

# Child Services II

Child Services II is a one-credit course. The prerequisite for this course is Child Services I. The course includes content that helps students learn about the management of child services facilities. Major topics are guidance techniques; parenting philosophies; communications; curriculum development; evaluation of services; first aid and emergency response plans; learning environments; development of policies and procedures; facility design; role of directors and staff; federal, state, and local regulations and licensure requirements; work environments; nutritional needs of clients; budgets; parent and community relationships; professionalism; and entrepreneurial opportunities. Observational experiences are encouraged in this course.

Career and technical student organizations are integral, cocurricular components of each career and technical education course. These organizations serve as a means to enhance classroom instruction while helping students develop leadership abilities, expand workplace-readiness skills, and broaden opportunities for personal and professional growth.

## Group Management

Students will:

1. Apply developmental guidance techniques and strategies when providing services to children, including controlling aggressive behavior and providing and practicing praise and positive and negative reinforcement.
2. Describe the importance of objective observation when assessing children's developmental progress.
3. Describe the impact of various parenting philosophies and their potential impact on child behavior.
4. Determine effective verbal, nonverbal, written, and electronic communication skills used with staff, client, and families.

## Curriculum Management

5. Critique a written instructional plan for a child services program that includes a philosophical statement, instructional goals and strategies, and a plan for assessment of the program.

## Facility Design and Management

6. Evaluate a child services facility for space arrangement, equipment, toys, supplies, and safety hazards.

## Program Organization and Administration

7. Describe the role of the director in managing a child services program.
  - Comparing functions of management, including planning, organizing, implementing, evaluating, and communicating
8. Analyze federal, state, and local regulations for child services programs for use in a facility.
  - Examples: space per child, number of toilets, fire safety features, sanitation, indoor and outdoor safety features, adherence to Americans with Disabilities Act (ADA) regulations
  - Comparing program accreditation and licensure procedures required for child services programs
9. Describe the importance of a positive work ethic for child services personnel.
10. Practice a first aid and emergency response plan for children and staff of a child services program.
11. Explain policies and procedures that address the issues of facility safety, discipline, transportation, medication, and illness of a child who is participating in a child services program.
12. Determine the use of technology in managing and operating a child services program.

## Food Service Management

13. Prepare snacks and meals for children participating in a child services program that meet the United States Department of Agriculture (USDA) Dietary Reference Intakes for children.
  - Practicing safety and sanitation techniques in food preparation
  - Using kitchen equipment safely
  - Analyzing nutritive values and costs of meals and snacks for children
  - Comparing dietary problems among children, including tooth decay, diabetes, and obesity

## Financial Management

14. Create a business plan for a child services program, including a start-up budget, operating budget, and funding sources.

## Parent and Community Relationships

15. Determine strategies that promote supportive relationships between parents and caregivers.  
Examples: establishing a parent reception area; distributing parent handbooks, brochures, bulletins, and newsletters; conducting parent meetings and home visits

## Professional Relationships

16. Determine the importance of child services personnel to establish relationships with licensing and certification organizations.
17. Describe the chain of command and responsibilities for each employee working in a child services program.