

Child Care Development Specialist 359.342.540 Work Schedule (4,000 hrs.)

The following schedule of work experience is intended as a guide. It need not be followed in any particular sequence, and it is understood that some adjustments may be necessary in the hours allotted for different work experience. In all cases, the apprentice is to receive sufficient experience to become fully competent in all work processes which are a part of the profession.

A. ORIENTATION AND SAFETY TRAINING (50 HOURS)

1. Procedures to ensure safety of the children
2. Physical plant and equipment including fire hazards and emergency equipment operation including evacuation procedures
3. Plumbing, sanitation and electrical equipment
4. Catastrophic measures and warning systems
5. Toys and equipment inspection and reporting procedures

B. HEALTH AND FIRST AID (500 HOURS)

1. Basic Red Cross first aid program instructions
2. Identification and proper procedures for minor injuries, abrasions, cuts, bruises, falls, etc. and reporting procedures
3. Handicapped or incapacitated persons transportation and handling
4. Medical and hospital facilities, emergency policies and liability
5. Recognition, monitoring and reporting symptoms of:
 - i. Communicable diseases
 - ii. Conditions (abnormal) and maladies
 - iii. Physical ailments
6. Observation and identification of children with special needs
 - i. Description and observation of special needs
 - ii. Appropriate techniques for working with special needs
 - iii. Reporting, referral and recording procedures
7. Policies and liability for procedures regarding treatment and/or medication

C. ADMINISTRATION PROCEDURES AND POLICIES (50 HOURS)

1. Relationship of day care center to:
 - i. Sponsoring agency
 - ii. Federal, state and local regulations
 - iii. Other related community service agencies
2. Liability - personal and organizational
3. Worker accountability and responsibility
4. Budgeting sources and program expenditure record keeping
5. Personnel policies and benefits
6. Administrative records and forms completion

D. CHILD NUTRITION AND HYGIENE (1000 HOURS)

1. Recognition, reporting and recording of symptoms of malnutrition, child neglect and abuse
2. Observation and assistance with feeding the handicapped
3. Table manners and personal hygiene instruction to children
4. Appropriate nutritional requirements for different age groups
 - i. State standards
 - ii. U.S. Department of Agriculture standards for sanitation, cleanliness instruction and procedures

E. CHILD DEVELOPMENT OBSERVATION AND TRAINING (1000 HOURS)

1. Grouping of children
 - i. Age group classification
 - ii. Activity ability grouping
 - iii. Leader/child ratio
2. Experience with developmental levels through instruction, observation and performance recording techniques
 - i. Physical development
 - ii. Social and emotional development
 - iii. Mental development
 - iv. Peer group relationships
 - v. Authority relationships
 - vi. Behavior patterns

F. CHILD SUPERVISION (500 HOURS)

1. Learning process techniques
 - i. Teacher directed activities
 - ii. Free play (supervised)
2. Discipline and guidance techniques

G. ACTIVITY SUPERVISION AND DIRECTION (450 HOURS)

1. Group activity supervision
 - i. Smaller groups
 - ii. Entire group
2. Individual activity supervision
3. Child creativity recognition and activity supervision
4. Use of physical space in relation to appropriate activity supervision

H. CONSULTATION TECHNIQUES (450 HOURS)

1. Staff consultation
 - i. Oral presentation
 - ii. Listening techniques
 - iii. Written report presentation
 - iv. Data collection, recording and presentation

- 2. Parent consultation
 - i. Observation
 - ii. Data collection
 - iii. Listening techniques
 - iv. Behavior description and interpretation

I. RELATED INSTRUCTION: Connecticut Charts-A-Course

TOTAL - 4,000 Hours

WAGE SCHEDULE

0 - 1000	Hours	_____
1001 - 2000	Hours	_____
2001 - 3000	Hours	_____
3001 - 4000	Hours	_____
Journeyman	Rate	_____