

6/1/2023 DATE

☒ REQUIRED COURSE  
☐ ELECTIVE COURSE

SSE DIVISION  
☐ NEW COURSE  
☒ REVISION

# Lake Land College

## Course Information Form

COURSE NUMBER:	ECE-087		TITLE: (30 Characters Max)		Organization/Mgt of Preschools							
SEM CR HRS:	3	Lecture:	3		Lab:	0	SOE/ Internship:		0	ECH:	3	
Course Level:	<input type="checkbox"/> Gen Ed / IAI <input type="checkbox"/> Baccalaureate /Non-IAI		<input checked="" type="checkbox"/> Career/Technical <input type="checkbox"/> Dev Ed/ Not in Degree Audit		Clinical Practicum:	0	SOE/ Internship:		0	SOE ECH:	0	
COURSE PCS #	12 19.0709		IAI Code				Contact Hours (Minutes Per Week)					
Repeatable (Y/N):	N	Pass/Fail (Y/N):	N	Variable Credit (Y/N):	Min:	Max:	16 Wks	150	8 wks	300		
Prerequisites:	None											
Catalog Description: (40 Word Limit)	This course focuses on state rules and regulations for operating a licensed child care facility. Room layout of an efficient facility, arrangement of outside playground areas, and the selection of furniture and equipment will also be discussed.											

List the Major Course Segments (Units)	Contact Lecture Hours	Contact Lab Hours	Clinical Practicum	Non-Clinical Internship/ SOE
Introduction, Definitions, and Applicability for Day Care Centers	4			
Permits and Licenses for Day Care Centers	4			
Administration for Day Care Centers	4			
Staffing Requirements and Qualifications for Day Care Centers	6			
Program Requirements for Day Care Centers	5			
Structure and Safety as it Applies to Day Care Centers	6			
Health and Hygiene Requirements for Day Care Centers	6			
Facility and Equipment in Day Care Centers	10			
TOTAL	45	0	0	0

## EVALUATION

QUIZZES	<input checked="" type="checkbox"/>	EXAMS	<input checked="" type="checkbox"/>	ORAL PRES	<input checked="" type="checkbox"/>	PAPERS	<input checked="" type="checkbox"/>
LAB WORK	<input type="checkbox"/>	PROJECTS	<input checked="" type="checkbox"/>	COMP FINAL	<input checked="" type="checkbox"/>	OTHER	<input type="checkbox"/>

## COURSE MATERIALS

TITLE:	Licensing Standards for Day Care Centers	
AUTHOR:	Illinois Department of Children and Family Services	
PUBLISHER:		
VOLUME/EDITION/URL:		
COPYRIGHT DATE:	2004	

MAJOR COURSE SEGMENT	HOURS	LEARNING OUTCOMES
		<i>The student will be able to:</i>
Introduction, Definitions, and Applicability for Day Care Centers	4	Identify the purpose and discuss the established requirements for the daily operation of day care centers that serve children. Define the terms as outlined in section 407.45 of the "Licensing Standards for Day Care Centers"
Permits and Licenses for Day Care Centers	4	Identify who can make an application for a license to operate a center and list their job duties and/or responsibilities as regulated by DCFS. Identify the information that must be filed in written form when making an application for a license and before being issued a permit to begin operation. Define the term "licensing study" and describe its application to the issuance of the license. Identify when a new application must be made for a license. Describe the procedure for the application of renewal of license. Identify and compare the basic differences and similarities that exist between a license and a permit to operate a center. Describe the importance of planning a "working budget plan" and itemize income and expense categories.

