

Course Description**EEC2527 | Legal & Financial Issues in Child Care | 3.00 credits**

The student will learn about the legal and financial issues related to operating a successful early childhood center. The student will learn about financial planning, personnel cost and allocation, budgeting and accounting. The student will develop knowledge about compensation and benefit, risk management, marketing and public relations, regulatory requirements, and legal issues related to childcare management. This course meets the requirements for the Florida Advanced Level Child Care and Education Administrator Credential. (Requires employment at an early childhood center.). Prerequisite: EEC2002.

Course Competencies

Competency 1: The students will apply sound fiscal principles in financial planning and on-going monitoring of an early childhood center by:

1. Designing a business plan that includes mission and vision statements, a strategic plan and marketing plan for an early childhood program
2. Creating a staffing plan and projecting salary costs for an early childhood program
3. Discussing policies and procedures for gathering, organizing and presenting financial information

Competency 2: The student will develop and maintain sound budgeting and accounting practices by:

1. Creating a start-up budget and operating budget with a monthly cash flow projection for one year
2. Discussing the difference between capital and operating expenses and non-profit and for-profit status
3. Identifying principles and practices involved in updating and revising the budget
4. Implementing strategies for accurate monitoring of income and expenditure
5. Developing a written policy for financial bookkeeping and accounting procedures

Competency 3: The student will develop and maintain a compensation system that includes benefits and incentives by:

1. Describing appropriate benefit packages for early childhood staff
2. Creating a salary schedule for all positions in the center
3. Developing a salary scale including three components: education, experience, and performance

Competency 4: The student will select and maintain appropriate facilities and equipment by:

1. Discussing factors involved in the selection and maintenance of facilities and equipment
2. Creating a non-consumable (furnishings) list needed for a new or existing classroom
3. Defining elements of risk management and insurance

Competency 5: The student will identify financial resources and marketing strategies by:

1. Creating a resource of funding sources and fundraising possibilities, including grants and loans
2. Analyzing supply and demand, competing services, and market niche
3. Conducting a needs assessment and a plan for a market survey including description of activities, defining the market, timeline for activities, and job responsibility
4. Developing strategies for marketing and effective publicity by designing a brochure or flyer, identifying items of interest in your early childhood program

Competency 6: The student will review effective practices related to legal obligations and responsibilities in early childhood management by:

1. Discussing legal issues regarding personnel administration and supervision, including criminal records, fair labor practices, equal opportunity guidelines, and disciplinary actions
2. Reviewing policies relating to hiring, firing and recruiting employees and compliance with nondiscriminatory practices and wage and hour laws
3. Identifying laws relating to family law and child abuse and describing the legal requirements and

- professional standards in reporting child abuse and other domestic violence
4. Reviewing requirements of the Americans with Disabilities Act (ADA) and its application to early childhood and educational programs
 5. Reviewing copyright laws and their implications for early childhood centers
 6. Demonstrating an understanding of federal, state, and local law related to liability and licensure requirements
 7. Obtaining information about insurance requirements for an early childhood center
 8. Discussing federal, state, and local law related to tax obligations and religious exemptions
 9. Discussing the USDA Food Program's Guidelines for early childhood centers

Competency 7: The student will discuss federal, state and local regulatory requirements that impact early childhood by:

1. Discussing federal, state and local licensing laws and regulations and responsible agencies and their roles
2. Identifying local agencies and contacts related to health and sanitation, building codes, zoning, and fire safety
3. Monitoring routine requirements required by licensing standards such as monthly fire drills, accidents, child immunizations, staff CPR and first aid renewals, and ongoing staff development requirements
4. Discussing the role and requirements of the Occupational Safety and Health Administration (OSHA)

Learning Outcomes:

- Communicate effectively using listening, speaking, reading, and writing skills
- Use quantitative analytical skills to evaluate and process numerical data
- Create strategies that can be used to fulfill personal, civic, and social responsibilities