

CHILD DEVELOPMENT EDUCATION ALLIANCE, INC.
5939 Blackthorn Road, Jacksonville, FL 32244

CCDE EARLY CHILDHOOD EDUCATION CATALOG FOR THE CHRISTIAN CHILD DEVELOPMENT EDUCATION CREDENTIAL



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PROFESSIONAL TRAINING DESIGNED AND DEVELOPED BY



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**Enroll today on the web at www.cdealliance.org or
Enroll by calling 800-741-7762 or 800-261-6248.
Call 904-573-8831 if in the Jacksonville, FL area.**

Volume 1 2008 - 2009

Revised 2010

Table of Contents

	Page
Governing Body.....	3
Mission Statement	4
Purposes of CDEA.....	4
Academic Calendar.....	5
Admissions Policies and Requirements.....	5
Licensure.....	5
Training Overview.....	6
Procedures for Acquiring CCDE Credential.....	7
Renewal Process for CCDE.....	8
Articulation	8
Timeline for Success	9
Overview of Objectives and Competencies.....	10
CCDE Competencies.....	13
Endorsement CDE 121 – Christian Ministry Module Outline.....	15
Florida Child Care Professional Credential.....	17
Formal Education.....	17
Endorsement in Christian Ministry Modules.....	19
Grading System.....	19
Other Available Online Training	
Staff Credential Renewal.....	20
Director’s Credential Renewal.....	21
10-Hour In-Service Training Options.....	22
Financial Aid through TEACH.....	24
Cancellation and Refund Policy.....	25
Library, Learning Resources, and Information Services.....	25
Reasons for Dismissal from CCDE Modules.....	25
Procedures for Student Complaints.....	26

GOVERNING BODY

The Administration and Staff of The Child Development Education Alliance, Inc.

Ellen McKinley, CDEA Board President
AA, AS, Florida Community College, Jacksonville
Child Development Technical Certificate

Mary Brook Hicks, Executive Director
Bachelor of Science, University of North Florida
Master of Arts, University of North Florida

Angie Lechwar, CCDE/VCDE Training Coordinator
Bachelor of Science, Florida State University
Master of Arts, University of North Florida

Support Staff

Gloria Williams, Director of Membership
Jana Reid, Training & Records Executive Assistant
AS, Florida Community College at Jacksonville
Dorothy Rivenbark, Accountant

Contracted Instructors

Jumora R. Cooper, BA, North Carolina Central University, MA; Webster University
Brook Hicks, BS, MA, University of North Florida
Ellen McKinley, AA, AS Child Development, Florida Community College at Jacksonville

The Child Development Education Alliance, Inc. Board of Directors

The Board of the Child Development Education Alliance has oversight of policies and functions.

The CDEA Board

Ellen McKinley, AA, AS ECE	President
Barbara Lynn, MA Ed	1 st Vice president, Editor and Conference Coordinator
Melanie Schwenk, AA	Treasurer
Daisie Overman, MA RE	Secretary
Beth Roberts, MA Ed	Public Policy
Robin Matheson, CDA, Dir Cred.	Public Relations/Hospitality
Leslie Morrison, CDA, AA	Public Relations/Marketing
Jumora Cooper, MA HRDV	Public Relations/Membership
Shelley Taylor, MA Ed	Networking

MISSION STATEMENT

It is the mission of CDEA to provide the highest standards of educational excellence within Christ-centered early-care and education programs, implemented through the following:

- Assisting early-care educators in applying the principles of child development and age-appropriate education within the context of Christian programs.
- Providing a positive influence with state legislatures, child care licensing agencies, and other professional child development organizations.
- Guiding professionals and parents to provide young children with Judeo-Christian values and a belief system that will enable them to become secure, productive adults.
- Offering opportunities for Christian programs to build a well-trained staff based on developmentally appropriate concepts.
- Encouraging Christian staff to participate in community events which promote the benefits of a developmental approach to early childhood education.
- Promoting collaborative efforts to assist children and families needing financial assistance.

PURPOSES of CDEA

It is the purpose of this organization and of its credentials to guide and support early-care educators in Christian programs and assist in their efforts as follows:

- To enhance quality child development programs in Christian settings.
- To promote the acceptance of all children.
- To reaffirm the role of the traditional family.
- To improve the quality of early childhood education through the recognition of the importance of teaching Judeo-Christian moral and spiritual values.
- To assist policymakers in their efforts to provide children with a safe, and healthy environment in which to grow and learn.
- To be a positive influence with the legislature, child care licensing agencies, and other professional child development organizations.
- To be a positive image of Christian education in the early childhood field.
- To provide young children with moral and spiritual values as well as a Christian belief system that will enable them to become secure, productive adults.
- To provide administrators with up-to-date, accurate information on legislation which affects Christian early childhood programs.
- To assist parents, family providers, teachers, administrators and churches in their efforts to guide and teach young children.
- To provide opportunities for Christian child development programs to build a well-trained staff, based on Biblical values and developmentally appropriate concepts.
- To facilitate the networking of Christian early childhood professionals and programs.
- To unite the Christian community into a strong but Christ-like advocacy for maintaining the right to teach young children the moral and spiritual values of the Christian faith in our programs.
- To promote community efforts in the area of early childhood education.
- To advance Judeo-Christian values and developmental, age-appropriate education.

