

**Course Outline**

**COURSE:** CD 28C                      **DIVISION:** 50                      **ALSO LISTED AS:**

**TERM EFFECTIVE:** Spring 2013                      **CURRICULUM APPROVAL DATE:** 02/25/2013

**SHORT TITLE:** FCCH ADMINISTRATION

**LONG TITLE:** Administering a Family Child Care Home

| <u>Units</u> | <u>Number of Weeks</u> | <u>Type</u> | <u>Contact Hours/Week</u> | <u>Total Contact Hours</u> |
|--------------|------------------------|-------------|---------------------------|----------------------------|
| 1            | 18                     | Lecture:    | 1                         | 18                         |
|              |                        | Lab:        | 0                         | 0                          |
|              |                        | Other:      | 0                         | 0                          |
|              |                        | Total:      | 1                         | 18                         |

**COURSE DESCRIPTION:**

Learning to establish and enforce contracts and policies, marketing your business, being professional in a caring profession, child abuse reporting requirements, licensing regulations, and the basics of record keeping techniques for family child care. Six 3-hour sessions, or may be taught on three Saturdays. This course has the option of a letter grade or pass/no pass.

**PREREQUISITES:**

**COREQUISITES:**

**CREDIT STATUS:** D - Credit - Degree Applicable

**GRADING MODES**

L - Standard Letter Grade

P - Pass/No Pass

**REPEATABILITY:** N - Course may not be repeated

**SCHEDULE TYPES:**

02 - Lecture and/or discussion

**STUDENT LEARNING OUTCOMES:**

1. Describe Child Abuse Reporting.  
 Measure: small group written assignment, written exam  
 PLO: 4  
 ILO: 1,2,3,7

GE-LO:

Year assessed or anticipated year of assessment: 2013

2. List five ways to be a professional in a caring business.

Measure: written assignment, written exam

PLO: 5

ILO: 1,2,3,7

GE-LO:

Year assessed or anticipated year of assessment: 2013

3. List which licensing forms are required for family child care home

Measure: written assignment, written exam

PLO: 1

ILO: 1,2,3,7

GE-LO:

Year assessed or anticipated year of assessment: 2013

4. Describe the marketing process.

Measure: oral presentation, written exam, role playing, written assignments

PLO: 5

ILO: 1,2,3,4,6,7

GE-LO:

Year assessed or anticipated year of assessment: 2011/2012

5. Describe what should be included in a contract for family child care providers

Measure: written exam, written assignment, oral presentation

PLO: 5

ILO: 1,2,3,6,7

GE-LO:

Year assessed or anticipated year of assessment: 2009/2010

6. Describe what should be included in provider policies.

Measure: written exam, written assignment, role- playing

PLO: 5

ILO: 1,2,3,4,6,7

GE-LO:

Year assessed or anticipated year of assessment: 2011/2012

7. Describe business expenses that would be included in a family child care home

Measure: role-playing, written assignment, written exam

PLO: 5

ILO: 1,2,3,4,6,7

GE-LO:

Year assessed or anticipated year of assessment: 2013

8. Describe the basics of record keeping for family child care.

Measure: written exam, written assignment, small group

PLO: 5

ILO: 1,2,4,7

GE-LO:

Year assessed or anticipated year of assessment: 2011/2012

## **CONTENT, STUDENT PERFORMANCE OBJECTIVES, OUT-OF-CLASS ASSIGNMENTS**

Curriculum Approval Date: 02/25/2013

### **WEEK 1, 3 HOURS**

Content: Course introduction, getting acquainted, Being Professional in a caring Profession; Establishing a business relationship with parents; seeking support from your family; Professional organizations and conferences; licensing regulation record keeping; child abuse reporting requirements.

Student performance: List five ways to establish and maintain professional relationships with parents.

HW: Print out required forms from licensing web site. List 15 organizations/agencies that will assist your business and what they can do help you with. Complete a sample child abuse report form.

### **WEEK 2, 3 HOURS**

Marketing your business: overview, evaluating your market, develop and review your business practices, advertising, telephone inquiries, interview process, ongoing client communication, family friendly services. Develop marketing strategies. Interview prospective clients and role--lay telephone inquiries.

Student performance: Describe marketing techniques.

HW: Complete competitive advantage sheet, Develop marketing action plan, develop your philosophy. Develop an advertising flyer.

### **WEEK 3, 3 HOURS**

Ch 3: Establishing a contract; What should be included in a contract; Enforcing your contract in court. Role-play reviewing of a contract with a prospective parent.

Student Performance: Describe what should be included in a contract and how to enforce the contract.

HW: Develop a contract for services.

### **WEEK 4, 3 HOURS**

Ch 5: What should be included in provider policies. Making your contract and provider policies work. Changing policies. Role-play an issue with the provider policies. Student Outcomes: Students can describe provider polices.

HW: Develop five policies that should be included in a handbook.

### **WEEK 5, 3 HOURS**

Ch 1: The Basics of Record Keeping; Claiming your food expenses and reimbursement; Figuring your time-space percentage; Understanding your business expenses. Video: The Business of Family Child Care with Tom Copeland.

Student Outcomes: Students can describe ten expenses of operating a family child care home.

HW: Develop a budget that includes both income and expenses.

### **WEEK 6, 3 HOURS**

Ch 5: Deducting your business expenses; Deducting your home expenses; Claiming your depreciation expenses; Special tax topics. Written exam.

Student Outcomes: Students can list which home expenses can be deducted in operating a family child care home.

## **METHODS OF INSTRUCTION:**

Lecture; videos; textbook discussion; small group work; role playing; reading; and writing.

## **METHODS OF EVALUATION:**

CATEGORY 1 - The types of writing assignments required:

Percent range of total grade: 0 % to %

If this is a degree applicable course, but substantial writing assignments are not appropriate, indicate reason:

Course primarily involves skill demonstration or problem solving

CATEGORY 2 -The problem-solving assignments required:

Percent range of total grade: 20 % to 25 %

CATEGORY 3 -The types of skill demonstrations required:

Percent range of total grade: 45 % to 50 %

Class Performance/s

CATEGORY 4 - The types of objective examinations used in the course:

Percent range of total grade: 20 % to 30 %

Other: short answer

### **REPRESENTATIVE TEXTBOOKS:**

Required:

Copeland, Tom, Family Child Care Contracts & Policies Third Edition; and Family Child Care Record Keeping Guide Eighth Edition, Redlead Press, 2006; 2010, or other appropriate college level text.

Reading level of text, Grade: 10.1/10.7 Verified by: Microsoft Word/ Susan E. Alonzo

Other textbooks or materials to be purchased by the student: /none

### **ARTICULATION and CERTIFICATE INFORMATION**

Associate Degree:

CSU GE:

IGETC:

CSU TRANSFER:

Transferable CSU, effective 200530

UC TRANSFER:

Not Transferable

### **SUPPLEMENTAL DATA:**

Basic Skills: N

Classification: I

Noncredit Category: Y

Cooperative Education:

Program Status: 1 Program Applicable

Special Class Status: N

CAN:

CAN Sequence:

CSU Crosswalk Course Department: CD

CSU Crosswalk Course Number: 28C

Prior to College Level: Y

Non Credit Enhanced Funding: N

Funding Agency Code: Y

In-Service: N

Occupational Course: C

Maximum Hours:

Minimum Hours:

Course Control Number: CCC000245454

Sports/Physical Education Course: N

Taxonomy of Program: 130500