Child Care Provider

PROGRAM SYLLABUS

1890 Blackstone CAREER INSTITUTE™

IN BRIEF

The Child Care Provider program prepares students for entry-level employment as a child care worker and provider and give guidance for starting a home-based day care. It 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.

YOUR Program Overview

Unit 1 Blackstone's Skills for Success

In this lesson, you will discover how you learn as well as your learning style. You will understand how you learn best by reading about intrinsic versus extrinsic motivation, field dependence and independence, self-efficacy and self-determination. Visual, auditory, and kinesthetic learners will be discussed along with the differences between them. You will also receive some tips regarding your study space, the best time to work, and goal setting. Also, basic keyboarding skills will be introduced. Learning strategies, along with note-taking and memory tricks, are also an important part of this lesson.

Blackstone Typing Tutor
(accessible through the Online Student Center)

Unit 2 English Usage and Written Communication

In this lesson, you will gain knowledge about the English language and written communication. This information is important to the successful allied health professional. Begin with parts of speech, then review parts of a sentence, pronouns, verbs and agreement, and finally, sentence types and punctuation. This lesson is a great grammar tutorial or refresher. You will also learn about writing in active versus passive voice, paragraph formation, and topic sentences; and you gain some valuable tips for business communication.

Unit 3 Introduction to Computers, Keyboarding, and Office Technology

Lesson 3 covers how computers are used in the office today, the different types of computers, and the parts of a computer system. Basic keyboarding skills will be introduced. In this lesson you will also learn about the Internet, URLs, search engines, and e-mail. Office technology will be discussed, including office telephones, different types of telephone calls, fax machines, photocopiers, multipurpose machines, transcribers, digital cameras, and wireless communication.

Unit 4 Time and Stress Management

This lesson discusses how to minimize stress and maximize productivity in your personal and professional life by analyzing your values, habits, and daily interruptions. Multiple worksheets and exercises are included, as well as valuable tips for prioritizing and setting goals.

Unit 5 Critical Thinking Skills

This lesson helps students develop their critical thinking skills, including use of inference and judgment, identifying strong conclusions, persuasive strategies, and deductive reasoning. You will also read about metacognition, the process of thinking about thinking, and how it builds critical thinking skills, as well as interpreting and using critical theories.

Unit 6 Child Care Provider 1

This lesson discusses career opportunities in early childhood education, types of early childhood programs, and guidelines for observing children and using assessment. You will also read about child development principles and theories, as well as the physical, cognitive and social-emotional development of children from birth through middle childhood. Units 6–11 each feature a self-graded homework assignment to assess your understanding of the concepts taught. You will also submit a homework assignment to the school for grading on the material covered in Units 6–11.

Working With Young Children

Unit 7 Child Care Provider 2

In this lesson, you will learn about the child care environment. Safety and liability for the child care center are discussed, as well as nutritional guidelines for meals and snacks and objectives for guiding children's health. First aid, caring for ill children, and selection criteria for toys are also covered.

Unit 8 Child Care Provider 3

This lesson covers the goals of guidance and techniques for effective guidance, including guidance challenges like stress and tattling. This lesson also explores how to establish and enforce classroom limits and handle daily routines, as well as transitioning between activities.

Unit 9 Child Care Provider 4

This lesson introduces the development of program goals and curriculum planning. You will also read about guiding different classroom activities and experiences, including art and sensory experiences, storytelling, play and puppetry, and manuscript writing.

Unit 10 Child Care Provider 5

Lesson 10 continues your introduction to guiding classroom activities, including math, science, social studies, food and nutrition, music and movement, and field trip experiences.

Unit 11 Child Care Provider 6

In this lesson, you will learn about caring for infants and toddlers and children in school-age programs, including the environment and curriculum planning. It explores guiding children with special needs and involving parents and families in child care. You will also read about choosing a career in childhood education and seeking employment.

Unit 12 Starting a Home-Based Day Care Business 1

Lesson 12 introduces the different kinds of family childcare providers and considerations for running and maintaining a business, as well as the necessary skills and resources for starting a home-based day care. This lesson also covers licensing and registration requirements, expenses and profitability, and how to set up policies and procedures.

