STATE UNIVERSITY OF NEW YORK
COLLEGE OF TECHNOLOGY
CANTON, NEW YORK

MASTER SYLLABUS

ECHD 403: Family Child Care Development and Management

Created By: **Maureen Maiocco, Ed.D.**
Updated By: **Maureen Maiocco, Ed.D.**

SCHOOL OF BUSINESS AND LIBERAL ARTS
SOCIAL SCIENCE DEPARTMENT – EARLY CHILDHOOD
Fall 2021

A. **TITLE**: Family Child Care Development and Management

B. **COURSE NUMBER:** ECHD 403

C. **CREDIT HOURS:** 3 lecture hours per week for 15 weeks

D. **WRITING INTENSIVE COURSE**: No

E. **GER CATEGORY:** None

F. **SEMESTER(S) OFFERED:** Fall or Spring

G. **COURSE DESCRIPTION:**
This course examines the Family Child Care profession. Students are introduced to state polices and regulations for establishing a quality early care and education home-based center. Students will gain an understanding of the challenges and rewards of this unique small business. Topics include policy, procedures, and contract development, multi-age curriculum planning, and home-based childcare space design, to best meet the needs of the childcare provider, and families and children served.

I. **PRE-REQUISITES/CO-REQUISITES:**
a. Pre-requisite(s): ECHD 101; ECHD 121 or permission of instructor.
b. Co-requisite(s): None

J. **STUDENT LEARNING OUTCOMES:**
By the end of this course, the student will be able to:

PLO 6: Acquire and apply management principles and business skills for administering high quality early care and education organizations.		
Student Learning Outcomes [SLO]	***PLO***	***ISLO***
a. Identify and assess the personal and professional responsibilities associated with a home-based family childcare business.	6	5 Industry Professional Skills
b. Determine and develop policies, procedures, and contracts to meet the needs of the home-based childcare provider, and the families and children served.	6	5
c. Evaluate and design programming and curriculum to meet the needs of a multi-age home-based childcare setting.	6	5
d. Examine and discuss the rewards, challenges, and opportunities associated with establishing a home-based family childcare business.	6	5
e. Examine and determine licensing requirements, home setting space needs, and small business practices for operating a high-quality home-based family childcare business.	6	5

J. APPLIED LEARNING COMPONENT: Yes
Classroom/Lab
Entrepreneurship - Project

K. **TEXTS:**
Copeland, T. (2008). *Family childcare: Business planning guide*. St. Paul, MN:
    Redleaf Press
Dischler, P. (2005). *From babysitter to business owner*. St. Paul, MN: Redleaf Press

L. **REFERENCES:**
New York State Office of Children and Family Services (May 2014). *Group and/or*
    Family Child Care Regulations http://ocfs.ny.gov/main/childcare/daycare_regs.asp

M. **EQUIPMENT:** University Supplied Equipment

N. **GRADING METHOD:** A-F

O. **MEASUREMENT CRITERIA/METHODS**
- Quizzes
- Papers
- Project
- Presentation
- Participation

P. **DETAILED COURSE OUTLINE:**

I.   Family Based Child Care
   a. Babysitting vs. Business – Important Considerations
   b. Family Day Care Home - Defined
   c. Group Family Day Care Home – Defined
   d. Entrepreneurship: Rewards and Challenges

II.   Family Day Care Regulations and Licensing
   a. Procedures for Establishing Home Based Child Care
   b. Inspections and Permits
   c. Building and Equipment
   d. Fire Protection and Safety
   e. Transportation
   f. Supervision of Children
   g. Behavior Management
   h. Child Abuse and Maltreatment
   i. Health and Infection Control
   j. Nutrition
   k. Caregiver Qualifications
   l. Training and Professional
   m. Management and Administration

III.   The Business
   a. Developing a Business Plan
   b. Legal and Regulatory Issues
   c. Budget: Start Up and Operating
   d. Establishing Cost and Fee Policies
   e. Business Taxes
   f. Marketing
   g. Insurance

h. Record-Keeping
i. Contracts and Policies
j. Planning: Retirement, Benefits, Salary

IV. Policies and Procedures
   a. Developing a Parent Handbook
   b. Developing Policies
- Enrollment / Admission
- Child Release
- Confidentiality
- Health and Wellness
- Discipline
- Holidays / Vacation Periods
- Pets
- Substitutes / Volunteers
- Hours: Arrival and Departure / Late Pick-Up
- Payment Plan / Late Payment
- Termination / Withdrawal

   c. Developing Contracts
   d. Working with an Assistant: Policies and Procedures
   e. Common Problems and Solutions

V. Working with Families
   a. Establishing a Partnership
   b. Family Communication
   c. Balancing Personal and Professional Relationships
   d. Common Problems and Solutions

VI. Multi-Age Programming
   a. High Quality Programming and Curriculum
   b. Curriculum Planning: Infants – 12 years
   c. Schedules and Routines
   d. Home Space and Day Care Environments: Design and Function
   e. Common Problems and Solutions

VII. Networking and Outreach
   a. Isolation – Networks – Opportunities
   b. National Association for Family Child Care [NAFCC]
   c. Family Child Care Associations [FCCA]
   d. Working with Local Child Care Resource and Referral Agencies

VIII. Professional Training and Development: When, Where, How
   a. Funding: EIP, Scholarships, Grants, Funding Opportunities
   b. Professional Development
- Workshops, Webinars, Online
- Colleges/Universities
- Conferences, Seminars

   c. Training: First Aid, CPR, SIDS, Child Abuse, MAT Training
   d. Professional Growth and Development
   e. Family Child Care Credentials