# Los Angeles Mission College

**One of the nine Los Angeles Community Colleges**

**Child Development 61 – INTRODUCTION TO FAMILY CHILD CARE II Section-0174**

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| **FALL 2012 Instructor/Instructora:**<br>Monica Moreno, M.A | **6 Week Class/ Clase de 6 semanas:**<br>9/1/12 to/a 10/6/12 |
| **Phone Number-Numero de Telefono**<br>818-364-7867 | **Office/Oficina:**<br>Child Development Center |
| **E-mail/Correo Electrónico:**<br>morenomm@lamission.edu | **Section/Sección #:** 0174 (Lecture) |
| **Class Time/Horario: Saturday/Sabado**<br>1:00 pm – 3:50 pm | **Units/Unidades: 1** |
| **Class Location/Salon:**<br>CCDS 200 | **Office Hours/Hora de Oficina: Friday**<br>3:00 – 4 :30 pm |
| **Required Textbook/Libro:**<br>Family Child Care Environment Rating Scale, Author: Harms | |

## CATALOG COURSE DESCRIPTION:

An in-depth study of the business aspects of Family Child Care Programs: Contracts, Advertising, Budgets, Recordkeeping, Staff Relations, working with Parents and Licensing Regulations. Reviewing and utilizing the Family Home Day Care Rating Scale for facilities in evaluating and assessing the classroom and teacher effectiveness.

## COURSE OBJECTIVE:

As a result of completing this course students will have an understanding of, or be able to apply, the following principles and concepts.

1. Interpret current laws for licensing and operating Family Child Care Homes.

2. Assess a situation using the Code of Ethical Conduct, and explain which ideals and principles apply to the situation.

3. Organize and operate a successful Family Child Care Program, using appropriate forms and filing systems.

4. Assemble resources for Family Child Care providers, including on-line resources to access current regulations, forms, and information on child development.

5. Compare the uses of the Family Home Day Care Rating Scale and the Desired Results Developmental Profiles.

6. Examine the components of a Family Child Care Homes Network and identify ways to get involved in various professional development opportunities.

| Student Learning Outcomes | College GE SLO | Assessment Method |
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| 1. Students will organize a successful family child care program, using appropriate forms and filing systems.<br>2. Students will identify resources for family child care providers, including on-line resources to access current regulations, forms, and information on child development.<br>3. Students will interpret current laws for licensing and operating family child care homes.<br>4. Students will assess a situation using an ethical code of conduct, and explain which ideals and principals apply to the situation. | Written and Oral Communication (1)<br>Information Processing (2)<br>Written and oral Communication (1)<br>Information Competency (2)<br>Ethics and Values (6) | 1. Create a filing system<br>2. Class assignments<br>3. Oral presentation<br>4. Assessment tool using scenarios |

| DATE | TOPICS | ASSIGNMENTS |
|---|---|---|
| September 1 | **OPERATION OF A FAMILY CHILD CARE HOME 102417** | |
| | **PERSONNEL REQUIREMENTS 102416 & 102416.1** | |
| | **STAFFING RATIO AND CAPACITY 102416.5** | Group activity |
| | **ADMISSION PROCEDURES AND PARENTAL AND AUTHORIZED REPRESENTATIVES RIGHTS 102419** | |
| | **CHILD'S RECORDS 102421** | |
| | **IMMUNIZATION 102418** | Group activity |
| | **PERSONAL RIGHTS 102423** | |
| | | |
| September 8 | | Title 22 Quiz |
| | **FCCRS** | |
| | **SMOKING PROHIBITION 102424** | |
| | **NAEYC SECTION I:**<br><br>**ETHICAL RESPONSIBLITIES TO CHILDREN** | Group activity |
| | **NAEYC**<br><br>**PRINCIPLE P-1.1** | |

