I. Course Number and Title
   A. ECH 120 Family Child Care Administration
   B. Prerequisite- None
   C. Credit Hours: 2
   D. Vocational

II. Department: Early Childhood

III. Course Description: This course covers the business aspects of operating a family child care business. Students in this course will be introduced to the total range of administrative demands in opening and operating a family child care program. Contracts, developing program policies, legal issues, developing a fee structure and collecting fees for services rendered, budgeting and cash flow, keeping records, and tax issues are some of the topics that will be covered. The course will emphasize developing sound fiscal and management skills in order to operate a successful business.

IV. Course Competencies
   A. Program Planning and Evaluation
      a. Keeps appropriate records
      b. Organizes, plans, keeps records, and communicates effectively uses available resources to ensure an effective operation.
      c. Verbalizes the relationship between the program’s philosophy and daily practices
      d. Plans and acquires appropriate equipment and materials for the program
      e. Develops and implements program policies
      f. Manages program resources (financial, personnel, time) effectively
   B. Financial Management
      a. Performs basic math computations and makes basic money transactions
      b. Follows bookkeeping procedures
      c. Utilizes general accepted business practices
      d. Operates within a budget
      e. Conducts and maintains the inventory of supplies, materials and equipment
      f. Plans, reports on, and maintains budget
      g. Develops fee structure
      h. Develops and implements fiscal business plan
      i. Matches expenditures with program philosophies
      j. Develops marketing plan
V. Assessment Procedure(s)

Pre/post test, class participation, submission of completed parent handbook containing program policies and a legal contract, submission of a business plan including a two year cash flow projection.

VI. Course Content:

A. Exploring Business Ownership
   a. Entrepreneurship
   b. Writing and evaluating the business concept statement
   c. Business planning process: Business plans and parent handbooks

B. Managing and Organizing My Child Care Business
   a. Detailing my credentials and philosophy
   b. Identifying critical personnel and resource team solutions
   c. Choosing a legal structure appropriate for my business concept

C. Defining My Family Child Care Services
   a. Identifying and articulating my family child care business’s features, benefits and unique selling proposition
   b. Determining governmental and professional licensing requirements for my family child care business
   c. Defining the beliefs, goals, needs and expectations for the program
   d. Forming cooperative alliances among colleagues
   e. Writing the Parent Handbook and Business Plan

D. Analyzing the Family Child Care Business
   a. Profiling the local child care industry
   b. Identifying industry trends that may impact the business
   c. Defining the target market
   d. Determining the business’s direct, indirect and future competition and its distinctive competence
   e. Creating a competitive analysis grid

E. Promoting My Family Child Care Business
   a. Identifying market advantages/disadvantages related to the business location
   b. Naming the business based on market information
   c. Developing marketing materials to determine those best suited to the business and its market
   d. Determining a pricing structure

F. Keeping Track of Finances
   a. Identify costs associated with running a family child care business
   b. Learn to use basic accounting tools such as the Cash Flow Statement, Income Statement, and Balance Sheet
   c. Project income for a two year period
   d. Explore income tax ramifications and reporting requirements for a family child care business

G. Operating My Family Child Care Business
   a. Setting policies for operating a child care business
b. Planning a strategy for monitoring operations

c. Considering issues of entrepreneurial oversight that will improve the business

d. Completing the Business Plan and Parent Handbook

VII. Instructional Materials: Textbook “Developing Your Family Child Care Business,”

VIII. ADA Statement:

**Guidelines for Requesting Accommodations Based on
Documented Disability or Medical Condition**

It is the intention of Highland Community College to work toward full compliance with the Americans with Disabilities Act, to make instructional programs accessible to all people, and to provide reasonable accommodations according to the law.

Students should understand that it is their responsibility to self-identify their need(s) for accommodation and that they must provide current, comprehensive diagnosis of a specific disability or medical condition from a qualified professional in order to receive services. Documentation must include specific recommendations for accommodation(s). Documentation should be provided in a timely manner prior to or early in the semester so that the requested accommodation can be considered and, if warranted, arranged.

**On-Campus Students:** At enrollment, any on campus student may complete a form that will allow them to self-identify any disability.

**Off-Campus Regional Students:** Self-identify your disability and accommodation needs with the Regional Coordinator and/or instructor, preferably prior to the first class meeting.

**Online Students:** Self-identify your disability and accommodation needs by contacting the Disabilities Coordinator. Students must provide their own programs to allow accessibility on their home computer.

Any student may also identify their disability by completing an online form located on the HCC homepage under Students Services/Resources/Disabilities. Questions should be directed to the Disabilities Coordinator.