

# Child Care Center Operations

**Short Description:** This program will focus on the training needed serve a Director in a Child Care Center. The content includes but is not limited to organizational leadership, financial management, legal obligations and responsibilities, educational programming, marketing strategies, assessment, monitoring practices, observations, referrals, and collaboration of programs with families and community resources. This program earns DCF Director’s Credential.

**Program Content:** This program offers a sequence of courses that provides coherent and rigorous content aligned with challenging academic standards and relevant technical knowledge and skills needed to prepare for further education and careers in the Education & Training career cluster; provides technical skill proficiency, and includes competency-based applied learning that contributes to the academic knowledge, higher-order reasoning and problem-solving skills, work attitudes, general employability skills, technical skills, and occupation-specific skills, and knowledge of all aspects of the Education & Training career cluster.

The content includes but is not limited to organizational leadership, financial management, legal obligations and responsibilities, educational programming, marketing strategies, assessment, monitoring practices, observations, referrals, and collaboration of programs with families and community resources.

Florida Director Credential Core Requirements:

- 1) Possess an active Staff Credential (Excluding Employment Recognition Exemption)
- 2) Other Core Requirements:
  - Possess an Accredited High School Diploma or G.E.D.
  - Complete the 30-hour Part I Department of Children and Families (DCF) “*Introductory Child Care Training*.”  
<https://www.myflfamilies.com/childcaretraining/child-care-facility-training-requirements>
  - Complete 8 hours of in-service training regarding children with Disabilities (DCF’s *Special Needs Appropriate Practices* course will meet this requirement). Refer to <https://www.myflfamilies.com/childcaretraining/credentials/director-credential> for additional information.

In addition, the Director Credential, Level I require:

- Core Requirements  
Completion of an approved “*Overview of Child Care Management*” course or a Director Credential issued by another state.  
<https://myflfamilies.com/sites/default/files/2023-02/Director%20Credential-Provider%20Master%20List.pdf>

There are additional requirements for the Director Credential, Level II and the Advanced Level. Refer to <https://www.myflfamilies.com/services/child-family/child-care/training-and-credentialing/credentials/director-credential> for additional information.

**Admissions:**

1. Apply to MTC at <https://manateetech.edu/apply-now/> Submit your application to access your “To-Do List.” You are not accepted into the program after applying, you must complete your do list.
2. Complete your “To-Do List” at <https://www.MTCdashboard.net>.  
Note: The Basic Skills Assessment must be taken within 6 weeks of your admit date unless exemption criteria have been documented per State Statute. For exemption information, see the Student Handbook located here: <https://www.manateetech.edu/quick-docs/>

**Length of Program:** Part-time 45 hours – approximately 8 weeks part-time to complete.

<u>OCP</u>	<u>COURSE</u>	<u>HOURS</u>
A	Child Care Center Director - HEV0160	45

<b>Program #V200206</b>		<b>CIP# 0419070802</b>
Estimated Tuition, Lab, and Fees ( <i>includes \$60.00 administrative fee</i> )		<b>\$241.40</b>
<b>Additional Fees Due Prior to Admittance</b>		
Application Fee		\$45.00
<b>Bookstore</b>		
Textbook(s)*		\$127.00
<b>Estimated Total Cost of Program</b>		<b>\$413.40</b>

**Dual Enrollment:** No

**Certification/Licensure:** DCF Director’s Credential.

**Location:** MTC Main Campus, 6305 State Road 70 East, Bradenton, FL 34203. Tel 941-751-7900

**Start Date:** August, February

**Start Time:** Tuesday and Thursday evenings 6:00 p.m. – 9:00 p.m.

**For More Information:** Scan QR CODE at the bottom of document.

***Not Pell Eligible (for programs under 600 hours)***

All pre-admission fees are non-refundable and not covered by Financial Aid. \*Prices are subject to change.

Annual fees (charged each academic year from July 1—June 30).

Textbook estimate. Current book list and prices: <http://manateetech.edu/current-students/bookstore/>

Tuition is \$2.92 per hour for Florida residents. Tuition is \$11.71 per hour for non-Florida residents.



**941.751.7900**

**ManateeTech.edu**

Rev. 5/19/23