Child Care Provider Program Overview

The Care Provider Program discusses the fundamentals of early childhood education, the child care profession, and developmentally appropriate practices for dealing with children from birth through school age. The program also provides instruction on office technology, English usage and written communication, time and stress management, management theory, critical thinking skills, and interpersonal communications. The program prepares the student for entry-level employment as a child day care worker and provides guidance for starting a home-based day care.

Program Objectives

- To identify common learning strategies
- To demonstrate knowledge of guidelines for grammar, punctuation, and written correspondence
- To identify the parts of a computer and explain how technology is used in the office
- To improve basic keyboarding speed and accuracy
- To describe the developmental milestones of infants and children
- To create a safe and healthful environment for infants and children
- To create a variety of learning experiences for children using all of the senses
- To work with parents and other community resources to plan engaging curriculum
- To guide children through daily routines
- To develop effective oral communication skills
- To develop critical thinking skills
- To improve time mastery and productivity skills
- To plan for the start-up and maintenance of a home-based day-care business
- To explain principles of effective management
- To describe the process for writing effective resumes and cover-letters
- To describe how to proactively search for work as a child day care worker

Program Outline

Unit I: Blackstone's Skills for Success

Chapter 1: Discover How You Learn

Chapter 2: Find a Place to Study

Chapter 3: Learn How to Study

Chapter 4: Keyboarding:

Unit II: English Usage and Written Communication

Chapter 1: Parts of Speech

Chapter 2: Parts of a Sentence

Chapter 3: Pronouns, Verbs, and Agreement

Chapter 4: Sentence Types and Punctuation

Chapter 5: Written Communications

Unit III: Introduction to Computers, Keyboarding, and Office Technology

Chapter 1: Introduction to Computers

Chapter 2: The Internet

Chapter 3: Other Types of Office Technology

Unit IV: Time & Stress Management

Chapter 1: LifeTime Patterns (Values)

Chapter 2: The Power of LifeTime Habits

Chapter 3: Goals, Objectives, and Outcomes

Chapter 4: Choosing Your Priorities

Chapter 5: Planning and Scheduling Activities

Chapter 6: Interruptions, the #1 TimeThief

Chapter 7: TimeLogs

Chapter 8: TimeTips

Chapter 9: Self-Esteem and Time Management

Chapter 10: Stress Management

Unit V: Critical Thinking Skills

Chapter 1: Introduction to Critical Thinking and the PANIC Method

Chapter 2: Inference and Judgment

Chapter 3: Metacognition

Chapter 4: Forming Strong Conclusions through Predicting

Chapter 5: Rhetorical Strategies

Chapter 6: Critical Theories

Chapter 7: Deductive Reasoning

Chapter 8: Emotional Intelligence and Critical Thinking

Unit VI: Child Day Care 1

Chapter 1: You: Working with Young Children

Chapter 2: Types of Early Childhood Programs

Chapter 3: Observing Children: A Tool for Assessment

Chapter 4: Child Development Principles and Theories

Chapter 5: Understanding Children from Birth to Age Two

Chapter 6: Understanding Two- and Three-Year-Olds

Chapter 7: Understanding Four- and Five-Year-Olds

Chapter 8: Middle Childhood

Unit VII: Child Day Care 2

Chapter 9: Preparing the Environment

Chapter 10: Selecting Toys, Equipment, and Educational Materials

Chapter 11: Promoting Children's Safety

Chapter 12: Planning Nutritious Meals and Snacks

Chapter 13: Guiding Children's Health

Unit VIII: Child Day Care 3

Chapter 14: Developing Guidance Skills

Chapter 15: Guidance Challenges

Chapter 16: Establishing Classroom Limits

Chapter 17: Handling Daily Routines

Unit IX: Child Day Care 4

Chapter 18: The Curriculum

Chapter 19: Guiding Art, Blockbuilding, and Sensory Experiences

Chapter 20: Guiding Storytelling Experiences

Chapter 21: Guiding Play and Puppetry Experiences

Chapter 22: Guiding Manuscript Writing Experiences

Unit X: Child Day Care 5

Chapter 23: Guiding Math Experiences

Chapter 24: Guiding Science Experiences

Chapter 25: Guiding Social Studies Experiences

Chapter 26: Guiding Food and Nutrition Experiences

Chapter 27: Guiding Music and Movement Experiences

Chapter 28: Guiding Field Trip Experiences

Unit XI: Child Day Care 6

Chapter 29: Programs for Infants and Toddlers

Chapter 30: Programs for School-Age Children

Chapter 31: Guiding Children with Special Needs

Chapter 32: Involving Parents and Families

Chapter 33: A Career for You in Early Childhood Education

Unit XII: Starting a Home-Based Day-Care Business 1

Chapter 1: Family Child Care—Is It for Me?

Chapter 2: Starting Out

Chapter 3: Policies and Procedures

Unit XIII: Starting a Home-Based Day-Care Business 2

Chapter 4: Your Daily Schedule

Chapter 5: Fun Activities for Children

Chapter 6: Positive Guidance Tools

Unit XIV: Starting a Home-Based Day-Care Business 3

Chapter 7: Back to Business

Chapter 8: Solving Common Problems

Chapter 9: Planning for the Future

Unit XV: Management Practices & Principles

Chapter 1: The Supervisor: Manager and Leader

Chapter 2: Effective Communication

Chapter 3: Creating a Positive Work Climate

Chapter 4: Building Teams and Managing Conflict

Chapter 5: Delegation

Chapter 6: Developing Job Expectations

Chapter 7: Recruiting Employees

Chapter 8: Selecting Employees

Chapter 9: Orienting and Training Employees

Chapter 10: Performance Evaluation

Chapter 11: Disciplining Employees

Unit XVI: Interpersonal Communications

Chapter 1: Aspects of a Positive Workplace Environment

Chapter 2: Communication

Chapter 3: Diversity in the Workplace

Chapter 4: Team Building

Unit XVII: How to Find a Job in Child Day Care

Chapter 1: Job Search Correspondence

Chapter 2: The Job Search

Chapter 3: Job Interviews