ACADEMIC CALENDAR

Online

Enrollment in CDEA's online training fits every schedule. It is convenient and affordable and allows participants a full year to complete the training they need for a credential or renewal of a credential.

Classroom

CDEA classes are usually taught twice a year in Jacksonville and as requested in other parts of the country. These classes may be combined with other state-approved training in Florida or CDA acceptable training elsewhere for a CCDE Credential.

Classes are not offered on the following days:

January 1 - 2
Easter Weekend
Mother's Day Weekend
Memorial Day Weekend
Father's Day Weekend
July 4
Labor Day Weekend
Veteran's Day Weekend
Thanksgiving Day Weekend
The week before or after Christmas

ADMISSIONS POLICIES AND REQUIREMENTS

The Child Development Education Alliance will admit students to its credential programs that meet the following criteria:

- Be eighteen years of age.
- Have a high school diploma or GED.
- Complete the Formal Education requirements of the Florida Child Care Professional Credential (FCCPC).
- Be a member of the CDEA.
- Currently work in an environment that meets the eligibility requirements of the Florida Child Care Professional Credential (FCCPC).

It is the policy of CDEA to admit all students that meet the admission requirements as outlined in the CCDE Credential Manual without regard for race, gender, or religion.

CDEA will make every effort to accommodate those applicants with disabilities under federal law. All online training is Americans with Disabilities Act (ADA) ready.

Any student denied admission will be informed in writing and will be given the reason(s) in writing. All records denying admission will be kept with the CDEA office for a period of not less than one (1) year.

Online classes must be completed within one (1) year of enrollment date. Failure to complete the training will require student to re-enroll. All classes completed within the year will remain on transcript and need not be repeated.

LICENSURE

The CDEA Early Childhood Training Division is licensed by the Commission for Independent Education at 325 West Gaines Street, Suite 1414, Tallahassee, FL 32399-0400. They may be contacted at 1-888-224-6684.

TRAINING OVERVIEW

Christian Child Development Education Credential (CCDE)

The Christian Child Development Education Credential was developed to foster the efforts of Christian child development programs and upgrade the quality of care while maintaining a loving Christian environment. The CCDE is an entry level, birth through five, credential equivalent to the National CDA. The CCDE is a DCF approved Active Birth through Five FCCPC. The CCDE requires the CCDE Credential Training and the CCDE Credential Process. The CCDE incorporates 120 hours of Formal Education, an additional 24 hours in Christian Ministry, and four one-hour conference calls. The Formal Education and Christian Ministry Modules are included in the online CCDE Credential Training offered by **CDEA**.

COURSE CDE 121 – CHRISTIAN MINISTRY MODULES FOR CCDE

The Christian Ministry Modules include 24 hours of additional training offered by the CDEA. The Christian Ministry Modules are required for the CCDE Endorsement in addition to the Formal Education Classes. The Christian Ministry Modules may be offered in different locations by calling the **CDEA** Office at 904-573-8831 for available options. The Christian Ministry Modules are also offered online as a part of the CDEA's online courses.

Christian Ministry Modules are offered in three 8-hour segments:

- Module 1 Moral/Spiritual Development of the Child
- Module 2 The Ministry of the Teacher/Administrator
- Module 3 Relationships with Families, Churches/Programs and Communities

Each module is composed of 8 hours of online instruction time. The Christian Ministry Modules include written responses to Personal Learning Activities from the text, *Teaching in Christian Weekday Early Education*, and implementation of guidelines in the text, and four one-hour conference calls.

COURSE CDE 120 - FORMAL EDUCATION

120 hours of Formal Education are required. Formal Education can be obtained through the CDEA's CEU certified online classes. Other training accepted as Formal Education for the CCDE is DCF approved training including Credit or Non-Credit Early Childhood Education/Child Development courses offered through a State College, a University, a Community College, a Vocational Program, and/or a State approved Equivalency Program.

