Arkansas CTE

Child Care Guidance, Management, and Services: Grades 10, 11, 12

Adopted 2009

FCCLA

1.1 Define terms related to Family, Career and Community Leaders of America

1. Demonstrate knowledge of terms using correct context 1.1.1

1.2 Name reasons for belonging to FCCLA

1. Relate FCCLA purposes to life applications 1.2.1

1.3 State membership requirement for FCCLA

1. Participate in membership drive 1.3.1

1.4 Name the organizational levels of FCCLA

1. Explore activities in each organizational level of FCCLA 1.4.1

1.5 Describe the relationship between the FCCLA organization and the Family and Consumer Sciences Curriculum

1. Demonstrate how FACS curriculum relates to FCCLA activities 1.5.1

1.6 Describe the FCCLA history, motto, colors, flower, pin, creed, purposes, publication, and national programs including STAR events

1. Utilize components in FCCLA meetings 1.6.1

1.7 Name the five steps in the process of planning in-depth projects

1. Develop an individualized project using the process of planning in-depth projects 1.7.1

1.8 Describe benefits of using parliamentary procedure

1. Demonstrate the use of parliamentary procedure in a simulated chapter meeting 1.8.1

Employability Skills

2.1 Define terms related to employability skills

1. Demonstrate knowledge of terms using correct context 2.1.1

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2.2 Explain the roles and function of individuals working in Early Childhood

1. Compare and contrast the roles of individual duties of a person working in the child care field 2.2.1
2. State desired traits for a child care professional 2.2.2

2.3 Name rights and responsibilities of child care employees

1. Research rights and responsibilities listed in the Minimum Licensing Requirements Handbook as required by Department of Human Services (DHS) 2.3.1

2.4 List job opportunities in the area of child care

1. Research job opportunities for child care in the local area 2.4.1

2.5 Explain education and training required for occupations related to child care

1. Examine child care courses in a planned program of study for a AA degree and a baccalaureate degree in early childhood education 2.5.1
2. Examine Child Development Associate (CDA) credentialing 2.5.2
3. Research areas that offer post-secondary training 2.5.3

2.6 List sources of information concerning job openings

1. Research services offered by the Employment Security Division and private employment agencies 2.6.1
2. State guidelines for preparing a resume', develop a resume' 2.6.2
3. Name guidelines for preparing a letter of application, write a letter of application 2.6.3
4. State guidelines for completing a job application, write a letter of application 2.6.4
5. Name guidelines for a job interview, role play a job interview 2.6.5

**2.7 Name employee responsibilities when working at a child care center
Agreement to fulfill certain responsibilities
Agreement to do the job for which employer is paying employee
Responsible for complying with all center policies and state child care licensing requirements
Adhering to the ethical standards of the profession, as set forth in the National Association for the Education of Young Children (NAEYC) Code of Ethical Conduct
Providing children with developmentally appropriate, responsive care
Responsibility to maintain and contribute to the quality of the program with good attendance and being punctual
Professional appearance, models a positive attitude, and maintains confidentiality
**

1. Students will develop a checklist for employee responsibility 2.7.1

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**Explain procedures for figuring hours and wages
Director
CDA Certified Employee
Hourly Employee
**

1. Calculate hours and wages for a specific job 2.8.1

Laboratory Experience

3.1 Define terms related to laboratory experience

1. Demonstrate knowledge of terms using correct context 3.1.1

3.2 List responsibilities in a laboratory experience

1. Identify routines and procedures to be used in the child development lab 3.2.1

3.3 Explain reasons for observations and assessments in child care programs

1. Name observation and assessment techniques for childcare programs
Anecdotal
Frequency Count
Running Record
Subjective/Objective 3.3.1

3.4 Identify age appropriate cultural diversity activities for a learning center

1. Utilize toys, games, food, and holiday celebrations to teach children about different cultures 3.4.1

**3.5 Identify components of a developmentally appropriate curriculum for a child care program
Assessment
Content
Planning curriculum
Program goals
Themes
Written plan
**

1. Develop curriculum incorporating components for children in different age groups 3.5.1
2. Develop and present a lesson plan for children in different age groups of children to include:
Art
Language Arts
Math
Music
Physical activity 3.5.2

3.6 Identify teaching strategies for a lesson plan for a child care program

1. Describe strategies used to teach objectives in a lesson plan 3.6.1
2. Develop a portfolio using the Early Childhood STAR Events guidelines 3.6.2

