

Certificate of Mastery in Early Care Education Administration

Family Child Care Home Emphasis

Program Description

The Certificate of Mastery in Early Care Education Administration with an emphasis in Family Child Care Home offers a program of studies designed to develop an in-depth understanding of directing and managing a licensed family child care home within Oklahoma. This unique, statewide certificate program allows the student who may be new to the early care education field, as well as the seasoned childcare director to explore all aspects of early care education management, developing a solid foundation for meeting and exceeding Oklahoma Department of Human Services licensing regulations set for licensed family child care home providers. A certificate program provides not only an excellent base for early care education management, it prepares the student for future personal growth and advancement in education and career development.

Employment Information

Oklahoma has over 4,100 licensed family child care homes. Students enrolled in the certificate program will be prepared to successfully fulfill the duties and responsibilities of an Oklahoma small business family child care home provider. Individuals achieving this Certificate of Mastery will also explore the criteria set forth for family child care providers within two star family child care homes, environmental rating scales and national accreditation. In addition, individuals completing the certificate program may be eligible for monetary advancement within Oklahoma's R.E.W.A.R.D. program

Certificate Awarded

Certificate of Mastery in Early Care Education Administration - Family Child Care Home Emphasis

For More Information Contact:

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 Department Head, Early Care Education
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 Public Safety Training Center
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Technical Occupational Specialty

			18 Credit Hours
<input type="checkbox"/>	ECEA 1103	Planning/Implementation of Administrative Systems	3
<input type="checkbox"/>	ECEA 1153	Program & Facilities Mngt for Fam. Child Care Homes	3
<input type="checkbox"/>	ECEA 1213	Utilization of Community Resources	3
<input type="checkbox"/>	ECEA 1223	Communication Practices	3
<input type="checkbox"/>	ECEA 2223	Liability, Ethics and Advocacy in Early Care Education	3
<input type="checkbox"/>	ECEA 2353	Basic Budgeting and Record Keeping	3

Technical Occupational Support & Related Courses

			12 Credit Hours
<input type="checkbox"/>	ECEA 2213	Inclusion in Early Care Education	3
<input type="checkbox"/>	ECEA 2113	Child Development	3
<input type="checkbox"/>	ECEA 2123	Families as Partners in Early Care Education	3

Any one of the following to bring total to 12 credit hours:

<input type="checkbox"/>	ECEA 1123	Foundations of Early Care Education	3
<input type="checkbox"/>	ECEA 1133	Health, Safety and Nutrition in Early Care	3
<input type="checkbox"/>	ECEA 2233	Child Guidance, Behavior and Classroom Management	3

General Education Requirements

			3 Credit Hours
<input type="checkbox"/>	ENGL 1113	English Composition I	3

Total to Graduate

33 Credit Hours*

* To graduate with the Early Care Education A.A.S., in addition to earning the required credit hours, student must complete with 80% accuracy:

- the six (6) component written exam covering Early Childhood/Child Development and
- the Proficiency Projects included for each of the Technical Occupational Specialty Courses

Date	Institution

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Student Name:	_____
CWID:	_____
Counselor:	_____
Catalog 2009 - 2010	

For Scholarship Criteria Contact:

Jeff Rosson
 Scholar Coordinator, Scholars for Excellence
 Early Care Education
 Human Services Division
 Public Safety Training Center
 405-945-9168
 rossoj@osuokc.edu

ECEA 1103 PLANNING & IMPLEMENTATION OF ADMINISTRATIVE SYSTEMS

This course will explain how to plan for and implement administrative systems that effectively carry out an early care program's mission, goals and objectives. In addition, students will receive an overview of the various types of programs available in the early care education field. Students will gain an increased awareness of professionalism, as well as an overview of state regulations, developmentally appropriate practice from the director's perspective, health and safety issues, state fire code and regulations, Oklahoma's Reaching for the STARS, environmental rating scales, subsidized child care funding, child and adult care food program (CACFP), national credentialing and accreditation programs. This course is the GATEWAY for all other Early Care Education Administration courses, and should be taken prior to OR concurrently with other Early Care Education Administration courses.

ECEA 1123 FOUNDATIONS OF EARLY CARE EDUCATION

This course will provide students with a practical introduction to early care education. Emphasis is given to awareness of cultural influences and backgrounds, the need to understand child growth and development, developmentally appropriate practices, positive guidance, and the importance of working with families, as well as the importance of observational skills and the inclusion of children with differing abilities. Upon completion of this course, the student will have gained a greater understanding of the important role early care education has in helping children develop later abilities to do well in school and life.