Formal Education must include at least 10 hours of training in each of the following eight areas:

- Child Development
- Social/Emotional Development
- Physical/Mental Development
- Health, Safety, Learning Environment
- Family Relations
- Program Management
- Professionalism
- Observing and Recording

PROCEDURES FOR ACQUIRING CCDE CREDENTIAL

- [✓] 1. Fax a completed and signed Student Enrollment Agreement and secure payment of the \$99.00 Registration Fee to **CDEA**. See **Appendix P**.
- [] 2. Enroll in **CDEA**'s online CCDE Credential Training and begin 120 hours of Formal Education.
- [] 3. Download & print the CCDE Credential Manual for free online or order it from **CDEA**, P.O. Box 1491, Orange Park, FL, 32067-1491, for \$25.00 plus \$4.00 shipping.
- [] 4. Review online conference call schedule, information, and requirements. Call **CDEA** to register for the Information Conference Call as soon as possible. Register for the three subsequent conference calls only after each of the Christian Ministry Modules are complete.
- [] 5. Secure a copy of the book, *Teaching in Christian Weekday Early Education*. *TCWEE* will be used as the primary resource for the Christian Ministry Modules. The book may be ordered from LifeWay Christian Stores by calling 1-800-448-8032. The ISBN # is 7067390792.
- [] 6. As early as possible, enlist an eligible Mentor meeting requirements outlined under "Mentor Eligibility Requirements" who is willing to make 2 required observations. Administrators may choose to make 2 visits to different accredited programs. See "Mentor Visits Specific to Administrators."
- [] 7. Develop a portfolio as detailed in **Appendix D**. Create a Parent Communication file. Teachers, include at least 3 monthly calendars of activities or other newsletters you have sent home and three (3) Parent Participation Forms for three separate events. Each Parent Participation Form must be signed by a parent who participated and your director or supervisor. See **Appendix B**. Administrators, provide a list of Parent Involvement Activities within the past year.
- [] 8. In your portfolio, as detailed in **Appendix D**, maintain a Child Observation file. Teachers, the file should include written observations of the children's progress. Administrators, show samples of observations you require of your staff. See **Appendix C**.
- [] 9. In your portfolio, as detailed in **Appendix D**, create a Curriculum file. Teachers, develop and implement lesson plans, collect samples of children's work, and include developmental curriculum materials for 20 consecutive days preceding your request for an Area Coordinator. Administrators, include items listed in **Appendix D**.
- [] 10. Complete Christian Ministry Modules. Register for and attend 3 Module Conference Calls.
- [] 11. Mail your completed Application for CCDE Credential, **Appendix F**, and ALL required materials to: **CDEA**, P.O. Box 1491, Orange Park FL 32067-1491. **Applications must be received 6-8 weeks prior to your Verification Visit Deadline. Applications must be received 6-8 weeks prior to your Verification Visit Deadline.**
- [] 12. After review of your Application, an Area Coordinator will be assigned to you. The Area Coordinator will schedule your Verification Visit which includes a formal classroom observation during which you will act in the role of the lead teacher, portfolio review, and interview (**See Appendix E**). Incomplete Applications will delay scheduling your Verification Visit.
- [] 13. Upon receiving the documentation from your Area Coordinator, the Credential Review Team will examine the submitted materials. A credential will be awarded if the observation and materials are satisfactory. **Candidate must meet Observation Tool scoring guidelines of a minimum score of 80% on each page and 85% in each category.**
- [] 14. The **CDEA** will submit required information to the Department of Children and Families Program Office for issuance of a Staff B-5 Credential. DCF will email you your Credential and Form CF-FSP 5206 verifying that your FCCPC has been recorded.
- [] 15. **Appeal Process** - If endorsements for your CCDE Credential are not satisfactory, the reasons for denial will be explained in writing with suggestions for necessary improvements. Upon receiving your denial notice, you may appeal to the Executive Director or President of the **CDEA** Board for an additional observation. Within thirty days, a second observation with a different Area Coordinator will be scheduled. You must resubmit **Appendix F** with a fee of \$100.00 for the subsequent Verification Visit. If you fail to meet the standard a second time, you must wait a year before reapplying.

<u>COST OF CCDE with ONLINE TRAINING</u>	
Online CCDE Credential Training	\$199.00
Formal Education 120 hours	
Christian Ministry Modules 24 hours	
Registration Fee	99.00
Credential Process	300.00
*CCDE Credential Manual	
**Text - <i>Teaching in Christian</i>	
<i>Weekday Early Education</i>	
Total Cost of Training and Process	\$598.00

Please use Checks, Credit Cards, or Money Orders. Payment must be made in full before final observation.

*CCDE Credential Manual is available to print for free within the online CCDE Credential Training or order for \$29.00 by calling CDEA at 904-573-8831 or 8833.