The Child Care Facility

4.1 Define terms related to the child care facility

1. Demonstrate knowledge of terms using correct context 4.1.1

**4.2 List goals for a well planned space in a child care facility<ol type="a">
Accessibility to self-directed materials
Aesthetically pleasing
Easy to supervise
Physically safe
Promotes basic areas of development
Space for children to work and play comfortably
**

1. Select concepts for a facility layout from the Arkansas minimum licensing requirements handbook 4.2.1

**4.3 List the 7 main areas of physical space in a Child Care Facility<ol type="a">
Bathrooms
Classroom/playroom
Director's office
Entrance
Isolation area
Kitchen
Staff room
**

1. Analyze physical space for a child care facility 4.3.1

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2. Evaluate strategies for meeting the needs of children in a child care program 4.3.2

4.4 List basic indoor furniture, color, and space requirements needed for a child-care facility

1. Examine information found in the Minimum Licensing Requirement Handbook focusing on furniture, color, and space requirements needed for a child-care facility 4.4.1
2. Design a classroom using furniture, color and space guidelines 4.4.2

4.5 Name developmentally appropriate outdoor equipment and furnishings for a child care facility

1. Plan outdoor equipment and furnishings for a child care facility 4.5.1

**4.6 Identify basic activity areas with characteristics of each<ol type="a">
Art area
Block building area
Dramatic play area
Eating area
Gross-Motor
Library area
Music area
Private space
Science area
Sensory area
Sleeping area
Small manipulative area
Technology area
Technology center
Writing center
Woodworking area
**

1. Design a room arrange which includes each basic activity area 4.6.1

4.7 List developmentally appropriate equipment for learning centers

1. Select safe equipment, toys and materials for learning centers using other resources or the following websites:
www.eichild.com
www.kaplanco.com
www.lakeshorelearning.com 4.7.1

4.8 Discuss guidelines for selection, care, safety, and maintenance of equipment

1. Use the Child Care Licensing Handbook to compile a list of playground regulations 4.8.1

Planning and Management of a Child Care Program

5.1 Define terms related to planning and management of a child care program

1. Demonstrate knowledge of terms using correct context 5.1.1

5.2 List reasons child care services are needed

1. Determine social and economic changes that have influenced child care services 5.2.1

5.3 Name responsibilities of an effective teacher/caregiver

1. Compile a list of positive characteristics of an effective caregiver 5.3.1

5.4 List ways children's needs are met by a child care worker

1. Construct an example of a developmentally age appropriate activity 5.4.1

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Explain custodial and comprehensive childcare

1. Compare and contrast custodial and comprehensive care 5.5.1

**5.6 Describe types of child care programs
Child care centers
Cooperate child care
Faith Based Center
Family child care
Head Start
In Home (Nanny) Child care
Montessori Schools
Parent Cooperatives
**

1. Compile a list of licensed child care programs by state, region, and city using Arkansas Department of Human Services website 5.6.1

5.7 Name features of a developmentally appropriate early childhood program

1. Utilize the National Association for the Education of Young Children (N.A.E.Y.C.) website (naeyc.org) to learn more about guidelines for developmentally appropriate programs 5.7.1

5.8 List licensing requirements for child care programs

1. Analyze Licensing Requirements Handbook for each program area at a child-care center 5.8.1
2. Review Arkansas Minimal Requirement Licensing Handbook 5.8.2
3. Compare staff/child ratios 5.8.3
4. Discuss T.B. skin test and review CPR/First Aid for infant and child 5.8.4

**5.9 Explain legal issues in child care
Legal issues for child care workers
Legal issues regarding children
**

1. Examine procedures to follow to protect child care worker
Abuse accusation 5.9.1
2. Examine procedures to follow to protect children
Confidentiality issues 5.9.2

**5.10 Discuss professional ethics in child care
Children
Families
Colleagues
Community
**

1. Identify professional ethics from various early childhood associates 5.10.1

**5.11 Name program goals of a quality child care program
Promote a positive self-concept
Promote independence
Promote problem-solving skills
Promote physical development
Promote intellectual development
Promote emotional development
Promote social development
**

