

**STATE UNIVERSITY OF NEW YORK
COLLEGE OF TECHNOLOGY
CANTON, NEW YORK**



MASTER SYLLABUS

ECHD 403: Family Child Care Development and Management

CIP Code: 13.1210

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**SCHOOL OF BUSINESS AND LIBERAL ARTS
SOCIAL SCIENCE DEPARTMENT
Spring 2026**

- A. **TITLE:** Family Child Care Development and Management
- B. **COURSE NUMBER:** ECHD 403
- C. **CREDIT HOURS:** 3 lecture hours per week for 15 weeks
- D. **WRITING INTENSIVE COURSE:** No
- E. **GER CATEGORY:** None
- F. **SEMESTER(S) OFFERED:** Fall or Spring
- G. **COURSE DESCRIPTION:**
 This course examines the Family Child Care profession. Students are introduced to state policies and regulations for establishing a quality early care and education home-based center. Students will gain an understanding of the challenges and rewards of this unique small business. Topics include policy, procedures, and contract development, multi-age curriculum planning, and home-based childcare space design, to best meet the needs of the childcare provider, and families and children served.
- I. **PRE-REQUISITES/CO-REQUISITES:**
 a. Pre-requisite(s): ECHD 101; ECHD 121 or permission of instructor.
 b. Co-requisite(s): None
- J. **STUDENT LEARNING OUTCOMES:**

<u>Student Learning Outcomes [SLO]</u>	<u>PLO</u>	<u>ISLO</u>
<u>PLO 1:</u> Acquire and apply management principles and business skills for administering high quality early care and education organizations.		
a. Identify and assess the personal and professional responsibilities associated with a home-based family childcare business.	PLO 1	5 Industry Professional Skills
b. Determine and develop policies, procedures, and contracts to meet the needs of the home-based childcare provider, and the families and children served.	PLO 1	5 Industry Professional Skills
c. Evaluate and design programming and curriculum to meet the needs of a multi-age home-based childcare setting.	PLO 1	5 Industry Professional Skills
d. Examine and discuss the rewards, challenges, and opportunities associated with establishing a home-based family childcare business.	PLO 1	5 Industry Professional Skills
e. Examine and determine licensing requirements, home setting space needs, and small business practices for operating a high-quality home-based family childcare business.	PLO 1	5 Industry Professional Skills

- J. **APPLIED LEARNING COMPONENT:** Yes
 Classroom/Lab
 Entrepreneurship - Project

K. **TEXTS:** To be determined by instructor

L. **REFERENCES:**

Copeland, T. (2008). *Family childcare: Business planning guide*. St. Paul, MN: Redleaf Press

Dischler, P. (2005). *From babysitter to business owner*. St. Paul, MN: Redleaf Press

New York State Office of Children and Family Services (Oct. 13, 2021). *Group Family Day Care Homes* [Regulations Part 416] *and/or Family Day Care Homes* [Regulations Part 417] http://ocfs.ny.gov/main/childcare/daycare_regs.asp

M. **EQUIPMENT:** University Supplied Equipment / Learning Management System

N. **GRADING METHOD:** A-F

O. **SUGGESTED MEASUREMENT CRITERIA/METHODS**

- Quizzes
- Papers
- Projects
- Presentations
- Participation

P. **DETAILED COURSE OUTLINE:**

- I. Family Based Child Care
 - a. Babysitting vs. Business – Important Considerations
 - b. Family Day Care Home - Defined
 - c. Group Family Day Care Home – Defined
 - d. Entrepreneurship: Rewards and Challenges
- II. Family Day Care Regulations and Licensing
 - a. Procedures for Establishing Home Based Child Care
 - b. Inspections and Permits
 - c. Building and Equipment
 - d. Fire Protection and Safety
 - e. Transportation
 - f. Supervision of Children
 - g. Behavior Management
 - h. Child Abuse and Maltreatment
 - i. Health and Infection Control
 - j. Nutrition
 - k. Caregiver Qualifications - Training and Professional
 - l. Management and Administration
- III. The Business
 - a. Developing a Business Plan
 - b. Legal and Regulatory Issues
 - c. Budget: Start Up and Operating
 - d. Establishing Cost and Fee Policies
 - e. Business Taxes
 - f. Marketing

- g. Insurance
 - h. Record-Keeping
 - i. Contracts and Policies
 - j. Planning: Retirement, Benefits, Salary
- IV. Policies and Procedures
 - a. Developing a Parent Handbook
 - b. Developing Policies
 - o Enrollment / Admission
 - o Child Release
 - o Confidentiality
 - o Health and Wellness
 - o Discipline
 - o Holidays / Vacation Periods
 - o Pets
 - o Substitutes / Volunteers
 - o Hours: Arrival and Departure / Late Pick-Up
 - o Payment Plan / Late Payment - Termination / Withdrawal
 - c. Developing Contracts
 - d. Working with an Assistant: Policies and Procedures
 - e. Common Problems and Solutions
- V. Working with Families
 - a. Establishing a Partnership
 - b. Family Communication
 - c. Balancing Personal and Professional Relationships
 - d. Common Problems and Solutions
- VI. Multi-Age Programming
 - a. High Quality Programming and Curriculum
 - b. Curriculum Planning: Infants – 12 years
 - c. Schedules and Routines
 - d. Home Space and Day Care Environments: Design and Function
 - e. Common Problems and Solutions
- VII. Networking and Outreach
 - a. Isolation – Networks – Opportunities
 - b. National Association for Family Child Care [NAFCC]
 - c. Family Child Care Associations [FCCA]
 - d. Working with Local Child Care Resource and Referral Agencies
- VIII. Professional Training and Development: When, Where, How
 - a. Funding: EIP, Scholarships, Grants, Funding Opportunities
 - b. Professional Development
 - o Workshops, Webinars, Online
 - o Colleges/Universities
 - o Conferences, Seminars
 - c. Training: First Aid, CPR, SIDS, Child Abuse, MAT Training
 - d. Professional Growth and Development
 - e. Family Child Care Credentials