**Book may be ordered by calling LifeWay Christian Resources at 1-800-448-8032. ISBN# 7067390792

RENEWAL PROCESS FOR CCDE

To renew a CCDE every five years, a candidate must submit the following documentation and a re-certification fee of \$25 to the **CDEA**:

1. Documentation of a current Red Cross or other agency Pediatric First Aid and CPR Certificate.
2. Documentation of 80 hours of work experience with young children or their families within the past year.
3. A letter of recommendation regarding competence with young children from an early childhood professional.
4. Documentation of recent (within current year) membership in the **CDEA**. **Appendix J**
5. Documentation of 4.5 Continuing Education Units (CEUs), three college credits, 45 hours at a public vocational or technical school, or a combination thereof, in early childhood education or child development within the last 5 years.
6. Documentation of Work History, **Appendix K**. Teachers - pg 43, Administrators - pg 44.
7. CCDE Renewal/Conversion Application. **Appendices L and M**
8. Three completed Parent Opinion Questionnaires. **Appendix N and O**

ARTICULATION

All online classes or Christian Ministry Module classes issue continuing educations units (CEUs) through The International Association of Continuing Education and Training (IACET). When this excellent training is combined with the CCDE's comprehensive system of observations, some Community Colleges and Christian Universities will offer credit towards an Associate's or Bachelor's Degree. For a current list of Colleges offering credit, see up to date postings on the web at www.cdealliance.org.

Presently confirmed:

- Florida State College at Jacksonville
- Palm Beach Atlantic University
- Liberty University
- NOVA University

TIMELINE FOR SUCCESS

Multi-tasking for Moving Expediently Through the Process

For those who wish to attain your credential quickly, multi-tasking allows you to take the online Credential Training while working on the Credential Process.

Enroll

***1-3 days**

- Fax Student Enrollment Agreement to CDEA
- Pay \$99 Registration Fee to CDEA
- Purchase CCDE Credential Training online
- Receive Username/Password via email

Begin CCDE Credential Training & Credential Process

***4-6 months**

- Download or order the CCDE Credential Manual
- Order textbook, *Teaching in Christian Weekday Early Education*
- Attend Information Conference Call
- Follow Mentor guidelines in CCDE Credential Manual & complete initial Mentor observation
- Complete Formal Education online (120 hours)
- Complete Portfolio as outlined in the CCDE Credential Manual

Complete CCDE Credential Training & Credential Process

***1-2 months**

- Complete Christian Ministry Modules (24 hours)
- Attend 3 Christian Ministry Module Conference Calls
- Complete final Mentor observation

Submit Application for CCDE Credential

***2 months**

- Ensure all steps on Application are complete
- Mail Application with ALL REQUIRED documentation and Credential Process payment to CDEA
- Allow 6-8 weeks to schedule your Verification Visit - incomplete Applications will result in a scheduling delay of your Verification Visit

Receive CCDE Credential/FCCPC

***2 months**

- The Credential Review Process takes 6-8 weeks after Verification Visit to complete
- CCDE Credential will be issued after favorable recommendations by the Area Coordinator and Credential Review Team
- CDEA will forward credential status to DCF for issuance of a FCCPC/B-5 Staff Credential

*Timeframes depicted are only to be used as a guide. They are representative of most students, but not all. Online CCDE Credential Training must be completed before annual subscription expires. Credential Process must be completed within two years of date signed on Student Enrollment Agreement.

OVERVIEW OF OBJECTIVES AND COMPETENCIES

Objectives and competencies are divided into five (5) areas: The Child, The Environment, The Family, The Early Care Educator, and The Program (see pages 10 -15). These objectives and competencies are interwoven in three (3) 8 hour modules, (24 hours total), of Moral and Spiritual training.

All subject areas of the objectives should be addressed as the objectives are achieved. The objectives are used as guides for attaining the nineteen 19 areas of competency which characterize a professional in a Christian setting. Both the Formal Education and CCD/CCDE Modules offer guidance to attain these competencies. The competencies should be reflected in the classroom environment, the portfolio, the interview, and the parent-participation forms during the Verification Visit.

Objectives

8 hours

Topic: The Child

Objective: Through professional development the Early-care Educator will become proficient in the following areas and implement these in their program in order to empower the child to reach his/her full potential.

Subject Areas:

PHYSICAL/MENTAL DEVELOPMENT

- Stages of Development
- Sequential Patterns of Development
- Understanding Development
- How Preschoolers Learn
- Basic Needs and Characteristics of Each Age
- Special Needs

SOCIAL/EMOTIONAL DEVELOPMENT

- Self-Image
- Behavior
- Guidance/Discipline
- Self-Control
- Developing Empathy
- Special Needs

MORAL/SPIRITUAL DEVELOPMENT

- Age-Appropriate Bible Stories, Verses, and Materials
- Teaching Strategies for Presenting Bible-Related Materials
- Implementation of Biblical Concepts and Moral/Spiritual Values throughout the Day
- Opportunities for the Child to Incorporate the Values of Biblical Concepts and Materials in Play and Interaction with Others

8 hours

Topic: The Early Care Educator

Objective: The Ministry of the Early Care Educator will be evident in interaction with children, families, and other staff as growth is realized the areas referenced below.