How to Start a Home-Based Day Care Business

Unit 13 Starting a Home-Based Day Care Business 2

In this lesson, you will read about devising a daily schedule and creating fun activities for children. Important information about guidance and discipline techniques is also explored.

Unit 14 Starting a Home-Based Day Care Business 3

This lesson discusses how to generate enrollments, screen parents and children, and set up an office and recordkeeping system. Lesson 14 explores solving problems with parents, your family, a multi-age mix of children, and interruptions. Planning for future expansion, hiring an assistant, and becoming accredited are also covered.

Unit 15 Management Practices and Principles

In this lesson, you will read about the role of a supervisor as both a manager and leader. You will read about creating an effective workplace environment through communication, a positive work climate, team building, and conflict management. You will also learn about the roles a manager plays in delegation, developing job expectations, employee recruitment and selection, training, performance evaluation, and discipline.

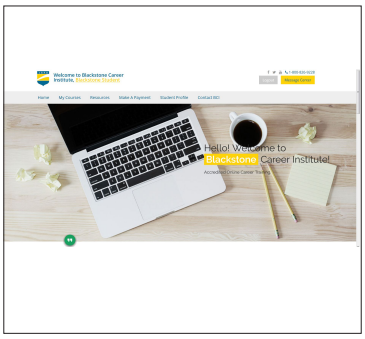
Unit 16 Interpersonal Communications

Lesson 16 provides an overview of how interpersonal communications affect workplace strategies, including how the various roles in the office can function together and how to use feedback, goals and incentives for increasing productivity. This lesson will introduce you to the fundamentals of effective communication, including maximizing your speaking and listening skills and proper use of body language to communicate messages. You will also learn about the benefits of working in a culturally diverse environment, and how to overcome communication barriers caused by diversity. Finally, this lesson will explore team building strategies.

Unit 17 How to Find a Job in Child Day Care

Lesson 17 focuses on finding a job as a child care provider. you will learn about job search correspondence such as writing resumes and cover letters, and how to conduct a job search including networking, online searches, and proactive job search techniques. You will learn how to prepare for an interview, including what to wear, what to expect, common questions that you might be asked, questions that you should ask, and how to follow up after the interview.

What you receive with your program



Your program consists of seventeen units, including the following commercial e-books and electronic resources, to assist you step-by-step through the program.

Working with Young Children
by Judy Herr

This textbook, widely well-known in the early childhood education field, introduces the developmental theories and techniques used by child care workers in a variety of childhood education settings. The text provides an overview of the physical, intellectual and social-emotional characteristics of young children, and then explores how to guide them through daily activities in a safe and educational manner.

How to Start a Home-Based Day Care Business
by Shari Steelsmith

This text presents useful information on how to start your own family child care, including how to balance your work life with home life and gain profitability. The text provides several special features, like Internet resources, and sample forms and worksheets that you can really use to get a home-based day-care business up and running.

Child Care Provider Study Guides

These six online study guides will lead you through the *Working with Young Children* textbook, highlighting all of the important points and giving you additional review questions. You will also complete six self-graded homework assignments and submit one graded homework assignment with these lessons.

Starting a Home-Based Day Care Business Study Guides

These three online study guides will lead you through the *How to Start a Home-Based Day-Care Business* textbook, highlighting all of the important points and providing additional review questions.

Additional Blackstone Study Units

In addition to the study guides that accompany your textbooks, you will receive online access to eight more exclusive Blackstone study units that will introduce you to important topics that will help you prepare for work in child day care, including time and stress management and finding a job as a child care provider.

Blackstone Typing Tutor

Blackstone's exclusive Typing Tutor will help to increase your typing speed and accuracy.

Online Student Center

Included with your tuition, you will have online access to your study guides and study units, exams, grades, payment history, discussion boards, and more.

Graduation Documents

Upon successful completion of the entire program, you will receive an official transcript and a diploma. A copy of your transcript will be on permanent file and available at a nominal fee.