1. Identify program policies for various child care programs 5.11.1
2. Examine policies for various State, Regional, and National areas of NAEYC, SECA, ACCA 5.11.2
3. Research what being an Arkansas Quality Accreditation Program involves 5.11.3

**2 Describe responsibilities and management skills in a child care program
Director
Teachers assistance
Teachers aide
Licensing specialist
**

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1. Collect sample records that must be kept on the employees and children<ol type="a">
Emergency Information form
Authorization for pick-up
Medical records
Immunizations
Behavior guidance procedure
Accident report forms
Attendance 5.12.1
2. Research current procedures for hiring personnel 5.12.2

5.13 Discuss selection of curriculum and planning units based on developmentally appropriate needs

1. Choose a curriculum and plan a unit of study based on developmentally appropriate needs 5.13.1
2. Design a lesson plan with objectives from a thematic unit of study 5.13.2

**5.14 Describe uses of observations and assessments in child care programs
Anecdotal
Checklist
Frequency Count
Rating Scale
Running Record
**

1. Compare assessment tools in childcare programs 5.14.1
2. Observe children in different age groups and activities 5.14.2

5.15 List community resources available to enrich child care programs

1. Practice interpersonal skills when using resource person to visit classroom/center 5.15.1
2. Demonstrate ways to invite resource people to visit classroom/center 5.15.2
3. Prepare introductions for resource persons 5.15.3
4. Compose thank-you letters to resource persons who have visited classroom/center 5.15.4

5.16 Explain technology use in child care program

1. Analyze state required child care software management programs 5.16.1
2. Compile list of quality instructional software 5.16.2
3. Demonstrate Internet safety guidelines 5.16.3
4. Identify other uses of technology in child care programs 5.16.4

Child Development

6.1 Define the terms related to child development

1. Demonstrate knowledge of terms using correct context 6.1.1

6.2 State basic needs of children

1. Examine Maslow's hierarchy of Needs 6.2.1

**6.3 Define four basic areas of child development
P - Physical
I - Intellectual
E - Emotional
S - Social
**

1. Analyze stages of developmental areas for infants, toddlers, preschoolers, and school age children with correct age ranges 6.3.1

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6.4 Describe the relationship between one's self concept and a child's Physical, Intellectual, Emotional, Social Development

1. Plan activities to help children develop positive self-concepts; cope with developmental differences 6.4.1

6.5 Distinguish between large/gross and small/fine motor development

1. Compose a list of developmental guidelines for large motor development with the different age groups 6.5.1
2. Compose a lost of developmental guidelines for small motor development with the different age groups 6.5.2

**6.6 Relate the stages of play to the four basic areas of child development (PIES-6.3) Solitary Stage
Cooperative Stage
Parallel Stage
**

1. Describe developmentally appropriate play materials for children in each stage of play 6.6.1

Guiding Children's Behavior

7.1 Define terms related to guiding children's behavior

1. Demonstrate knowledge of terms using correct context 7.1.1

**7.2 State methods of communicating and guiding children effectively<ol type="a">
Address the child by their name
Be positive, firm and consistent
Consider feelings
Encourage independence
Intervene when necessary
Kneel or sit at eye level with child
Offer choices
Provide time for change
Speak in relaxed voice
Use eye contact
Use simple language
**

1. Practice methods for communicating with children 7.2.1

**7.3 List goals for guiding children
Be realistic in expectations
Promote pro-social behaviors
Self-control
**

1. Develop and utilize skills to promote positive development and self-discipline 7.3.1

7.4 Name behavior problems

1. Identify common causes of behavior 7.4.1
2. Analyze techniques to redirect negative behaviors 7.4.2

7.5 State guidelines for establishing developmentally appropriate limits for children's behavior

1. Collect and discuss examples of limits/rules from a child care program 7.5.1
2. Role play scenes that might occur in early childhood settings 7.5.2

7.6 Discuss techniques to help children avoid stereotyped and prejudiced behavior

1. Create a role playing situation 7.6.1

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7.7 Explain ways to guide children with problem behaviors

1. Prepare a checklist of characteristics indicative of children with behavior disorders 7.7.1

7.8 Name resource persons that provide assistance to families of children with problem behaviors

1. Design a resource assisting families of children with behavior disorders, include resources available 7.8.1

**7.9 List behavioral stress common in child care situations<ol type="a">
Abuse/neglect
Birth of sibling
Change in schedule/room layout
Family problems
Regular teacher absent
Separation anxiety
Sickness
Visit with friends or relatives
**