Subject Area:

PROFESSIONAL DEVELOPMENT

- Commitment/Training
- Professional Associations
- Advocacy
- Professional Ethics
- Staff Relationships
- Progressing as a Professional
- Time Management
- Stress Management
- Tools and Techniques

PROGRAM MANAGEMENT

- Records and Reports
- Handbooks/Contracts
- State Requirements
- Celebrating Holidays
- Daily Schedules
- Program Planning/Implementation
- Yearly Planning
- Theme/Unit Planning
- Weekly/Daily Planning
- Implementation of Plans

OBSERVATIONS

- Methods of Recording Observations
- Frequency of Observations
- Uses of Observations
- Observing for Program Planning
- Ethics of Observations

PERSONAL AND SPIRITUAL GROWTH

- Ministry to Others
- Personal Time in Bible Study
- Ordering Your Day
- Seeking God's Will
- Strengthening Your Family
- A Positive Christian Self-image

8 hours **Topic: The Family, The Environment, The Community**

Objectives: Early care educators will provide a safe, healthy, learning environment which incorporates Christian values in a developmentally appropriate setting. They will build relationships with the church, children, families, and communities which will honor the Lord and draw others to Him.

Subject Areas:

COMMUNICATION WITH FAMILIES

Good First Impressions
Oral and Written Communications
Benefits of Involvement
Barriers to Involvement
Visiting in the Home
Parent Responses
Ministry to Families

A NUTRITIOUS, HEALTHY, AND SAFE LEARNING ENVIRONMENT

Learning Centers
Appropriate Wall Usage
Good Hygiene
Clean and Sanitary Facilities
Safe Equipment
First Aid and CPR Training
Balanced Meals and Healthy Snacks
Children's Participation in Food Preparation
Serving Food Family Style

SPACE/RESOURCES

Room Arrangement or Family Home Environment
Use and Storage of Resources
Consumable Supplies
Special-Needs Equipment

THE CHURCH AND COMMUNITY INVOLVEMENT

Church Staff Relations
Relations with Church Body
Positive Relations with Preschool Leadership in Other Programs
Collaboration of Shared Space
Positive Influence in the Community
Subsidizing Care to the Children in the Community
Participation in Community Events

CCDE COMPETENCIES

The Child

To meet the needs of the child, the applicant provides the following:

1. Activities and equipment for large and small motor skills and eye-hand coordination that enhance the physical growth of the child.
2. Cognitive activities which enhance the child's auditory and visual concepts, language, and processing skills.
3. Activities which affirm a child's self-worth, and disciplinary practices which promote self-control and a healthy self-image including opportunities for creativity in art and music.
4. Activities which encourage social growth and development including varied opportunities for a child to feel accepted and show acceptance of others through communication and mutual respect.
5. Opportunities for moral/spiritual growth including age-appropriate Bible based values used through out the curriculum in conjunction with Bible stories, thoughts, conversation and songs to assist the child in understanding Biblical concepts.

The Early Care Educator

To project a personal and professional image which reflects knowledge of early childhood education and Christian concern for children, the applicant shows consistency in the following ways:

6. Applies principles based on knowledge of early childhood education and maintains up-to-date training.
7. Reflects a Christian attitude towards others and works in harmony with the program and staff.
8. Utilizes observation and recording techniques for the purpose of curriculum planning, referrals, and parent conferences.

The Environment, Family, and Program

THE ENVIRONMENT

To consistently provide a safe, healthy environment for growth and development, the applicant provides an atmosphere with the following attributes:

9. Activities and equipment appropriate for the age and size of the children are provided and maintained in good repair.
10. Good hygiene is modeled and taught through everyday experiences. Good nutrition is provided at mealtime, snack time, and in cooking activities.
11. Knowledge of space and material is utilized in room arrangement. Routines, the learning environment, and adequate resources that encourage learning through play and hand-on experiences are utilized.

THE FAMILY

To communicate with families in a positive, productive manner, the program consistently embodies the following practices:

12. Implements an open-door parent-involvement among the family, the child, and the applicant.
13. Encourages family members to attend or participate in program functions, field trips, and parties.
14. Communicates clearly regarding the philosophy of the program before student enrollment.
15. Provides parents with a means of communicating with the administrator when needed.

THE PROGRAM

To implement a program based on the needs of the children which is organized and holistic in its approach, the applicant should demonstrate the following professional practices:

16. Show competency in using available resources.
17. Organize materials for easy access for use each day.
18. Maintain records on each child, including written observations.
19. Adhere to lesson plans and schedules which are age appropriate and prepared in advance for each session

ENDORSEMENT CDE 121 – Christian Ministry Module Outline

8 hours

The Child

Moral/spiritual values are best presented to young children by the modeling of Christian parents, early care educators, and other significant adults.

