



# CHILD CARE CENTER OPERATIONS

## Schedule

- **Online: Monday/Wednesday**  
5:30 pm - 8:30 pm  
or
- **Online: Tuesday/Thursday**  
5:30 pm - 8:30 pm

## Enrollment of New Students

- August 19, 2024
- October 21, 2024
- January 13, 2025
- April 7, 2025
- June 10, 2025

## Orientation

- **Tuesday** - see back page for details

## Program Content

- Leadership role of the program administrator in a child care and education setting
- Personnel policies and procedures
- Staff recruitment and retention
- Financial planning and budgeting
- Publicity and marketing strategies
- Legal obligations/responsibilities of a child care facility
- Culturally sensitive, non-discriminatory and inclusive environment
- Assessment and documentation
- Child care facility practices related to health, safety, and nutrition
- Alliances with families and collaboration among programs, families, and community resources
- Communication and interpersonal skills

## Program Length

45 hrs | Part Time 8 weeks

## Approximate Cost

\$423

## Location

Online

5400 Sheridan Street  
Hollywood, FL 33021

Tel: 754.321.5400

SheridanTechnicalCollege.edu



## Description of Program

The Child Care Center Operations program is designed to prepare students to earn a Florida Child Care Director's Credential. The program is an approved Department of Children and Families (DCF) course and is listed on the State of Florida's "Overview of Child Care Management" approved course list. The content includes, but is not limited to: organizational leadership, personnel policies and procedures, staff recruitment and retention, financial management, legal obligations and responsibilities, program elements of a culturally sensitive and inclusive environment, educational programming, marketing strategies, monitoring practices, observations, assessments, referrals and collaboration of programs with families and community resources.

The director of a child care facility is a multifaceted position that requires an extensive amount of dedication, knowledge and expertise in program administration. Florida Legislature mandates, in the Child Care Licensing Standards, that directors of licensed child care facilities possess a valid Director's Credential.

## Requirements for Admission

- Orientation/Counselor Interview - see back page for details or visit [www.SheridanTechnicalCollege.edu/child-care-center.operation](http://www.SheridanTechnicalCollege.edu/child-care-center.operation)

## Requirements for Level 1 Florida Director's Credential

- 18 years of age
- High School Diploma or GED
- 45 hour Introductory Child Care Training (Part I, Part II and Early Literacy)
- Active Staff Credential
- 8 hour Special Needs Training
- Overview of Child Care Management course \* *Care Center Operations* is included on the Department of Children and Families (DCF) list of approved "Overview of Child Care Management" courses



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FLORIDA'S PUBLIC TECHNICAL COLLEGE SYSTEM

# Welcome to Sheridan Technical College!

General admissions and registration procedures are as follows:

## Our Admissions and Financial Aid Process is now online!

The first step is to register for a program orientation. Please visit [www.sheridantechcollege.com/getting-started](http://www.sheridantechcollege.com/getting-started) for the complete admissions process.

## Florida Residency for Tuition Purposes

A "Florida resident for tuition purposes" is a person who has, or a dependent person whose parent, legal guardian, or spouse has established and maintained legal residence in Florida for at least twelve months prior to the first day of the term. Those considered non-Florida residents pay tuition at a higher rate. Applicants must complete the Florida Residency Affidavit for Tuition Purposes form and submit two required supporting documents.

Florida Statute 1009.26(12)(a) affords students who attended a Florida secondary school for three consecutive years before graduation—regardless of immigration status (undocumented students)—the opportunity to pursue higher education at in-state tuition rates, should they apply for admission within 24 months after graduation. An official Florida high school transcript is required as evidence of attendance and graduation.

## Basic Skills

Programs of 450 hours or more (except ATD programs) are required to take and pass a basic skills test in order to receive a vocational certificate at the time of program completion. If the program is less than 450 hours, no basic skills test is required.

### You may be exempt from testing if you:

1. Entered 9th grade in a Florida public school in the 2003-2004 school year, or any year thereafter, and earned a Florida standard high school diploma (**official high school transcript required**);
2. Possess a college degree at the Associate in Applied Science (AAS) level or higher from an accepted accredited college or university (**official diploma or transcript required**);
3. Demonstrate readiness on the 2014 GED® (**official transcript required**);
4. Demonstrate readiness on the ACCUPLACER, PERT, ACT or SAT (**official test results required. Valid up to 2 years prior to the start of program**);
5. Active duty member of any branch of the United States Armed Services (**paper order or ID card required**);
6. Pass a state or national industry certification or licensure examination that is identified in State Board of Education rules and aligned to the CTE program in which the student is enrolled (**official test results required**); or
7. Enrolled in an apprenticeship program that is registered with FLDOE.

## CHILD CARE CENTER OPERATIONS (V200206)

**Tuition/Registration** **\$175**

PAVE .....	\$126
Lab .....	\$9
Registration Fee .....	\$20
Student Activity Fee .....	\$20

**Books/Supplies** **\$248**

Books and supplies are subject to change; therefore, the approximate program cost may fluctuate. For the current book and supply list, visit: [www.sheridantechcollege.edu/textbook-list](http://www.sheridantechcollege.edu/textbook-list).

SCAN for Book List



**Approximate Program Cost** **\$423**

*Prices are for Florida Residents. Fees listed are based on the number of class days according to the District calendar. Books and Supplies are subject to change.*

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Sheridan Technical College  
is accredited by  
the Commission of the Council on Occupational Education.  
7840 Roswell Road, Building 300, Suite 325  
Atlanta, GA 30350  
Tel (770) 396-3898 • Fax (770) 396-3790  
[www.council.org](http://www.council.org)



Sheridan Technical College  
Practical Nursing Program is accredited through  
Accreditation Commission for Education in Nursing, Inc. (ACEN)  
3390 Peachtree Road, NE Suite 1400  
Atlanta, GA 30326  
Tel (404) 975-5000 • Fax (404) 975-5020  
[www.acenursing.org](http://www.acenursing.org)



Sheridan Technical College & Technical High School – Cara A. Daniel, Director  
Mary A. Barba, Assistant Director | Marisa Dukes, Assistant Director  
Barrett Goldman, Assistant Director | Jose Laverde, Jr., Assistant Director  
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SCAN for more info on  
Sheridan Technical College

