

## **COURSE OUTLINE**

### **Licensed Home Day Care Practicum I**

#### **Course Description**

CD 213. Licensed Home Day Care Practicum I. 3 hours credit. Prerequisite: Three credit hours of early childhood education (CD) classes with a “C” or better. This course will enable the student to develop and implement developmentally appropriate practices (DAP) and environments for young children in a licensed home day care setting, prepare policy and procedures, establish recordkeeping, and track enrollment appropriate for home day care. This course requires a minimum of 150 hours of working directly with children in a licensed home day care setting.

#### **Course Relevance**

One of the most common small businesses in the United States is licensed home day care. Society must insure educationally appropriate practices for instructing young children in a licensed, safe and nurturing environment. This class will provide the skills the student needs to do that.

#### **Required Materials**

CD 213 Textbook and materials:

Steelsmith, S. (2001). *How to start a home-based day-care business*. (3<sup>rd</sup> ed.). Guilford, CT: The Globe Pequot Press.

Kansas Department of Health and Environment. (7/2001). *Regulations for licensing day care homes and group day care homes for children*. Topeka, KS. (Provided)

Harms, T. (1989). *Family day care rating scale*. New York, NY: Teachers College Press.

#### **Learning Outcomes**

The intention is for the student to be able to

1. Create developmentally appropriate curriculum, schedule, and age-appropriate learning materials for home day care
2. Plan and prepare developmentally appropriate nutritious meals
3. Examine and rate a home day care center’s environment, basic care, language richness, learning activities, social development and parent support
4. Apply the Kansas Laws and Regulations for Licensing Day Care Homes and Group Day Care Homes for Children
5. Develop policies and procedures for operating a home day care business and compile a parent handbook

#### **Primary Learning PACT Skills that will be DEVELOPED and/or documented in this course**

Through the student's involvement in this course, he/she will develop his/her ability in the following primary PACT skill areas:

1. Critical Thinking

- The student will develop critical thinking skills through written assignments to develop curriculum, record-keeping systems, forms, and policies appropriate for licensed home day care.

Secondary skills (developed but not documented):

Health Management  
Time Management  
Valuing Diversity  
Ethical Conduct  
Problem Solving  
Reading  
Writing  
Computer Literacy  
Internet Use

**Major Summative Assessment Task(s)**

These learning outcomes and the primary Learning PACT skills will be demonstrated by

1. Compiling resource materials to develop curriculum, record-keeping systems, forms, and policies appropriate for licensed home day care

**Course Content**

- I. Themes – Key recurring concepts that run throughout this course:
  - A. Importance of developmentally appropriate environment and practices
  - B. Importance of self-reflection and assessment
  - C. Importance of planning for both instruction and business success
- II. Issues – Key areas of conflict that must be understood in order to achieve the intended outcome:
  - A. The stress of change vs. the need to improve skills and activities
  - B. Detailed record keeping vs. time constraints
  - C. Day care vs. babysitting
- III. Concepts – Key concepts that must be understood to address the issues:
  - A. Effective care giving requires a thorough knowledge of children's development
  - B. Effective care giving requires careful planning, reflection upon the outcome, and a willingness to adapt
  - C. Effective business operation requires a well-developed business plan, and diligent record-keeping
- IV. Skills/Competencies – Actions that are essential to achieve the course outcomes:
  - A. Curriculum development
  - B. Application of KDHE laws and regulations
  - C. Critique environment
  - D. Writing
  - E. Computer skills

- F. Analytical thinking
- G. Articulate the difference between day care and babysitting

### **Learning Units**

- I. Licensing regulations
- II. Policies and procedures
  - A. Enrollment records and policies
  - B. Setting fees
  - C. Scheduling
  - D. Termination
  - E. Vacations
  - F. Illness
  - G. Meals
  - H. Guidance or discipline
- III. Daily schedule
- IV. Curriculum activities
  - A. Language
  - B. Science
  - C. Learning games
  - D. Movement
  - E. Cooking and snacks
  - F. Music
  - G. Art
  - H. Personal safety
- V. Positive guidance
  - A. Developmental ages and stages
  - B. Discipline and guidance techniques
  - C. Social skills
  - D. Other resources
- VI. Business aspect
  - A. Enrollment
  - B. Office setup
  - C. Internet
  - D. Record keeping
- VII. Environmental rating

### **Learning Activities**

The student is required to complete 150 hours working in a state licensed home day care. The student will complete modules of activities, prepare and implement instructional plans that will be observed and evaluated by a supervising teacher, create

menus, develop a portfolio of forms, a parents' handbook, a record-keeping flowchart and complete a home day care rating scale that will be evaluated by the supervising teacher.

### **Grade Determination**

The supervising teacher will grade the student projects and writing assignments of policies, forms, curriculum, and record-keeping according to clarity of thought, professional presentation, and thorough treatment of subject. The supervising teacher will evaluate the teaching demonstrations according to the children's interest and response, interactions between children, and children and the Practicum student.