

## **Berrien Springs Partnership Lab Syllabus and Instructor Qualifications**

**Labs (Classes) are provided as an educational source for PBL (Project Based Learning)**

### **Community Class Title: Early Childhood Development and Caregiving**

GRADE OR AGE LEVELS: 11+

FORMAT: IN-PERSON

DAY AND TIME OF THE WEEK: Choose from one of the following class times

THURSDAYS AT 10:00-11:30

THURSDAYS AT 12:30 PM - 2:00 PM

TOTAL REQUIRED HOURS: 16.5

TOTAL SEMESTER HOURS POSSIBLE: 16.5

LOCATION: 8456 GRAY ROAD, BARODA, MI 49101

INSTRUCTOR: LINDSAY RANSOM

CONTACT INFORMATION:

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ADDITIONAL REGISTRATION AT SITE REQUIRED? NO

### **INSTRUCTOR QUALIFICATIONS:**

2009-2010 Family and Consumer Sciences Teacher, Jasper High School, Jasper, IN

2010-2015 Family and Consumer Sciences Teacher, South Dearborn Middle School, Aurora, IN

Bachelor's degree: Ball State University in Family and Consumer Sciences with the Hospitality and Food Management Option. Minor in Foundations of Business.

Additional Post-secondary Education:

Sullivan University Catering Program

Indiana State University Graduate Teaching Certification Program

Teaching License State of Indiana 2010 (lapsed)

### **COURSE DESCRIPTION (OVERVIEW):**

This course will help prepare a student to become a caregiver. Students will develop a "bag of tricks" that includes a caregiver manual, forms, sample schedules or caregiving plans, and age appropriate crafts and activities that can be done with the child(ren) they take care of. Upon completion of this course and all related assignments, students will receive a certificate and course outline.

### **Materials Needed:**

Tote bag

Pencil Case

Three-ring binder

CPR Certification is strongly encouraged but not required

## **SYLLABUS/OUTLINE: WEEKLY BREAKDOWN OF PROJECT-BASED LEARNING LAB ACTIVITIES**

All activities are expected to be completed during class time.

### **Lesson 1-6**

Early Childhood Development

Stages of Development:

- Newborn & Infant
- Toddler
- Preschool
- Elementary school
- Special needs & Disabilities: Erikson

For each stage research:

- Gross motor & sensory
- Cognitive
- Play & age appropriate toys
- Age appropriate crafts, games, activities, songs
- Challenges
- Safety
- Nutrition & Meal time
- Bath time
- Bed time/nap time: safe sleep

#### Activity:

Students will research each stage of development that a caregiver typically will encounter on a job. They will include important information in their caregiver manual.

Students will research/create age appropriate crafts, games, activities, songs to do with children for which they are responsible. They will create examples of the crafts.

Students will create caregiver plans based on scenarios given by the teacher. Discussion will include how to multitask with children of various ages and stages, and what to do when things don't go according to your plan.

Students will familiarize themselves with children's books and practice reading them aloud.

## **Lesson 7**

### First Aid

- Scrapes
- Bleeding and cuts
- Burns
- Insect bites
- Choking
- Poison
- Fever, medications?

When to call emergency services

#### Activity:

Students will create a list of first aid supplies that they should have with them in their “bag of tricks”. Students will assemble a first aid kit.

## **Lesson 8**

Professionalism: students identify desirable attributes of a hired caregiver as well as the expectations that parents might have of their caregiver.

- Integrity
- Knowledgeable & enjoy spending time with children
- Punctuality & dependability
- Initiative
- Focus
- Responsibility
- Personal appearance and hygiene

#### Activity:

- Students will assess their personal strengths and opportunities for growth.

## **Lesson 9**

### A Caregiving Enterprise

- Marketing
- Scheduling
- Your client expectations
- What to charge and income
- What services are included (if any) in addition to caring for children (ex: light cleaning)

#### Activity:

Students will create marketing materials for their caregiver business. Might include a business card, flyer, brochure, etc.

## **Lesson 10**

### Communicating with Parents

- Interview; checking to see if it would be a good fit; take notes, make sure you know the family rules
- Debrief on phone or after arriving for your caregiver visit; take notes
- What to do if you don't want to babysit again for them

#### Activity:

Students will develop a form that they can fill out when they have a new client family. This form will be a place where they can notate rules, expectations, and information about each child. This can be referenced in advance to a caregiver appointment and can aid caregivers in creating a plan.

## **Lesson 11**

### Review & quiz

#### Activity:

Students will add the finishing touches to their caregiver manual.

## **COURSE OBJECTIVES AND APPROXIMATE TARGET DATES:**

### By end of class 4

- Students will be familiar with the stages of growth and development between newborn and elementary school including cognitive and gross motor skill milestones. Students will work on caregiver plans as well as identify activities that caregivers can do with children they are responsible for.

### By end of class 6

- Students will have documents for their caregiver manual that include each stage of growth and development.
- After collaborating with classmates students will have examples of crafts and activities that would be appropriate for each stage.
- After collaborating with classmates students will have a "bag of tricks" to use when working as a hired caregiver.

### After class 7

- Students will have a general knowledge of first aid in regards to caregiving for small children.
- Students have a first aid kit for their "bag of tricks"
- Students will know when to call emergency services when caregiving for small children.

### By end of term:

- Students will understand the professional expectations of a hired caregiver.
- Students will make plans for having a hired caregiver business.

- Students will create marketing plans and organizational tools.
- Students will practice conversations with adults about the needs of their children.
- Students will have a caregiver manual and complete a “bag of tricks” for when they are hired as a caregiver.

**STUDENT ASSESSMENT:**

- 1) Student agrees to attend 80% of class sessions/lessons offered. Attendance is kept online and tracked by Partnership staff. Failure to meet 80% or be on track to meet 80% may result in program discontinuation/
- 2) The Partnership Student Assessment or Performance Form is filled out by the teacher and turned in to Partnership staff. The link to this form is found on the web page for this class. Failing marks for lack of participation, behavior issues, practice time, etc. may result in program discontinuation.
- 3) Class Specific Assessment: Students will have class assignments that will be reviewed and discussed to determine understanding of the material.

**ADDITIONAL RESOURCES:**

[www.pathways.com](http://www.pathways.com)

The Developing Child, Holly E. Brisbane, McGraw Hill Glencoe

**CLASS POLICIES:**

ATTENDANCE: 80% minimum