

**El Paso Community College**  
**Syllabus**  
**Part II**  
**Official Course Description**

<b>SUBJECT AREA</b>	<u>Child Development</u>
<b>COURSE RUBRIC AND NUMBER</b>	<u>CDEC 2374</u>
<b>COURSE TITLE</b>	<u>Managing Non-Center Based Child Care Settings</u>
<b>COURSE CREDIT HOURS</b>	<u>3            3            :</u> Credits    Lec            Lab

**I. Course Description**

Studies non-center based child care settings. Emphasizes the establishment and maintenance of family, day, home, and school-age child care facilities. Surveys all records and documents necessary to operate a non-center based child care facility successfully, including applications for licensing, evaluations, and maintaining records on staff and children. Emphasizes professional responsibilities, as well as legal implications involved in the operation of a non-center based child care facility. **(3:0)**.

**II. Course Objectives**

- A. Describe the procedures for establishing a non-center based childcare setting.
- B. Collect all administrative records necessary for tax purposes.
- C. Explain the professional responsibilities involved in managing a non-center based childcare setting.
- D. Discuss the legal implications of operating a non-center based childcare setting.
- E. State the components of developmentally appropriate practices for children and their influence on curriculum development.
- F. Design the “ideal” family day care facility. Criteria which needs to be included in your plan: (1) Size/Capacity (2) Staffing (3) Cost – include cost for insurance, utilities, printing, marketing, staff, equipment, transportation if applicable, supplies, food, maintenance, rent, and training (4) Staff schedules (5) Ages to be served (6) Services to be provided (7) Resources for funding (8) Menus (9) Maintenance (10) Scheduled inspections (11) Marketing/Advertising strategies (12) Type – home, group-home, center based, borrowed/rented facility (13) Accreditation requirements (14) Staff training requirements.
- G. Complete all handouts to develop a resource file. You will be responsible for completing all forms in your handout packet. You will be responsible for making phone calls, doing the research, etc. to acquire the information needed to complete the forms.

**III. THECB Learning Outcomes (WECM)**

Learning outcomes/objectives are determined by local occupational need and business and industry trends.

#### **IV. Evaluation**

##### **A. General**

1. The instructor will maintain a continuous record of each student's progress on an institutionally approved grade sheet or computerized substitute. All instructors must keep records in such a way that information would be clear to a second party having to check grade computation in special cases. An explanatory legend should be provided on the grade sheet.
2. The evaluation of the assignments should be based on the student's mastery of the assigned objectives. In addition assignments, the instructor may require quizzes and exercises on course content. The instructor may also require a journal or free writing assignments.
3. The course projects will be devised at the instructor's discretion.

##### Grading scale

A = 90 - 100

B = 80 - 89

C = 70 - 79\*

D = 60 - 69\*

F = below 60\*

##### \*Remediation

At the instructor's discretion, students may be allowed to rewrite papers or retest for higher grades. Students seeking additional help may obtain tutoring assistance from the Writing Center at any campus.

#### **V. Disability Statement (Americans with Disabilities Act [ADA])**

EPCC offers a variety of services to persons with documented sensory, mental, physical, or temporary disabling conditions to promote success in classes. If you have a disability and believe you may need services, you are encouraged to contact the Center for Students with Disabilities to discuss your needs with a counselor. All discussions and documentation are kept confidential. Offices located: VV Rm C-112 (831-2426); TM Rm 1400 (831-5808); RG Rm B-201 (831-4198); NWC Rm M-54 (831-8815); and MDP Rm A-125 (831-7024).

#### **VI. 6 Drop Rule**

Students who began attending Texas public institutions of higher education for the first time during the Fall 2007 semester or later are subject to a 6-Drop limit for all undergraduate classes. Developmental, ESL, Dual Credit and Early College High School classes are exempt from this rule. All students should consult with their instructor before dropping a class. Academic assistance is available. Students are encouraged to see Counseling Services if dropping a class because exemptions may apply. Refer to the EPCC catalog and website for additional information.

#### **VII. Title IX and Sex Discrimination**

Title 9 (20 U.S.C. 1681 & 34 C.F.R. Part 106) states the following "No person in the United States shall, on the basis of sex, be excluded from participation in, be denied the benefits of, or be subjected to discrimination under any educational program or activity receiving Federal financial assistance." The Violence Against Women Act (VAWA) prohibits stalking, date violence, sexual violence, and domestic violence for all students, employees and visitors (male and female). If you have any concerns related to discrimination, harassment, or assault (of any type) you can contact the Assistant to the Vice President for Student and Enrollment Services at 915-831-2655. Employees can call the Manager of Employee Relations at 915-831-6458. Reports of sexual assault/violence may also be reported to EPCC Police at 915-831-2200.