1. Use the Internet to research behavioral stress in children 7.9.1

Health and Safety

8.1 Define terms related to health and safety

1. Demonstrate knowledge of terms using correct context 8.1.1

8.2 Identify characteristics of a healthy child

1. Describe the procedure to conduct an informal health inspection 8.2.1

**8.3 Name symptoms of an ill child<ol type="a">
Diarrhea
Fever
Head lice
Impetigo
Multiple mouth sores
Pink eye
Rash
Ring worm
Severe cough
Sore throat
Untreated scabies
Vomiting
**

1. Demonstrate procedure for taking a child's temperature 8.3.1
2. Utilize the procedures in the Arkansas Minimum Licensing Requirements handbook for an ill child 8.3.2

8.4 State requirements for caring for a sick or injured child

1. Explain procedures for administering medication 8.4.1
2. Plan a procedure for isolating a sick child 8.4.2
3. Research procedures for caring for critically ill children 8.4.3

8.5 List requirements for planning nutritious meals and snacks in a child-care program (from the Child Care Nutrition Program Guides and mypyramid.gov)

1. Plan and evaluate menus for a child-care program using Child Care Nutrition Program guidelines 8.5.1
2. Identify special nutritional needs such as diabetes and allergies 8.5.2

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**Discuss safety and sanitation procedures in a child care program such as:
Diaper changing
Food Preparation/Service
Hand washing for**

**children
Hand washing for employees
Toys and equipment
**

1. Demonstrate techniques for washing hands before handling food and preventing illnesses `8.6.1`
2. Using the Internet to research current sanitation practices `8.6.2`

**8.7 Identify Arkansas Minimum Licensing Requirement handbook for providing a safe environment<ol type="a">
Building safety
Center transportation
Fire safety
Medications
Playground equipment
Poisonings
Toys and materials
Weather emergencies
**

1. Design an emergency procedure plan `8.7.1`
2. Create an evacuation chart `8.7.2`

**8.8 Identify types and signs of child abuse and neglect (as identified by the Arkansas Minimum Licensing Requirements handbook)<ol type="a">
Emotional
Neglect
Non accidental
Sexual
**

1. Explain responsibilities for reporting child abuse and neglect to appropriate agencies `8.8.1`
2. Evaluate documentation and reporting procedures for child abuse and neglect `8.8.2`

**8.9 Name emergency first-aid procedures<ol type="a">
Burns
CPR
Dental emergencies
Head lice
Heimlich Maneuver
Insect Stings
Splinters
Wounds
**

1. Demonstrate CPR and emergency first-aid procedures and special health concerns `8.9.1`
2. List items needed in a first-aid kit referring to the Arkansas Minimum Licensing Requirements handbook `8.9.2`

8.10 List information needed on the health record form for child care program

1. Develop sample health record form for child care program `8.10.1`

8.11 Identify communicable diseases as stated in the Arkansas Minimum Licensing Requirement handbook

1. List symptoms of the diseases `8.11.1`
2. Practice reporting information used to inform the local health unit `8.11.2`

8.12 Discuss immunizations

1. Identify ages of children for immunizations to be administered `8.12.1`

**8.13 Name requirements for field trips<ol type="a">
Adult/child ratio
Cost
Pre-trip preparation
Transportation
**

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1. Compile a list of safety guidelines for transporting children using the Arkansas Minimum Licensing Requirements handbook 8.13.1

**8.14 Explain liability issues for health and safety of children in a child care program<ol type="a">
Type of liability
Documentation forms
Privacy laws
**

1. Utilize the Arkansas Minimum Licensing Requirements handbook to create activities for liability issues 8.14.1

Guiding Special Needs Children

9.1 Define terms related to caring for children with special needs

1. Demonstrate knowledge of terms using correct context 9.1.1

9.2 Describe children with special needs

1. Compile a list of type of needs 9.2.1

9.3 Name responsibilities of a child care facility to children with special needs

1. Explain federal and state guidelines for working with children with special needs 9.3.1
2. Explain the use of inclusion in early childhood education 9.3.2

9.4 List the laws that impact the care and education of children with special needs

1. Explain federal legislation relative to special needs children 9.4.1
2. Identify an Individualized Education Program (IEP) and how it affects a child's education 9.4.2