



## **Part I: Rules & Regulations Family Child Care Syllabus**

**Course Number:** HEV 0118

**Contact Hours:** 6

**Text:** *Florida Rules and Regulations Governing Family Child Care Homes*; This book is **required** for the first class session and can be purchased at the College Bookstore.

**Materials:** Additional instructional materials may be handed out to each student. The instructor will use materials to supplement his/her resources to meet the course objectives.

**Beginning January 2004, all child care providers needing child care certification will be required to successfully pass with a score of 70% or better a state mandated competency test to receive certification to work in child care.**

### **Course Description:**

This course is designed to give family child care home providers an overview of the state and local rules and regulations that govern the child care industry. *This course is designed to assist students in taking the competency test not assess your level of competency in the topic areas.*

**The goal of this course is to ensure Family Child Care professionals recognize the primary laws which govern child care in Florida and understand the role of the regulatory agencies that enforce those laws. The student will be introduced to course material that will be covered on the Department of Children and Families mandated competency test:**

1. Participants will understand how the law defines their roles and responsibilities as child care professionals.
2. Participants will understand the responsibilities of regulatory agencies involved in licensing and inspecting family child care home programs.
3. Participants will identify and understand the primary laws, rules and regulations that govern state and local licensing and child care practices.
4. Participants will understand key business practices related to providing licensed child care in Florida.

### **Certification Requirements:**

The State mandates that all family childcare providers must complete the following 30-hours of mandated training and demonstrate their competency by successfully passing the competency exam for PARTS I & II. Students will need to be certified in the following content areas:

- ❖ PART I: Rules and Regulations Family Child Care ( 6 hours) and;

❖ PART II: Introductory Childcare Worker Certification (24 hours)

**Attendance Policy:**

**Attendance is mandatory.** Students must arrive on time. Anyone arriving 15 minutes after the start of class will be considered absent. **Students must attend ALL class sessions to receive a grade of “S=Satisfactory” for the class.**

**Students attending all class sessions and receive an “S=Satisfactory” grade will be eligible to receive CEUs from the Department of Children and Families. The appropriate number of CEUs for the class will be indicated on your DCF TRAINING TRANSCRIPT. Any questions regarding the issuance of CEUs should be directed to the Department of Children and Families at 1-866-320-9710.**

**Instructor Expectations:**

It is the student's responsibility to verify that he/she has registered and paid for the class prior to the first day of class. If a student's name is not on the class roster the student will not receive a grade or certificate for the class.

Attendance is mandatory at all class sessions in order for students to participate effectively in class activities and discussions. Students will bring to class each session the required text book(s). The student will be responsible for preparing for class, participating in class, completing assignments on time and studying for the competency test. **Certification is issued to students who successfully pass with a score of 70% or better the state mandated competency test.**

All cell phones, beepers and/or pagers must be “turned off” during class sessions.

**Student Code of Conduct:** Palm Beach Community College has a *Student Code of Conduct* that is outlined in the student handbook. The classroom should be a learning-centered environment unhindered by disruptive behavior. Faculty has the authority to manage their classrooms to ensure that an environment conducive to learning is present, per Florida Statute 69-279 and PBCC Board Rule 6hX-18.35. Each person has paid to attend the class and learn the competencies offered. If a student or students hinder the ability of others to learn, they will be asked to leave the classroom. Students are expected to conduct themselves in a responsible manner, in all areas of campus life. By enrolling, they pledge to obey the rules and regulations of the College and are responsible for observing all College policies and procedures as published in the student handbook, the College catalog and other College publications.

**Methods of Instruction:** The teaching methods used will be lecture, group activities, group discussions and assignments.

**Registering Your Course and Scheduling Your Child Care Training Exam:**

All students that are registered and paid for a course at PBCC must register at the DCF website within 48 hours of the start date of your class. Students will not be permitted to register for the Competency Exam without completing this process. For directions on how to register at the DCF Website, go to [www.pbcc.edu/childcare.xml](http://www.pbcc.edu/childcare.xml). Once you are at the webpage, click on the *40 Hour Child Care Training* or *Family Child Care Training* tab on the left, and then click on the *DCF Competency Exam Info* tab.

To schedule a competency exam for the courses you have registered for, and to print your exam Confirmation Letter, see your exam results, and to print certificates, go to [www.myflorida.com/childcare/training](http://www.myflorida.com/childcare/training) and click on View My Transcript. If you need help registering with DCF, please call 561-862-4717.

**Refund Policy:**

Once a class has started, no refunds will be issued and no changes can be made. Students may appeal for a refund by submitting a *Student Refund Request Form* to the campus Registrar.

**Disability Support Services**

If you need an accommodation because of a disability in order to participate in the child care training process, contact the Disability Support Advisor at least two weeks prior to the first class date at:

Belle Glade:(561) 993-1125  
8:00am – 8:00pm Monday – Thursday  
8:00am – 12:00pm Friday  
Boca Raton:(561) 862-4316  
7:30am – 4:00pm Monday – Friday  
Lake Worth:(561) 868-3046  
9:00am – 6:00pm Monday – Thursday  
8:00am – 4:00pm Friday  
Palm Beach Gardens:(561) 207-5345  
7:30am – 4:00pm Monday – Friday

**Eating, Drinking and Smoking**

Eating and drinking are not permitted in the classroom. Smoking is not permitted in any College building.

**Term: 2009-3**