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| | **NAEYC SECTION II:**<br><br>**ETHICAL RESPONSIBILITIES TO FAMILIES** | Group activity |
| | **NAEYC SECTION III:**<br><br>**ETHICAL RESPONSIBILITIES TO COLLEAGUES** | |
| | **NAECY SECTION IV:**<br><br>**ETHICAL RESPONSIBLITIES TO COMMUNITY AND SOCIETY** | Oral Presentation regarding philosophy |
| | **STAFF HANDBOOK** | |
| September 15 | **PAY ROLL** | |
| | **INCOME AND EXPENSES** | |
| | **PARENT CONTRACT** | |
| | **CHILDREN'S RECORD** | |
| | | |
| September 22 | **Outline of your staff handbook** | |
| | **ATTENDANCE** | |
| | **ACCIDENT REPORTS** | |
| | **DRDP** | Group Activity |
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| September 29 | | Due: Filing system: Yearly budget, parent/provider contract, and flyer.<br><br>Due: Staff handbook<br><br>Due: FCCERS from an accredited Family Child Care program. |
| | **DRDP cont….** | |
| | **SOFTWARE PROGRAMS** | |
| | **ONLINE RESOURCES** | |
| October 6 | **PROFESSIONAL DEVELOPMENT** | |

**Required assignments and participation:**

All assignments must be typed or hand written in ink on one side of the paper only.

**The four assignments are as follows:**

- **Title 22 Quiz (100).**
  The quiz will consist of licensing regulations.

- **Staff handbook (80).**
  The handbook shall consist of the following:

  - Cover page
  - Welcome letter
  - Center philosophy
  - Job description
  - Report to work rules
  - Expectations
  -

- **Program administration (100):**
  - An example of a filing system that you will use.
  - A yearly budget with expenditures
  - Parent/provider contract
  - Flyer
  -

- **Family Child Care Environment Rating Scale (150):**
  You are required to visit an accredited family day care and conduct a FCCRS in the Space and Furnishing domain only.

- **Oral presentation (70)**
  You are to present an oral presentation of your personal philosophy along with a copy of your personal statement. You will make clear to the class what your focus is regarding children and their families. You may present using any visual aids, charts or PowerPoint presentation.

- **Group Activities (100):**
  Group activities will be conducted throughout the class as to give you a better understanding of the provided materials. Your participation is required.

- **Assignments turned in late:**
  - If for some unforeseen reasons you need to turn in your assignment late, please inform me.
  - However, if assignments are not submitted before the end of our last class, points will be taken off for any missing assignments and that will ultimately affect your grade.

- **Other important information:**
  - If you are a student with a disability and require classroom accommodations, please meet me to discuss arrangements. If you have not yet contacted Disabled Student Program & Services (DSP&S), do so in a timely manner. DSP&S is located in Instructional Building. Visit DSP&S at www.lamission.edu/dsps or 818-833-3313 for more information.
  - Academic dishonesty – Board Rule 9803.28 - **Suggested Statement for Plagiarism and Student Conduct** – Plagiarism is the use of others' words and/or ideas without clearly acknowledging their source. When you incorporate those words and ideas into your own work, you must give credit where credit is due. Plagiarism, intentional or unintentional, is considered or cheating on assignments (e.g., copying or giving answers, using "crib" sheets, etc.) will (I) receive a zero (fail) on the assignment, and (2) be referred to the Vice President of Student Services for further disciplinary action, following due process. For further information on plagiarism go to the Writing Center website and refer to the STANDARDS OF STUDENT CONDUCT AND DISCIPLINARY ACTION in the Current Schedule of Classes and the Catalog.

LA MISSION COLLEGE
RECORD OF STUDENT'S PROGRESS
Récord del progreso del estudiante

| Child Development 61 | Name: | |
|---|---|---|
| Assignment | Possible Points | Points Given |
| Title 22 quiz | 100 | |
| Staff Handbook | 80 | |
| Program Administration | 100 | |
| FCCERS | 150 | |
| Oral Presentation | 70 | |
| Group Activities | | |
| 9/8/2012 | 40 | |
| 9//22/012 | 40 | |
| 9/22/2012 | 20 | |
| Total: | 600 | |
| Extra Credit: | 12 | |
| Total Points: | 612 | |

# Final point grade grid

| Total Points: | Grade: |
|---|---|
| 600-481 | A |
| 480-361 | B |
| 360-241 | C |
| 240-121 | D |
| 120-0 | F |

**IMPORTANT DISCLAIMER:**

*"A new state policy in effect as of Summer 2012 limits students to **3 attempts per course**. Receiving a grade or "W" for a course counts as an attempt, **regardless of when the course was taken**. Withdrawal by September 9, 2012 (avoiding a "W") will not count as an attempt."*