



MASTER COURSE OUTLINE

Prepared By: Jenny Nighswonger

Date: July 2019

COURSE TITLE

Family Childcare Management

GENERAL COURSE INFORMATION

Dept.: ECED&

Course Num: 134

(Formerly:)

CIP Code: 13.1210

Intent Code: 21

Program Code: 402

Credits: 3

Total Contact Hrs Per Qtr.: 33

Lecture Hrs: 33

Lab Hrs:

Other Hrs:

Distribution Designation: General Elective (GE)

COURSE DESCRIPTION (as it will appear in the catalog)

Learn how to manage a family childcare program. Topics include: licensing requirements, record-keeping, relationship building, communication strategies, guiding behavior, and promoting growth and development. Course may include fieldwork.

PREREQUISITES

Instructor Permission

TEXTBOOK GUIDELINES

Chu, M. (2013). *Washington State Family Home Child Care Licensing Guide*. Olympia: Washington State Department of Early Learning. Or other appropriate texts as recommended by Washington State Certificate Work Group committee.

COURSE LEARNING OUTCOMES

Upon successful completion of the course, students should be able to demonstrate the following knowledge or skills.

Outcomes are aligned with the Washington State Core Competencies for Early Care and Education Professionals and the National Association for the Education of Young Children Standards.

1. Describe strategies for complying with Family Childcare Minimum Licensing Requirements
Core Competencies: Area V: Safety and Wellness-3a, 3b, Area VII: Program Planning and Development-4a, Area VIII: Professional Development and Leadership-1e.
NAEYC: Standard 6: Becoming a Professional Key Element-6b.
2. Describe strategies for meeting the developmental needs and guiding the behavior of children in multi-age groups.
Core Competencies: Area II: Learning Environment and Curriculum-3a, 3b, 3e, Area VI: Interactions-3d.
NAEYC: Standard 1: Promoting Child Development and Learning Key Elements-1a, 1c, Standard 4: Using Developmentally Effective Approaches to Connect with Children and Families Key Element-4c.
3. Identify strategies for family child care business management including tax planning and recordkeeping.
Core Competencies: Area VII: Program Planning and Development-1b, 2a.
4. Create written documents, such as a contract and policy handbook, that facilitates communication between the provider and families.
Core Competencies: Area VII: Program Planning and Development-5e.

NAEYC: Standard 2: Building Family and Community Relationships Key Element-2c.

5. Develop strategies for creating reciprocal, culturally responsive relationships with families.

Core Competencies: Area IV: Families, Communities, and Schools-3b, 3c, Area VII: Program Planning and Development-3a, Area VIII: Professional Development and Leadership-2c.

NAEYC: Standard 2: Building Family and Community Relationships Key Elements-2a, 2b.

6. Articulate knowledge and skills that define Family Childcare Providers as professionals.

Core Competencies: Area VIII: Professional Development and Leadership-4b.

NAEYC: Standard 6: Becoming a Professional Key Element-6a.

INSTITUTIONAL OUTCOMES

IO1 **Communication:** Students will be able to communicate clearly and effectively within a workplace context

COURSE CONTENT OUTLINE

1. Family Home Child Care Licensing
2. The Licensee and Staff
3. Care and Education of Young Children
4. Environments
5. Health, Safety, and Nutrition
6. Recordkeeping, Reporting, Posting, and Policies
7. Resources

DEPARTMENTAL GUIDELINES *(optional)*

Course may include, but not limited to the following activities:

1. Student presentations on various topics outlined in textbook
2. Washington State Early Learning Guidelines
3. Summaries of articles from professional journals, magazines, or websites
4. Quizzes/assessments of student's knowledge
5. Observe and evaluate family child care environment using Family Child Care Environment Rating Scale (FCCERS)
6. Interview early childhood professionals (Family Home Providers, Family Home Licensors)
7. Reflections of student learning
8. Review of NAEYC Code of Ethical Conduct
9. Review of Washington State Core Competencies for Early Care and Education Professionals
10. Video clips to reinforce specific skills

DIVISION CHAIR APPROVAL

DATE