

Early Care Professionals

Muskogee High School

Room #C128, C132 phone 684-3750 ext# 1737 or ext# 1895

Course Description

This course prepares students for careers as child care owners, directors, and administrators. The course will improve, and enhance the knowledge of students entering child care management

Course or PASS Objectives

By the end of this course, you should be able to:

1. Provide a safe environment to prevent and reduce childhood injuries
2. Promote good health a nutrition and an environment that contributes to the prevention of illness
3. Use space, relationships, materials, and routines as a resource for constructing and interesting, secure, and enjoyable environment that encourages play, exploration, and learning
4. Provide activities and opportunities that encourage curiosity, exploration, and problem solving.
5. Provide for the physical and emotional security for each child.
6. Help each child feel accepted by the group.
7. Provide a supportive environment in which children can begin to learn and practice appropriate behaviors

Points are earned by completing daily assignments, and by scores on unit tests.

Letter Grade	Percentage	Grade Point
A	93-100%	4.0
A-	90-92%	3.7
B+	87-89%	3.3
B	83-86%	3.0
B-	80-82%	2.7
C+	77-79%	2.3
C	73-76%	2.0
C-	70-72%	1.7
D+	67-69%	1.3
D	63-66%	1.0
D-	60-62%	0.7
F	0-59%	0.0

Reading Material and Supplies

Early Care Professionals - developed by Oklahoma Department of Career and Technology Education
Students will need a folder and notebook paper

Course Outline

Chapter	Recommended Weeks
1 – Child Development Principles	1 week
3 – Human Services Careers (<i>Section 3-1 only</i>)	½ week
4 – Employability Skills	½ week
5 – Professional Skills	1 week
6 – Health and Safety (<i>Section 6-1 only</i>)	½ week
7 – Observation Skills (<i>Section 7-1 only</i>)	½ week
8 – Abuse & Neglect (<i>Section 8-1 only</i>)	½ week
9 – Schedules and Routines (<i>Section 9-1 only</i>)	½ week
10 – Meeting Nutritional Needs (<i>Section 10-1 only</i>)	1 week
11 – Guiding Behavior (<i>Section 11-1 and 11-2 only</i>)	1 week
12 – Appropriate Environments	1 week
13 – Appropriate Equipment and Supplies (<i>Section 13-1 only</i>)	1 week
14 – Quality Early Childhood Programs	1 weeks
17 – Family Involvement in Care	½ week
18 – Caring for Infants	1 week
19 – Caring for Toddlers	1 week
20 – Caring for Preschoolers	1 week
21 – Caring for School-Age Children	1 week
22 – Caring for Special Needs Children	½ week
24 – Approaches to Teaching and Learning (<i>Section 24-1 and 24-2 only</i>)	1 week
25 – Language Arts and Social Skills (<i>Section 24-1 and 24-2 only</i>)	½ week
26 – Math and Science Explorations (<i>Section 26-1 and 26-1 only</i>)	½ week
27 – Movement and Drama Activities	½ week
28 – Art and Music Experiences (<i>Section 28-1 and 28-2 only</i>)	½ week
*Omit sections on Adult Care, but use ideas from “Intergeneration Interactions” such as gardening, games, pen pals, music program or adopt a grandparent.	

Muskogee High School Policies

Instructor’s Grading Criteria/Timetable:

All course projects will be graded within one week of their due date. Late projects will be graded no later than one week following the due date. All assignments and projects are assigned points and grades are based on percentage of all points accumulated.

Course Policies:

Extenuating Circumstances: If you have extenuating circumstances that prevent you from completing projects, quizzes or participating in the class, please contact the instructor to make alternative arrangements. The possibility of alternative arrangements is at the discretion of the instructor. Active communication is the key to overcoming any hurdles you may encounter during the term.

Muskogee High School Policies

Extra Credit Policy

Extra credit is offered at MHS not to exceed 100 points average, Extra Credit points in excess of 100.00 may be banked for use later in the semester.

Attendance / Tardiness

Absence Policy: In the Muskogee School District, regular attendance is important to ensure that students have the opportunity to maximize their learning experiences as well as to learn positive behavior patterns for future life. Students are expected to be in classes on time each day of the school year. **When students miss school, parents are responsible for notifying the school's attendance office regarding the reason for the absence.** This notification may be communicated by phone or written note dated and signed by the parent/guardian. If notification is not made the day of the absence, it should be received by the school before the end of the school day immediately following the absence, or the absence(s) will be considered a truancy.

Tardy Policy: A student not within his/her assigned area when the tardy bell begins to ring is considered tardy (T). A secondary student more than five (5) minutes tardy to class, but less than 25 minutes tardy, and without the proper clearance will have an unexcused tardy (UT). Students who are chronically tardy will be referred to the administrator by the classroom teacher and to the counselor. Teachers should wait until the end of each class to record attendance.

Late Work Policy

Late work is accepted for work missed because of absence; it should be completed within a week of returning to class. Work that is more than a week late will be deducted 10%

and will not be accepted after two weeks. Work should be completed in a timely manner in order to be relevant to the area currently being studied.

Mastery Learning / Tutoring

A New Bell Schedule was implemented in 2008-2009 to provide time for mastery learning and for tutoring.

Tutoring schedule is available upon request

Tutoring and make-up work may also be scheduled at other times if arranged with the teacher.