

Palm Beach State College
Course Syllabus – Classroom Courses

General Class and Course Information

Course number: HEV 0114 Class Reference Number: Term: 2011/2012

Course title: Part I: Rules & Regulations Center Based Credit/Contact hours: 6

Course Description: This course is designed to give child care facility 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 child care facility professionals recognize the primary laws which govern child care in Florida and understand the role of the regulatory agencies that enforce those laws.

Course Learning Outcomes: As a result of taking this course, the student will be able to

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

Full Course Outline: Click on the following link:

http://www.palmbeachstate.edu/asp/IE_ShowOutline.asp?show=Y&CourseID=HEV0114

Class Schedule

Two nights per week (3 hrs each) or one Saturday class (6 hrs).

Textbook(s) Information: Child Care Facility Rules and Regulations, Kendall/Hunt, ISBN: 978-0-7575-7928-8 (Spanish Version ISBN: 978-0-7575-7970-7)

Web Content Information: www.palmbeachstate.edu/childcare.xml

Professor's Contact Information

Professor's Name:

Office Location:

Telephone:

Email address:

Home Page:

Office Hours:

Class Requirements

Assignments : Activities/Discussions from Department of Childre and Families (DCF) mandated material as provided by the instructor.

Late Assignment Policy: N/A

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Grading Scale and Policy: This course is attendance based and students must adhere to the Attendance Policy in order to received a passing grade.

Tests, Quizzes, and Final Examination Schedule: 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.

Make-up Exam Policy: N/A

Class Policies and Methodology

Attendance: Professors are required to take attendance. 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.

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

Email Policy: Students should communicate by email using their Palm Beach State student email. All correspondence regarding the class should be sent to the instructor. All other communications once the class has ended should be sent to the PSAV Coordinator.

Equipment and Supplies: Students are required to have a textbook for each class session. It is also recommended that students bring a highlighter, paper, and pencils or pens for note taking.

Professor’s 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.

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

Unique Requirements of the Class: Registering Your Course and Scheduling Your Child Care Training Exam: All students that are registered and paid for a course at Palm Beach State College 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.palmbeachstate.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, to print your exam Confirmation Letter, to see your exam results or to print your certificates, please go to www.myflorida.com/childcare/training and click on View My Transcript. If you need help registering with DCF, please call 561-868-4045.

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College Policies and Web Information

Academic Dishonesty

Academic dishonesty includes the following actions, as well as other similar conduct aimed at making false representation with respect to the student's academic performance:

(1) Cheating on an exam, (2) Collaborating with others on work to be presented, if contrary to the stated rules of the course, (3) Submitting, if contrary to the rules of the course, work previously submitted in another course, (4) Knowingly and intentionally assisting another student in any of the above actions, including assistance in an arrangement whereby work, classroom performance, examination, or other activity is submitted or performed by a person other than the student under whose name the work is submitted or performed, (5) Plagiarism.

Please refer to the **Palm Beach State College Student Handbook**

(www.palmbeachstate.edu/Documents/Marketing/studenthandbook.pdf for further information.

Classroom Etiquette and Student Behavior Guidelines

Students will demonstrate respect for professors and fellow students. Behavior that is disruptive to a positive learning environment reported by the professor will result in a warning on the first instance; the second instance might result in expulsion from the course or campus.

Computer Competency Component

Each student will, to the satisfaction of the professor, demonstrate a fundamental understanding of basic computer operations through various professor-determined exercises and/or assignments.

Disability Support Services

Students with disabilities are advised, in compliance with federal and state laws, that accommodations and services are available through the office of Disability Support Services (DSS). It is the student's responsibility to contact Disabled Student Services Advisors and to submit appropriate documentation prior to receiving services. Please see the website at

www.palmbeachstate.edu/disabilities.xml.

Eating, Drinking and Smoking

Eating and drinking are confined to areas designated on the campus. Smoking is not permitted in any College building and only in areas designated at each campus.

Student Responsibility Policy

When a student attends the College, s/he becomes subject to its jurisdiction. 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. The student will be responsible for preparing for class, participating in class, and completing assignments on time.

Palm Beach State Websites of Interest

Please see this web page (www.palmbeachstate.edu/x340.xml) for a list of web addresses for students.

Withdrawal Policy for Individual Courses

The last day to withdraw from a College course with a "W" grade in this course is : A student may not withdraw from a PSAV course that meets less than two times. The deadline to withdraw for each course is listed on the student's Class Schedule printout. Students are permitted a maximum of two attempts and/or withdrawals per course. It is the responsibility of the student to use the PantherWeb system or visit a campus Registrar's office to withdraw. An official withdrawal entitles the student to a grade of "W" in the class.

Department Contact Information

Department Contact Name: Luisa Hernandez, PSAV Coordinator

Office Location: Lake Worth Campus (CE 114)

Telephone: 561.868.4048

Fax Number: 561.868.4051

Email address: hernandl@palmbeachstate.edu

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