Child Care Provider

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.

The Child Care Provider program prepares students for entry-level employment as a Child Care Provider

There are no due-dates for any of your coursework and you have up to 18 months to complete your program.

To contact your Instructor Kerry, please email instructor@blackstone.edu. Any general questions, please email info@blackstone.edu.

Your course is broken down into units. Students who pay in full for their program have access to all course materials. Students who enroll under a monthly payment plan have access to a new unit every month upon making their monthly payment.
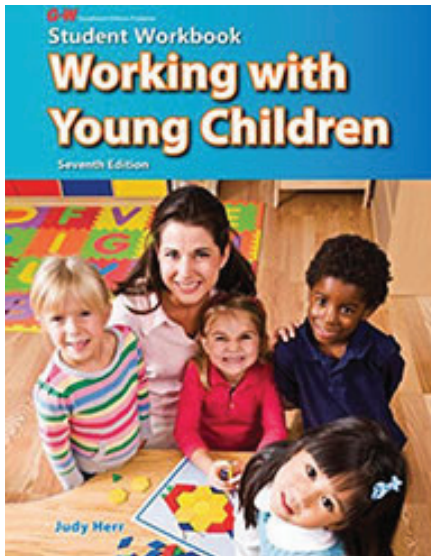
The program is broken down into 17 study units. All course material is included in your tuition.

What you receive with your program

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

Working with Young Children

This textbook, provided by Blackstone Career Institute, provides students with material that is well-known in the early childhood education field, and is the core of our online child care program. It 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.

Textbook: Working with Young Children, by Judy Herr. ISBN: 9781590708132.

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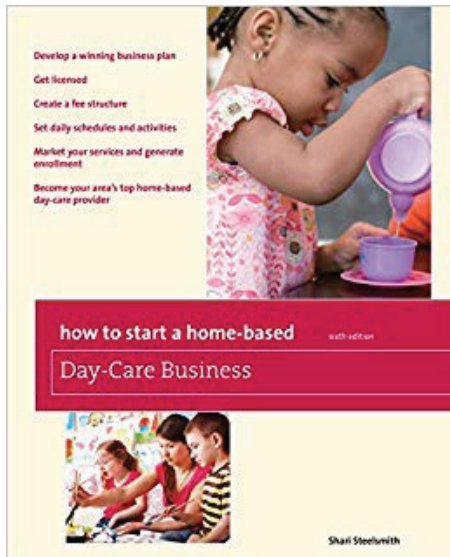*How to Start a Home-Based Day-Care Business - 6th Edition*

Blackstone Career Institute's child care provider program will teach you how you can open and run your own business. 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 while learning how to become a licensed child care provider. The text provides several special features, including Internet resources, and sample forms that you can easily access to get a home-based day-care business up and running. Your child care program covers how you can start and run your own business.

Textbook: How to Start a Home-Based Day-Care Business, by Shari Smith. ISBN: 9780762760855.

Program Goals & Objectives

- Identify common learning strategies
- Demonstrate knowledge of guidelines for grammar, punctuation, and written correspondence
- Describe how computers, internet and electronic communication impact the workplace today
- Describe the developmental milestones of infants and children
- Create a safe and healthful environment for infants and children
- Create a variety of learning experiences for children using all of the senses
- Work with parents and other community resources to plan engaging curriculum
- Guide children through daily routines
- Develop effective oral communication skills
- Develop critical thinking skills
- Apply time mastery and productivity skills in professional and personal settings
- Plan for the start-up and maintenance of a home-based day-care business
- Discuss the principles of effective management
- Compose effective resumes and cover-letters
- Consider ways to proactively search for work as a child care worker

Blackstone's Skills for Success

Unit 1

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. **You will receive access to the Blackstone Typing Tutor.**

English Usage & Written Communication

Unit 2

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 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; plus valuable tips for business communication.

Introduction to Computers, Keyboarding and Office Technology

Unit 3

Lesson 3 covers how computers are used in the office today, the different types of computers, and the parts of a computer system. In this lesson you will also learn about the Internet, URLs, search engines, and e-mail. Office technology will be discussed, including office networks, different types of servers, PDAs, scanners, digital cameras, and wireless communication.

Time and Stress Management

Unit 4

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.

Critical Thinking Skills

Unit 5

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.

Child Care Provider 1

Unit 6

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.
You will receive access to the book: Working With Young Children.

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.

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.

Child Care Provider 4

Unit 9

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.

Child Care Provider 5

Unit 10

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

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.

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. **You will receive access to the book: How to Start a Home-Based Day Care Business.**

Starting a Home-Based Day Care Business 2

Unit 13

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.

Start a Home-Based Day Care Business 3

Unit 14

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.

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.

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.

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.