

**Department:**

Early Childhood

**Course Description:**

Students will develop baseline knowledge and skills needed to work with young children in an Early Care and Education Program in Northeast Kansas. Students will complete a Kansas Bureau of Investigation (KBI) background check, and provide a copy of a current physical and TB test. Information covered will serve as the foundation for decisions and practices carried out by professionals in all settings and programs. Students set up their Child Developing Associate (CDA) Professional Portfolio. In addition students will identify the steps involved in preparing for National Child Development Associate (CDA) credentialing. *Students unable to pass the KBI inspection, the physical, and the TB test are unable to work with young children. Talk to an advisor about other career options.*

**Course Competencies:**

Upon completion of the course, the student should be able to:

1. Paraphrase and document the process for reporting suspected child abuse and neglect and Head Trauma in Kansas.
2. Record copies of completed physical form, and current TB test.
3. Locate and discuss the Kansas Department of Health and Environment (KDHE) Childcare Licensing regulations, the National Association for the Education of Young Children (NAEYC) code of ethical conduct, and the Kansas Early Learning standards.
4. Develop a chart depicting normal developmental milestones for Infants, Toddlers, and Preschoolers.
5. Demonstrate appropriate Early Childhood Health & Safety Procedures.
6. Describe the Child Development Associate (CDA) credential, and create the format for the CDA Portfolio.

**Course Content:**

- A. What is the field of Early Childhood?
  1. Brief History
  2. NAEYC
  3. Developmentally Appropriate Practice (DAP)
  4. Recognizing and reporting child abuse and neglect
- B. Basic Child Growth and Development
  1. Defining the young child
  2. Developmental Domains
  3. Spheres of Influence
  4. Appropriate learning activities for young children
- C. Teaching a Professional Commitment
  1. Partnering with families and parents
  2. Overview of National, State and local guidelines and rules for working with young children

3. Earning the CDA
- D. Issues and Early Childhood
  1. Health, Safety, Learning Environments
  2. Lesson Planning for young children
  3. Guiding young children

## Learning Assessments:

Competencies may be evaluated by multiple measures, including attendance, participation, weekly assignments, CDA notebook check, written papers.

## Instructional Methods:

Instructional methods used in this course include, but not limited to, lectures, textbook, videos, observations, discussions, group work, demonstrations, handouts, notes, and related articles.

## Instructional Materials:

Textbook: Herr, J. (2016). *Working with Young Children*, Goodheart-Willcox. ISBN 978-1-63126-024-7.

### **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.

In order to begin the process all students **must** complete the “Disabilities Self-Identification Form” on our [Disability Services website](#).

This form can also be accessed at the Highland Community College homepage under Students Services/Student Resources/Disability Service or by contacting the Disabilities Coordinator.

### **A Note on Harassment, Discrimination and Sexual Misconduct**

Highland Community College seeks to assure all community members learn and work in a welcoming and inclusive environment. Title VII, Title IX, and College policy prohibit harassment, discrimination and sexual misconduct. Highland Community College encourages anyone experiencing harassment, discrimination or sexual misconduct to talk to report to the Vice President for Student Services, the Human Resources Director or complete an [online report](#) about what happened so that they can get the support they need and Highland Community College can respond appropriately.

There are both confidential and non-confidential resources and reporting options available to you. Highland Community College is legally obligated to respond to reports of sexual misconduct, and therefore we cannot guarantee the confidentiality of a report, unless made to a confidential resource. Responses may vary from support services to formal investigations. As a faculty member, I am required to report incidents of sexual misconduct and thus cannot guarantee confidentiality. I must provide our Title IX coordinator with relevant details such as the names of those involved in the incident. For more information about policies and resources or reporting options, please review our [Equity Grievance Policy](#).