Bible stories, thoughts, and songs are presented to children in a manner appropriate for their age and stage of development.

All moral/spiritual concepts are presented in a kind and loving manner.

Children can trust God only after they have learned to trust others around them.

Children develop trust when they are nurtured, respected, and guided by caring adults.

Understanding how the child develops in all areas of growth is necessary to facilitate moral and spiritual development.

8 hours

The Early Care Educator

Christian teachers, administrators, and family home providers are aware of the influence they have in the lives of young children and their families.

They seek God's leadership as they minister in His name.

They enjoy a personal walk with the Lord as He seeks to give them a full and abundant life.

They seek to understand the ways children learn about God through their natural developmental stages.

They understand that intrinsic values are not taught to the child, but are caught by the child, as modeled by the teacher and other adults.

They know our role as Christians is to be "salt and light" in the world and in our profession.

They realize professional development is compatible with our ministry as Christian teachers, administrators, and family home providers.

They assume the role of advocacy for Christian early childhood policies as Christians in early care and education programs.

THE FAMILY

Christian staff members and family providers should be a positive Christian influence to the families of the children in our programs. These should include, but not be limited to the following:

- Conduct regular family conferences which are productive for the child, the family, and the program.
- Acknowledge that the influence of the family is paramount in the life of a child and affirm that the greatest gift a child can have is a Christian home.
- Provide families free access to the program and encourage their participation in program-related and church-related activities.
- Minister to families in time of need.
- Plan program activities which involve the family and reaffirms for the child the personal relationship between the family and the program.
- Pray for the families of the children who are entrusted to our care.

THE ENVIRONMENT

As Christians who minister to preschoolers, we should work in harmony with church, staff, families, committees, and others who share the facility and provide for the ministry of the program.

If the facility for the Christian program is a Family Child Care Home, we include our family in the decision-making process regarding the use of space, toys and other matters that may affect their home life.

We understand the role of the Christian preschool program and the part it plays in the overall ministry when located in the church.

We encourage a spirit of teamwork with others who use the same space.

We provide an environment that is safe and healthy for young children as they associate the concept of church/Christians with their environment and assimilate these concepts and feelings into their value system.

We provide space, equipment, toys, and furnishings that are developmentally appropriate for the ages and abilities of the children in our care.

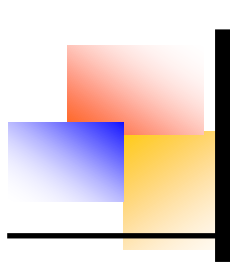
THE COMMUNITY/RELATIONSHIPS

We understand the role of early childhood programs and the part they play in the overall care and education provided for young children and their families.

We realize that our reputation as a caring preschool program is built by word-of-mouth publicity.

We acknowledge that our impact in the community is influenced by every staff person or family member associated with our program.

We are aware that our reputation affects the reputation of our program and how others see us.



CHILD DEVELOPMENT EDUCATION ALLIANCE, INC.
5939 Blackthorn Road, Jacksonville, FL 32244

**COURSE CDE 120 - ONLINE FORMAL TRAINING FOR THE
FLORIDA CHILD CARE PROFESSIONAL CREDENTIAL**
This 120 hours may be applied to a National CDA, CCDE, or VCDE.
Courses are categorized by CDA Content Area.

Total Hours Available for CDA Training: 120

Advancement of Physical and Intellectual Development (1.1 CEU/11 Hours)

Discovery of Math (.1 CEU/1 Hour)
Early Literacy (.1 CEU/1 Hour)
Equipment, Activities, and Strategies for Promoting Physical Activity (.1 CEU/1 Hour)
Experiencing Music in the Classroom (.1 CEU/1 Hour)
Methods for Enhancing Intellectual Development (.2 CEU/2 Hours)
Physical Activity (.1 CEU/1 Hour)
Physical Activity for Children with Disabilities (.1 CEU/1 Hour)
Teaching Science to Young Children (.1 CEU/1 Hour)
Using the Arts as a Teaching Tool (.1 CEU/1 Hour)
Using Visual Arts to Enhance Development (.1 CEU/1 Hour)

Commitment to Professionalism (2.3 CEU/23 Hours)

Blood-Borne Pathogens (.2 CEU/2 Hours)
Child Abuse: Identification and Prevention (.1 CEU/1 Hour)
Child Abuse: Physical-Abuse Awareness (.2 CEU/2 Hours)
Child Abuse: Sexual-Abuse Awareness (.1 CEU/1 Hour)
Computer Technology in Early Childhood Education (.2 CEU/2 Hours)
Conflict Resolution for Adults (.1 CEU/1 Hour)
Disability Laws Pertaining to Early Child Care (.2 CEU/2 Hours)
Ethics and Ethical Behavior (.2 CEU/2 Hours)
Finding and Using Resources on the Internet (.1 CEU/1 Hour)
Introduction to Computer Technology (.1 CEU/1 Hour)
Managing Your Child Care Business (.3 CEU/3 Hours)
Professional Practices (.1 CEU/1 Hour)
Reading Prescription Labels (.1 CEU/1 Hour)
Sexual-Harassment Awareness (.1 CEU/1 Hour)
Stress Management (.1 CEU/1 Hour)
Time Management (.1 CEU/1 Hour)

