

Collin College - Continuing Education

COURSE SYLLABUS

COURSE INFORMATION

Course Number: CHDV 7355

Course Title: How to Start and Operate a Child Care Business.

Course Description: Learn the State of Texas requirements & the application process needed to start your own child care business. Some of the many subjects discussed will be: The four different types of family child care facilities. Child care education philosophies and methods of educating children (center based, Reggio, Montessori, Waldorf, Parent Co-ops, High Scope), director and caregivers qualifications, types of ownership, plan of operation/program planning, personnel interviews, supervising personnel, location, advertising, curriculum, tuition/teacher salaries, office management personnel, school tours, and operation of a facility, setting and keeping a budget (the budget fundamentals), State of Texas health and safety practices, record keeping of student & personnel information (immunizations, administering of medication, food allergies, attendance, tuition, etc.), .

Suggested Course Prerequisite(s):

Course Resources:

Student Learning Outcomes:

1. Learn the roles and responsibilities of TDPRS and compliance issues
2. Learn the requirements of the physical facility as in Minimum Standards for the State of Texas
3. Learn about how to write job descriptions, offers of employment and Parent and Staff Handbooks as well as how to supervise personnel.
4. Learn about the needs of staff and proper staff training as required by the State of Texas
5. Receive information on Employee Resources and How to Keep Your Employees Motivated
6. Discuss curriculum needs and the four major types of licensed childcares as well as the major methods/philosophies of early childhood education. (Montessori, center based, Reggio, Waldorf, High Scope, Parent Co-ops, etc.)
7. Advertising methods: Internet, website, free advertising, Facebook, etc.
8. Learn the Basics of Budgeting: Income Level vs. Program Costs, how to set and keep a budget
9. Staff and Director Requirements
10. Record Keeping: Learn about how to find & create the forms necessary for a Child Care facility as required by the state and the electronic resources available to child care facilities. (Record Keeping: Emergency Drills, Immunizations, Criminal History Checks, Attendance, Playground Safety Check List, Emergency contacts, Snack and Meal Requirements, Administration of Medication, Tuition, CPR and First Aid Certifications, etc.)
11. Snack and Meal Planning Standards set by the State of Texas Minimum Standards.
12. Ideals for Low Cost Start Up

Certification Notes:

Refund Policy: Please refer to www.collin.edu/ce/inforegistrar.html for our refund policy. No refunds after the start time of the first class.

Americans with Disabilities Act: Collin College will adhere to all applicable federal, state

and local laws, regulations and guidelines with respect to providing reasonable accommodations as required to afford equal opportunity. It is the student's responsibility to contact the ACCESS office, SCC-D140 or 972.881.5898 (V/TTD: 972.881.5950) to arrange for appropriate accommodations. See the current *Collin Student Handbook* for additional information.

Course Sessions: Listed are guidelines to indicate all topics that will be covered during your course. Do not plan your personal calendar based on these sessions. Your instructor will give you a calendar for your class that will indicate specific topics, assignments, and days.