

# Child Care



Child Care is one of the ten fastest growing sources of jobs and careers. We offer a program based upon the nationally recognized Child Development Associate (CDA) Competency Standards for Preschool Children. Completion of the entire program is a step towards receiving a credential from the Council for Early Childhood Professional Recognition. Students will be working to complete the required formal education (120 clock hours in the eight required content areas which include the thirteen Functional Areas of the CDA Competency Standards). Students completing the program may receive help to prepare for the assessment process leading to a CDA credential. The program prepares you for entry-level employment in a child care facility working with preschool children.

Students may select individual courses or complete the certificate program.

Students must apply for the program (see page 5), complete eight required courses with a 70 percent average on exams and projects and attend at least 80 percent of classroom instruction for each course. Applicants who have not graduated from high school may apply to have this requirement waived with permission of the program coordinator. *Note:* No student is eligible to seek a CDA credential until proof of a high school diploma or GED is submitted.

### Core Courses

- CCP 10 Principles of Child Growth and Development
- CCP 20 Planning a Safe, Healthy Learning Environment
- CCP 30 Promoting Children's Physical and Intellectual Development
- CCP 40 Observing and Recording Children's Behavior
- CCP 50 Supporting Children's Social and Emotional Development
- CCP 60 Establishing Productive Relationships with Families
- CCP 70 Managing an Effective Program Operation
- CCP 80 Maintaining a Commitment to Professionalism and Seminar on Child Abuse

### Optional Course

- CCP 90 Practicum in Child Care

The program is offered in a modular format. Students may complete four courses (modules) in a given semester.

### NOTE

Students are required to demonstrate proficiency in writing. This will be evaluated by either the Certificate Program Application statement or the instructor. If it is determined that there is a writing deficiency, an appropriate course will be required.

## Principles of Child Growth and Development

CCP 10/\$155

Learn how children grow and develop according to the major theories and basic facts about physical, intellectual, emotional, and social development from infancy to six years old. Discuss what is common to each child and what is unique to individual children. *Required* (15 hrs.)

Saturdays, Feb. 21-March 20, 10 a.m.-1 p.m., 5 sessions. Instructor: TBA

## Planning a Safe, Healthy Learning Environment

CCP 20/\$175

Three functional competency areas in the CDA standards are covered: (1) Safe; (2) Health; and (3) Learning Environment. Learn how to provide safe and healthy indoor and outdoor environments, respond to accidents and emergencies, and help preschool children develop safety and health habits. Discover how to organize indoor and outdoor areas that encourage play and exploration; select and arrange materials and equipment that foster learning and growth; and plan and implement a schedule of routines that responds to the needs of preschool age children. *Required* (18 hrs.)

Wednesdays, Feb. 25-April 14, 7-9:35 p.m., 7 sessions. Instructor: TBA

## Promoting Children's Physical and Intellectual Development

CCP 30/\$175

Three functional competency areas in the CDA standards are covered: (1) Physical; (2) Cognitive; and (3) Communication. Learn how to reinforce and encourage physical development by providing equipment and opportunities for gross motor and fine motor development. Find ways to provide opportunities for preschoolers to use all their senses to explore their environment, interact with children in ways that promote their confidence and curiosity. Discuss strategies to encourage children to communicate their thoughts and feelings. *Required* (18 hrs.)

Saturdays, April 17-May 22, 10 a.m.-1 p.m., 6 sessions. Instructor: TBA

## Observing and Recording Children's Behavior

CCP 40/\$165

The functional competency area of Creative is covered in this course. Learn how to arrange the learning environment and provide a variety of activities and experiences to support children's creative development. Learn techniques to observe and record information about each child's growth and development. *Required* (16 hrs.)

**Wednesdays, April 21-May 26, 7-9:40 p.m.,**  
6 sessions. Instructor: TBA

## Supporting Children's Social and Emotional Development

CCP 50/\$175

Three functional competency areas in the CDA standards are covered: (1) Self; (2) Social; and (3) Guidance. Learn how to develop a supportive and positive relationship with each child; help children to appreciate themselves and others. Discover ways to help children get along with other members of the group; help children understand and express their feelings and respect those of others. Learn how to use positive methods to guide individual children; encourage children's self-discipline and understand and express their feelings in acceptable ways. *Required* (18 hrs.)

**Saturdays, Feb. 21-March 27, 10 a.m.-**  
1 p.m., 6 sessions. Instructor: TBA

## Establishing Productive Relationships with Families

CCP 60/\$120

The functional competency area of Families is covered in this course. Learn how to communicate with family members to often exchange information about the child at home and at the center; to provide a variety of ways for family members to participate in the child's life at the center; and to provide support to families. *Required* (12 hrs.)

**Wednesdays, Feb. 25-March 24, 7-9:25**  
p.m., 5 sessions. Instructor: TBA

## Managing an Effective Program Operation

CCP 70/\$120

The functional competency area of Program Management is covered in this course. Learn how to work as a member of a team to plan an individualized program; following administrative policies and procedures. *Required* (12 hrs.)

**Saturdays, April 17-May 8, 10 a.m.-1 p.m.,**  
4 sessions. Instructor: TBA

## Maintaining a Commitment to Professionalism and Seminar on Child Abuse

CCP 80/\$165

The functional competency area of Professionalism is covered in this course. Learn how to continue to assess one's own performance; continue to learn about children; and apply professional ethics at all times (12 hours). Day Care providers are required by New York State Law to report suspected child abuse and neglect. Learn the precise requirements for confidentiality. The seminar will explain symptoms of neglect and abuse, and how to evaluate children's behavior when abuse is suspected. *Required* (16 hrs.)

**Wednesdays, April 21-May 26, 7-9:40 p.m.,**  
6 sessions. Instructor: TBA

### Optional Course

#### Practicum in Child Care

CCP 90

This module is highly recommended for those with no prior child-care work experience. Practicum placements, and the details of hours and costs, will be arranged only after *a required individual conference with the program coordinator*. (Prerequisites: CCP 10, CCP 20.)

### **FREE CAREER SEMINAR**

#### **Child Care**

**Saturday, January 17**  
**10-11:30 a.m.**

**For information**  
**call (718) 960-8512**

If you are planning to start a business or currently operating a small business, courses in the Small Business Management Program are highly recommended. Please see pages 7-8.