Effective Program Operation (1.5 CEU/15 Hours)

Assessing Child Care Business Practices (.1 CEU/1 Hour)
Assessing Child Care Programs (.2 CEU/2 Hours)
Early Childhood Program Accreditation (.3 CEU/3 Hours)
Early Childhood Programs for Multilingual Children (.1 CEU/1 Hour)
Environmental Safety (.1 CEU/1 Hour)
Risk Management (.2 CEU/2 Hours)
Staffing Child Care Programs (.1 CEU/1 Hour)
Transition to Kindergarten (.3 CEU/3 Hours)
Working with Children with Disabilities (.1 CEU/1 Hour)

Enhancement of Social and Emotional Development (1.3 CEU/13 Hours)

Child Self Esteem (.1 CEU/1 Hour)
Childhood Anger and Anger Management (.1 CEU/1 Hour)
Conflict Management for Children (.1 CEU/1 Hour)
Guidance and Discipline (.2 CEU/2 Hours)
Multiculturalism (.1 CEU/1 Hour)
Post-Traumatic Stress Disorder (.1 CEU/1 Hour)
Praise and Rewards (.1 CEU/1 Hour)
Special Care: Inclusion (.1 CEU/1 Hour)
Stranger Anxiety and Separation Anxiety (.1 CEU/1 Hour)
Stress in Young Children (.2 CEU/2 Hours)
Teaching Tolerance (.1 CEU/1 Hour)

Observing and Recording Progress and Behavior of Children (1.5 CEU/15 Hours)

Assessing Childhood Development (.2 CEU/2 Hours)
Assessing Children's Physical Development (.2 CEU/2 Hours)
Behavior Management for School-Age Children (.1 CEU/1 Hour)
Behavior Management for Young Children (.1 CEU/1 Hour)
Bullying: Identification and Prevention (.1 CEU/1 Hour)
Children's Temperaments (.1 CEU/1 Hour)
Documenting Children's Behaviors (.1 CEU/1 Hour)
Learning Styles (.1 CEU/1 Hour)
Positive Solutions for Challenging Behaviors (.2 CEU/2 Hours)
Recognizing Levels of Social Play (.1 CEU/1 Hour)
Using Portfolios in Early Childhood Programs (.2 CEU/2 Hours)

Positive Relationships with Families (1/3 CEU/13 Hours)

Cross-Cultural Communications (.2 CEU/2 Hours)
Effective Written Communication (.2 CEU/2 Hours)
Encouraging Parental Involvement (.1 CEU/1 Hour)
Helping Children Cope with Grief (.2 CEU/2 Hours)
Open House (.1 CEU/1 Hour)
Overcoming Difficulties in Communicating with Parents (.1 CEU/1 Hour)
Relating with Parents (.1 CEU/1 Hour)
Surviving Toddlerhood (.2 CEU/2 Hours)
Working and Communicating with Families (.1 CEU/1 Hour)

Principles of Child Growth and Development (1.3 CEU/13 Hours)

Language Development (.2 CEU/2 Hours)
Stages of Cognitive Development in Infants (.1 CEU/1 Hour)
Stages of Cognitive Development in Preschoolers (.1 CEU/1 Hour)
Stages of Cognitive Development in Toddlers (.1 CEU/1 Hour)
Stages of Physical Growth and Development in Infants (.1 CEU/1 Hour)
Stages of Physical Growth and Development in Preschoolers (.1 CEU/1 Hour)
Stages of Physical Growth and Development in Toddlers (.1 CEU/1 Hour)
Stages of Social and Emotional Development in Infants (.1 CEU/1 Hour)
Stages of Social and Emotional Development in Preschoolers (.1 CEU/1 Hour)
Stages of Social and Emotional Development in Toddlers (.1 CEU/1 Hour)
Toilet Training (.2 CEU/2 Hours)

Safe and Healthy Environment (1.9 CEU/19 Hours)

Child-Oriented Spaces (.1 CEU/1 Hour)
Childhood Obesity (.1 CEU/1 Hour)
Health (.1 CEU/1 Hour)
Health: Curriculum Development Tools (.1 CEU/1 Hour)
Infant and Toddler: Health and Safety (.2 CEU/2 Hours)
Nutrition (.2 CEU/2 Hours)
Nutrition: Curriculum Development Tools (.1 CEU/1 Hour)
Outdoor Play Safety (.1 CEU/1 Hour)
Safety (.2 CEU/2 Hours)
Safety and Security Procedures (.2 CEU/2 Hours)
Safety: Curriculum Development Tools (.1 CEU/1 Hour)
Shaken Baby Syndrome and Sudden Infant Death Syndrome (.1 CEU/1 Hour)
Special-Interest Centers (.1 CEU/1 Hour)
Protecting Children Against Infectious Diseases: The Importance of Immunizations (.1 CEU/1 Hour)
Protecting Children Against Whooping Cough: A Guide for Child Care Professionals (.1 CEU/1 Hour)

¡Cursos ahora disponible en español!

