

**SAN DIEGO COMMUNITY COLLEGE DISTRICT
MIRAMAR COLLEGE
ASSOCIATE DEGREE COURSE OUTLINE**

SECTION I**SUBJECT AREA AND COURSE NUMBER:** Child Development 089**COURSE TITLE:** Childcare as a Business**Units: 1**
Grade Only**CATALOG COURSE DESCRIPTION:**

This course provides students and child development professionals with an analysis of appropriate record keeping and business practices necessary to effectively run a daycare business. The course focuses on the enrollment of children, parent-caregiver relationships, contracts and legal considerations, collection of fees, budgets, and reimbursement of food costs. Students explore a variety of business settings including family daycare, franchise, and individual ownership.

REQUISITES:**Advisory:**

ENGL 042 with a grade of "C" or better, or equivalent or Assessment Skill Level R4
and
ENGL 043 with a grade of "C" or better, or equivalent or Assessment Skill Level W4

FIELD TRIP REQUIREMENTS: May be required**TRANSFER APPLICABILITY:** Associate Degree Credit only and not Transferable**TOTAL LECTURE HOURS:** 16 - 18**TOTAL LAB HOURS:****STUDENT LEARNING OBJECTIVES:**

Upon successful completion of the course the student will be able to:

1. Differentiate the components for successfully running a childcare business
2. Identify the necessary components to be included in a contract between caregivers and parents
3. Examine necessary and appropriate financial policies for a childcare business
4. Analyze record keeping skills that meet state and federal regulations
5. Compare and contrast different childcare settings, such as family daycare, franchise, and individual ownership
6. Evaluate sound business practices including program needs, philosophy, advertising, and state and local requirements
7. Compare different settings in family childcare, such as franchise and private ownership
8. Evaluate program requirements, program philosophy, and state regulatory requirements.

SECTION II**1. COURSE OUTLINE AND SCOPE:**

A. Outline Of Topics:

The following topics are included in the framework of the course but are not intended as limits on content. The order of presentation and relative emphasis will vary with each instructor.

- I. Characteristics of a successful professional provider
 - A. Procedures in starting a childcare business
 - B. Good business practices
 - 1. Ethical considerations
 - 2. Working successfully with parents.
- II. Setting up the environment
 - A. Program planning
 - B. Curriculum development and implementation
 - C. Building bridges and successful partnerships
 - D. Communication.
- III. Operating a professional licensed business
 - A. Advertising for enrollment according to licensing regulations
 - B. Personnel qualifications and license requirements
 - C. Interviewing potential clients
 - D. Legal deductions.
- IV. Organizing any in-home business
 - A. Paperwork regarding the business of family childcare
 - 1. Contracts
 - 2. Policies and procedures.
 - B. Record keeping
 - C. Setting fees for income.

B. Reading Assignments:

Reading assignments are required and may include but, are not limited to, the following: Students are expected to read, understand and critique college level texts and supplementary materials which include the textbook, reading assignments and professional journals in areas of child development, psychology, sociology, and related medical fields.

- I. Course text(s)
- II. Articles related to childcare as a business in professional journals, such as Journal of Child and Youth Care Work, Child Development Journal, Journal of Research in Childhood Education (JRCE), and The Future of Children.

C. Appropriate Assignments that Demonstrate Critical Thinking:

Critical thinking assignments are required and may include, but are not limited to, the following:

- I. Analyzing and implementing professional paperwork and business practices necessary to legally and effectively operate a licensed family childcare business
- II. Preparing a business plan for a family childcare business
- III. Examining financial policies for a childcare business
- IV. Comparing and contrasting different childcare settings.

D. Appropriate Outside Assignments:

Outside assignments may include, but are not limited to, the following:

- I. Observing a variety of childcare businesses including family daycare providers, franchises, and individual ownerships
- II. Interviewing a family daycare provider, franchise owner, or individual owner of a childcare business
- III. Completing reading and writing assignments.

E. Writing Assignments:

Writing assignments are required and may include, but are not limited to, the following: All written work requires application, critical thinking, and critical writing skills. Students must demonstrate their ability to understand the subject matter through the use of appropriate vocabulary in written and oral assignments.

- I. Outlining daycare practices and policies
- II. Formulating a business plan
- III. Writing a mission statement of childcare philosophy
- IV. Writing an advertisement for a daycare center.

2. METHODS OF EVALUATION:

A student's grade will be based on multiple measures of performance unless the course requires no grade. Multiple measures may include, but are not limited to, the following:

- I. Performance on in-class written assignments
- II. Performance on out-of-class writing assignments
- III. Contributions to class discussion
- IV. Performance on quizzes/tests.

3. METHODS OF INSTRUCTION:

Methods of instruction may include, but are not limited to, the following:

- * Lecture Discussion
- * Audio-Visual
- * Collaborative Learning
- * Lecture
- * Distance Education

4. REQUIRED TEXTS AND SUPPLIES:

Textbooks may include, but are not limited to:

TEXTBOOKS:

1. Jack, Gail H. The Business of Child Care: Management and Financial Strategies, 1st ed. Thomson Delmar, 2004, ISBN: 1401851800
2. Koralek, Derry G, Laura J. Colker, and Diane Trister Dodge. Caring for Children in Family Child Care, 1993 ed. Delmar, 1993, ISBN: 0766833496
3. Miller, Darla Ferris. Positive Child Guidance, 4th ed. Thomson Delmar Learning, 2003, ISBN: 1401812562
4. Sciarra, Dorothy June, and Anne Dorsey. Developing & Administering an Early Childhood Center, 5th ed. Thomson Delmar Learning, 2002, ISBN: 0766839265
5. Taylor, Barbara J. A Child Goes Forth: A Curriculum Guide for Teachers of Preschool Children, 1975 ed. Brigham Young University Press, 1975, ISBN: 0842502475
6. Trister Dodge, Diane, Laura J. Colker, Cate Heroman, and Toni S. Bickart. The Creative Curriculum for Preschool, 4th ed. Delmar Thomson Learning, 2002, ISBN: 1879537435
7. Uhrik, Marlene E. Guidebook for Family Day Care Providers, 2nd ed. McGraw-Hill, 1998, ISBN: 0073660744

MANUALS:

PERIODICALS:

SOFTWARE:

SUPPLIES:

ORIGINATOR: Elizabeth Bennett

CO-CONTRIBUTOR(S)

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