ECEA 1133 HEALTH, SAFETY AND NUTRITION IN EARLY CARE

This course will provide students with an introduction to the interrelationship of health, safety and nutrition in a holistic environmental approach within early care. Students will receive basic information, history, and assessment tools that will prepare them to deal with issues of children's safe environments, good nutrition and health in a practical and realistic manner. Emphasis is given to setting up and managing a safe indoor/outdoor environment in early care, infection control, emergency response procedures for early care, and promoting good nutrition. Students will receive clear, concise, thought provoking information reflective of the latest developments and practices in the field regarding SIDS, HIV/AIDS, fetal alcohol syndrome and otitis media.

ECEA 1153 PROGRAM & FACILITIES MANAGEMENT FOR FAMILY CHILD CARE HOMES

This course will provide students with an intense study of program and facilities management for family child care homes including, but not limited to, the following topics: staffing for small and large family child care homes – job descriptions/responsibilities, advertising for staff, interviewing, hiring and job orientation, staff professional development training, criteria for substitutes and guidelines for utilizing substitutes; criteria for volunteers and guidelines for utilizing volunteers; STAR requirements for family child care homes; environmental rating scales specific to family child care homes; environmental design, set-up and extended hour care; national accreditation and certification; and the importance of family child care associations. Prerequisite: ECEA 1103.

ECEA 1213 UTILIZATION OF COMMUNITY RESOURCES

This course will teach students how to foster good community relations that directly impact the functioning of the program. Information regarding how different community services function, utilization of those resources to enhance the quality of program care that children are given and connecting parents to those resources will be covered. Prerequisite: ECEA 1103 or ECEA 1123 or concurrent enrollment.

ECEA 1223 COMMUNICATION PRACTICES

Covering the fundamental elements of effective written and verbal communication, this course will focus on enhancing interactions with staff, children, families and the community. Student will develop and deliver an early care education presentation, including handouts and visual/technological aides. Marketing, public relations and working with various media entities will also be covered. Prerequisite: ECEA 1103 or concurrent enrollment.

ECEA 2113 CHILD DEVELOPMENT

This course will offer the student an introduction to the most common theories of child development. The child's physical, cognitive, communication, social and emotional development will be explored.

ECEA 2123 FAMILIES AS PARTNERS IN EARLY CARE EDUCATION

Socialization in a developmental context regarding the child, socialization for high self-esteem in healthy families and socialization in regard to the early care facility/child/family and community are all covered within this course. Student will also explore methods of effectively interacting with families, as well as develop a Family Handbook within this course. Prerequisite: ECEA 1103 or ECEA 1123 or concurrent enrollment.

ECEA 2213 INCLUSION IN EARLY CARE EDUCATION

This course is a study of inclusion within the Early Care Education program: environment, curriculum and interactions with family members while equally serving children with varying physical, emotional, developmental and behavioral needs. Student will study the various characteristics of physical disabilities, while exploring characteristics of diverse needs of young children. Individualized Education Plans (IEP) and Individualized Family Service Plans (IFSP) will also be covered. Student will develop a handbook demonstrating inclusive knowledge and practices within an early care education facility. Prerequisite: ECEA 2113 and ECEA 1103 or ECEA 1123 or concurrent enrollment.

ECEA 2223 LIABILITY, ETHICS & ADVOCACY IN EARLY CARE

A survey course of current liability issues affecting the administration and day-to-day operations of a well-run early care education facility. The National Association for the Education of Young Children (NAEYC) Code of Ethical Conduct will be explored and discussed in regard to various ethical issues early care education programs face. In addition, advocacy and the role of an early care education advocate including the legislative process will be covered. Prerequisite: ECEA 1103 or ECEA 1123 or concurrent enrollment.

ECEA 2233 CHILD GUIDANCE, BEHAVIOR AND CLASSROOM MANAGEMENT

This course will provide students with solid child guidance theories, reinforced with positive strategies that will empower their understanding of the child guidance process. Students will gain the knowledge in developmentally appropriate child guidance, different caregiving styles, specific positive discipline strategies and managing the physical environment effectively. Special topics in child guidance will be covered: children and stress, understanding and management of anger, understanding and guiding aggressive children, guiding children toward a healthy sense of self and self-esteem and the development of prosocial behavior. Students will also explore the development and procedures of behavior change within staff members when implementing new guidance procedures. In addition, emphasis will be given to training classroom teachers' guidance strategies and parent training/support that will affect the everyday classroom setting. Prerequisites: ECEA 2113 and ECEA 1103 or ECEA 1123 or concurrent enrollment.

ECEA 2353 BASIC BUDGETING AND RECORD KEEPING FOR FAMILY CHILD CARE HOMES

This course will provide students with an intense study of basic budgeting and record keeping specific to small and large family care homes. This course will cover, but is not limited to, the following topics: simple annual line-item budgets, income/expenses, "buck-stretching" techniques and basic financial planning, time/space percentages, salary pay scales, child and adult care food program, DHS child care subsidy program, per child cost, break even analysis, cash flow analysis, children's attendance, staff attendance, year-end statements and IRS reporting. Prerequisite: ECEA 1103.