OF INSTRUCTIONAL PRACTICES

Knowledge of the emotional, social, physical, and intellectual needs of young children are strengthened through classroom and child care center experience.

Methods of instruction in the program provide for group and individualized instruction.

Methods of instruction include:

1. Individualized, competency-based instruction
2. Teacher presentations and various demonstrations
3. Teacher-pupil discussions
4. Student presentations
5. Observations of occupational skills
6. Use of resource personnel and field trips
7. Use of textbooks, workbooks, audio-visual equipment and materials
8. Student use of other classroom equipment and supplies
9. Written assignments
10. Pretesting and posttesting
11. Formative and summative evaluation
12. On-the-job training/field placement

SAFETY

Basic safety standards, which will include fire drills, weather drills, equipment usage, and traffic regulations, will be covered in the program orientation and within the program as applicable. These basic safety standards will be reinforced throughout the program enrollment.