

CHILD CARE PROVIDER PROGRAM OUTLINE



PROGRAM OVERVIEW

Our accredited, online Child Care Provider Program covers the core principles of early childhood education, including child development from infancy through school age, safety and nutrition, and positive guidance strategies. You'll explore the role and responsibilities of child care providers and learn how to create nurturing, safe, and engaging environments that support children's learning and growth.



Aligned with the Child Development Associate (CDA) credential, this nationally recognized program helps demonstrate your readiness to provide high-quality care for children from birth to age five—giving you a strong foundation as you begin or advance your career in early childhood education.

PROGRAM OUTLINE

Unit 1 | Blackstone's Skills for Success

Unit 2 | English Usage and Written Communication

Unit 3 | Introduction to Computers, the Internet, and Electronic Communication

Unit 4 | Time and Stress Management

Unit 5 | Critical Thinking Skills

Unit 6 | Child Care Provider 1

Unit 7 | Child Care Provider 2

Unit 8 | Child Care Provider 3

Unit 9 | Child Care Provider 4

Unit 10 | Child Care Provider 5

Unit 11 | Child Care Provider 6

Unit 12 | Starting a Child Care Program 1

Unit 13 | Starting a Child Care Program 2

Unit 14 | Starting a Child Care Program 3

Unit 15 | Management Practices & Principles

Unit 16 | Interpersonal Communications

Unit 17 | How to Find a Job in Child Care

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 and 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, the Internet and Electronic Communication

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 & 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 and the types of early childhood programs. 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 eBook: *Working With Young Children*.**

Child Care Provider 2

UNIT 7



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

UNIT 8

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 observation and assessment of children, 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

UNIT 11



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 Child Care Program 1

UNIT 12

Lesson 12 focuses on the fundamentals of starting a new child care program and developing strong leadership skills to create a program that serves the community effectively. It highlights the importance of planning, problem-solving, and sound decision-making for program directors. The lesson also covers regulatory requirements, licensing, accreditation, and the financial responsibilities involved in operating a child care program. **Students are given access to the eBook: *Developing and Administering an Early Childhood Education Program*.**

Starting a Child Care Program 2

UNIT 13



This section explores how to create a high-quality learning environment by choosing suitable facilities, equipment, and materials. It also examines the director's role in hiring, training, and supporting staff, as well as enrolling children in ways that prioritize the needs of children and their families. The section concludes with an overview of key factors to consider when selecting and implementing curriculum for the program.

Starting a Child Care Program 3

UNIT 14

The final unit of this section covers health, safety, nutrition, emergency planning, and legal issues. You will learn how to support children, families, and staff during crises and how to build strong relationships with families and the community. The importance of program evaluation to drive improvement is covered. Lastly, the unit concludes with strategies for marketing and recruitment using research and SWOT analysis.

Management Practices & Principles

UNIT 15



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

UNIT 16

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 Care

UNIT 17



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.

PROGRAM OUTCOMES

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

PROGRAM OUTCOMES

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 child care program.

Discuss the principles of effective management

Compose effective resumes and cover letter

Consider ways to proactively search for work as a child care worker



WHY CHOOSE BLACKSTONE

ADMISSIONS TEAM

STUDENT SERVICES

ACCREDITED SCHOOL

Blackstone Career Institute

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