

Program Content

- Leadership role of the program administrator in a child care and education setting
- Personnel policies and procedures
- Staff recruitment
- Financial planning and budgeting
- Publicity and marketing strategies
- Legal obligations/responsibilities of a child care facility
- Culturally sensitive, non-discriminatory and inclusive environment
- Assessment and documentation
- Child care facility practices related to health, safety, and nutrition
- Alliances with families and collaboration among programs, families, and community resources
- Communication and interpersonal skills

Program Length

45 hrs | Part Time 8 weeks

Approximate Cost

\$372

Location

Online

Schedule

- **Monday/Wednesday**
5:30 pm - 8:30 pm
or
- **Tuesday/Thursday**
5:30 pm - 8:30 pm

Enrollment of New Students

- August 14, 2019
- October 21, 2019
- January 7, 2020
- March 30, 2020
- June 4, 2020

Orientation

- **Tuesday** - see back page for details

CHILD CARE CENTER OPERATIONS



Description of Program

The Child Care Center Operations program is designed to prepare students to earn a Florida Director's Credentials. The program is an approved Department of Children and Families (DCF) course and is listed on the State of Florida's "Overview of Child Care Management" approved course list. The content includes but is not limited to organizational leadership, financial management, legal obligations and responsibilities, educational programming, marketing strategies, assessment, monitoring practices, observations, referrals and collaboration of programs with families and community resources.

Requirements for Admission

- Orientation/Counselor Interview - see back page for details
or visit www.SheridanTechnicalCollege.edu/child-care-center.operation

Requirements for Level 1 Florida Director's Credential

- 18 years of age
- High School Diploma or GED
- 45 hour Introductory Child Care Training (Part I, Part II and Early Literacy)
- Active Staff Credential
- 8 hour Special Needs Training
- Overview of Child Care Management course *

* "Child Care Center Operations" is included on the Department of Children and Families (DCF) list of approved "Overview of Child Care Management" courses

Welcome to Sheridan Technical College!

General admissions and registration procedures are as follows:

1. Orientation

All students must attend an orientation prior to enrollment. Please select **one (1)** orientation option below.

- **Online Orientation:**

www.sheridantechicalcollege.edu/how-to-apply/online-orientation/

- **Password (counselor)**

- **On-campus Orientation:**

Main (Hollywood) Campus: Tuesdays at 9 a.m. -10 a.m.

Report to Building 11, Office of Student Affairs no later than 8:30 a.m. to register.

2. Complete Requested Paperwork

To obtain all the necessary documents required for admissions, please visit

<https://www.sheridantechicalcollege.edu/child-care-center-operations/> or visit the

Office of Student Affairs located in Building 11 at our Main campus in Hollywood.

3. Submit Documents

Submit requested documents by fax (754.321.5422) or in-person at the Main campus (Building 11, Office of Student Affairs). If submitting documents in-person, please report to Building 11 between 7:00 a.m. to 2:00 p.m. Monday through Friday to meet with Ms. Nelson or Ms. Clark. No appointment is necessary; however, please call to confirm availability prior to arrival.

4. Register for Class

Registration is on a first come, first served basis and is complete once payment is processed.

Registration is held throughout the year, so verify course availability and registration dates. Students registering by fax must submit the Credit Card Authorization form along with the required admissions documents. Students registering in person should report to the Building 11 at the Main Campus, between 7:00 a.m. to 2:00 p.m. Monday through Friday.

CHILD CARE CENTER OPERATIONS (V200206)

Tuition/Registration **\$174**

PAVE	\$126
Lab	\$8
Registration Fee	\$20
Student Activity Fee	\$20

Books/Supplies **\$198**

Developing & Administering Child Care 9th Edition
ISBN: 9781305088085

**See the bookstore for the most updated book/supply list.*

Approximate Program Cost **\$372**

Prices are for Florida Residents. Fees listed are based on the number of class days according to the District calendar. Books and Supplies are subject to change.


STC_Program Sheets Rev 9.2019

Note:

- Please note the required textbook for the course is Developing and Administering a Child Care and Education Program: 9th Edition (ISBN:9781305088085). The textbook can be purchased at the STC bookstore or other book vendors (Amazon, Ebay, the publisher, etc). Please allow sufficient time for delivery prior to the start of class.
- All forms and resources are provided at <https://www.sheridantechicalcollege.edu/child-care-center-operations/>.




 Sheridan Technical College
 is accredited by
 the Commission of the Council on Occupational Education.
 7840 Rosewell Road, Building 300, Suite 325
 Atlanta, GA 30350
 Tel (770) 396-3898 • Fax (770) 396-3790
www.council.org


 Sheridan Technical College
 Practical Nursing Program is accredited through
 Accreditation Commission for Education in Nursing, Inc.
 Accreditation Commission for Education in Nursing, Inc. (ACEN)
 3343 Peachtree Road NE, Suite 850
 Atlanta, GA 30326
 Tel (404) 975-5000 • Fax (404) 975-5020
www.acenursing.org



Sheridan Technical College & Technical High School – Thomas Monclivich, Director
 Mary A. Barba, Assistant Director | Barrett Goldman, Assistant Director | Perry M. Egelsky, Assistant Director
 Annette Johnson, Assistant Director | Jose Laverde, Jr., Assistant Director

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