Administration for Day Care Centers	4	<p>Define the term “governing body” as it pertains to day care centers.</p> <p>Identify important documents when administering a day care center.</p> <p>Child Care Act of 1969</p>
		<p>Abused and neglected Child Reporting Act</p> <p>Licensing Standards for Day Care Centers, <i>that affect their functions and responsibilities</i></p> <p>Identify the specific DCFS required information to be kept on file at the center or forwarded to DCFS for personnel.</p>
		<p>Identify and discuss the “risk management plan”, and how it reduces or eliminates risks and outlines procedures in the event of an emergency or crisis.</p>
		<p>Identify records and the length of time they must be kept on file at the center facility.</p> <p>Identify the rules and regulations as well as the importance of confidentiality in regards to records and information associated with a day care center.</p>
Staffing Requirements and Qualifications for Day Care Centers	6	<p>Identify the organizational structure in which staff shall be set up according to DCFS.</p> <p>Identify the general requirements for all personnel employed in a day care center including Background Checks.</p>
		<p>Identify the specific DCFS required information needed in a staff member’s personnel file/record.</p>
		<p>Identify qualifications required for a child care director according to DCFS licensing standards.</p>
		<p>Identify qualifications required for early childhood teachers and school-age workers according to DCFS licensing standards.</p>
		<p>Identify qualifications required for early childhood assistants and school age assistants according to DCFS licensing standards.</p>
		<p>Identify qualifications required for students and youth aides working in a day care center according to DCFS.</p>
		<p>Identify qualifications required for substitutes and volunteers working in a day care center according to DCFS.</p>
		<p>Identify and discuss grouping and staffing regulations according to DCFS and their importance when working with children in a day care center.</p>
Program Requirements for Day Care Centers	5	<p>Identify “program” requirements for children attending day care centers.</p>
		<p>Identify “special program requirements” for infants and toddlers attending day care centers.</p>
		<p>Identify “special program requirements” for school-age children attending day care centers.</p>
		<p>Define “intergenerational programs” and their specific requirements as defined by DCFS.</p>
		<p>Identify DCFS regulations for evening, night, weekend, and holiday care.</p>
Structure and Safety as it Applies to Day Care Centers	6	<p>Identify the specific DCFS required information needed to develop a Parent Policy Handbook</p>
		<p>Define the term “philosophy”, review examples, and write a philosophy pertaining to a day care center.</p>
		<p>Identify the specific DCFS required information to be kept on file at the center for each child enrolled at the day care center.</p>
		<p>Develop a sample file and identify where the specific DCFS required enrollment information for children is located.</p>
		<p>Identify the procedures for arrival and departure of children to and from a day care center including school-age authorization from parents.</p>
		<p>Define the terms “guidance and discipline” as</p>

		<p>Define the terms "guidance and discipline" as outlined by DCFS, and discuss policies and procedures for implementing guidance and discipline in a day care center facility.</p> <p>Relate ways whereby the staff can involve parents in the total education of their children at the day care center.</p> <p>Identify transportation procedures and limitations as defined by DCFS for day care centers.</p> <p>Identify procedures and restrictions for swimming and wading pools for children enrolled in a day care center.</p> <p>Identify as outlined by DCFS, policies and procedures for "animals" in a day care center facility.</p>
Health and Hygiene Requirements for Day Care Centers	6	<p>Describe regulations related to Health Examination Requirements for Children.</p> <p>Identify illnesses in which children are required to be excluded from attending a day care center and the length of time and incubation period.</p> <p>Identify the importance of hand-washing routines and regulations DCFS has set forth for children attending day care centers.</p> <p>Describe the proper technique for thorough hand-washing according to DCFS.</p> <p>Identify DCFS rules and regulations for nutrition and meal service in day care centers.</p> <p>Identify regulations for diapering and toileting procedures in a day care center facility.</p> <p>Identify provisions for napping and sleeping in a day care center.</p> <p>Describe management procedures and the dispensing of medications.</p>
Facility and Equipment in Day Care Centers	10	<p>Name three authorities other than DCFS in which clearance must be obtained before a permit/license to operate will be issued.</p> <p>Identify the DCFS regulations governing the grouping of children and staffing which determine the size and spacing for a center.</p> <p>Identify the DCFS required size and/or space to be provided for the indoor and playground areas of a center, which is calculated on the licensed capacity.</p> <p>Identify the DCFS physical furnishing and/or supplies required for preschool routines, including fire, health, and safety factors.</p> <p>Identify DCFS requirements for the indoor classroom equipment and materials as well as fire, safety, and health characteristics.</p> <p>Identify desired general characteristics of furniture, toys, equipment and supplies.</p> <p>Compile a list of age-appropriate furniture, toys, equipment and supplies from preschool catalogs.</p> <p>Analyze toys, equipment and/or supplies according to the following criteria:</p> <ol style="list-style-type: none"> <li>1. type of play which it provides</li> <li>2. developmental processes to which it contributes and how it contributes</li> <li>3. age(s) of child for which it is suitable</li> <li>4. safety</li> <li>5. durability</li> <li>6. color, appeal, and attraction</li> </ol> <p>Identify supplies and storage needed to meet licensing standards for an on-site and travel first-aid kit.</p> <p>Identify DCFS requirements for the outdoor playground equipment and materials, including safety and health characteristics.</p> <p>Design a self-contained indoor classroom plan to scale (using graph paper - 1 square =</p>

		<p>1 foot) for 20 pre-school children. (APPENDIX B - will be used as a guide).</p> <ol style="list-style-type: none"> <li>1. Draw in doors or windows.</li> <li>2. Label the play centers in the room used by children for play, and shade them with different colors to show where one center begins and ends.</li> <li>3. Draw equipment items to scale.</li> <li>4. Label type of floor coverings used.</li> <li>5. Draw and label bathroom, hand washing, and water fountain equipment.</li> <li>6. Draw and label using small dotted lines cot placement.</li> <li>7. Draw in the large pieces of equipment to scale.</li> </ol>
		45

COURSE OUTCOMES*	At the successful completion of this course, students will be able to:

\* Course Outcomes will be used in the Assessment Software for Outcomes Assessment. Limit to 3 - 5.