Completing a course or program in a language other than English may reduce employability where English is required.

ENDORSEMENT

Course CDE 121 – Christian Ministry Modules

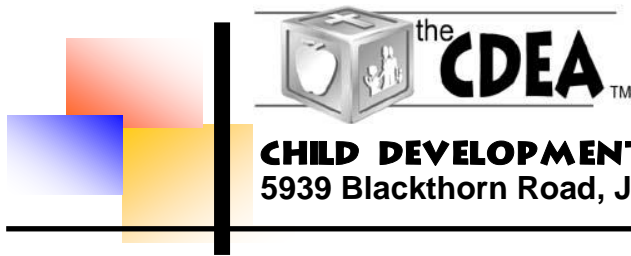
Christian Ministry Modules for CCDE

Module I - The Moral and Spiritual Development of the Child (v.1.1) (.8 CEU)
Module II - The Ministry of the Teacher or Administrator (v.1.1) (.8 CEU)
Module III - The Relationships with Parents, the Program, and the Community (v.1.1) (.8 CEU)

GRADING SYSTEM

70% on each class in Course # 120
80% on each page of the Observation Tool
Overall average of 85% on Observation Tool
Must pass Interview answering all questions with C or average rating
Must complete portfolio as described in CCDE Manual

**Enroll today on the web at www.cdealliance.org/training/on-line or
Enroll by calling 800-741-7762 or 800-261-6248**



CHILD DEVELOPMENT EDUCATION ALLIANCE, INC.
5939 Blackthorn Road, Jacksonville, FL 32244

FORTY-FIVE HOUR CREDENTIAL RENEWAL

4.5 CEUs for STAFF CREDENTIAL RENEWAL **(Aligned with DCF Requirements)**

Advancement of Physical and Intellectual Development (.6 CEU/6 Hours)

Discovery of Math (.5 CEU/5 Hours)

Early Literacy (.1 CEU/1 Hour)
Experiencing Music in the Classroom (.1 CEU/1 Hour)
Physical Activity for Children with Disabilities (.1 CEU/1 Hour)
Teaching Science to Young Children (.1 CEU/1 Hour)
Using the Arts as a Teaching Tool (.1 CEU/1 Hour)

Commitment to Professionalism (.6 CEU/6 Hours)

Child Abuse: Identification and Prevention (.1 CEU/1 Hour)
Computer Technology in Early Childhood Education (.2 CEU/2 Hours)
Conflict Resolution for Adults (.1 CEU/1 Hour)
Professional Practices (.1 CEU/1 Hour)
Stress Management (.1 CEU/1 Hour)

Effective Program Operation (.6 CEU/6 Hours)

Early Childhood Programs for Multilingual Children (.1 CEU/1 Hour)
Transitioning to Kindergarten (.3 CEU/3 Hours)
Working with Children with Disabilities (.1 CEU/1 Hour)
Staffing your Child Care Program (.1 CEU/1 Hour)

Enhancement of Social and Emotional Development (.5 CEU/5 Hours)

Child Self Esteem (.1 CEU/1 Hour)
Childhood Anger and Anger Management (.1 CEU/1 Hour)
Conflict Management for Children (.1 CEU/1 Hour)
Praise and Rewards (.1 CEU/1 Hour)
Separation Anxiety and Stranger Anxiety (.1 CEU/1 Hour)

Observing and Recording Progress and Behavior of Children (.5 CEU/5 Hours)

Assessing Childhood Development (.2 CEU/2 Hours)
Bullying: Identification and Prevention (.1 CEU/1 Hour)
Children's Temperaments (.1 CEU/1 Hour)
Documenting Children's Behaviors (.1 CEU/1 Hour)

Positive Relationships with Families (.6 CEU/6 Hours)

Cross-Cultural Communication (.2 CEU/2 Hours)
Effective Written Communication (.2 CEU/2 Hours)
Encouraging Parental Involvement (.1 CEU/1 Hour)
Overcoming Difficulties in Communicating with Parents (.1 CEU/1 Hour)

Principles of Child Growth and Development (.5 CEU/5 Hours)

Language Development (.2 CEU/2 Hours)
Stages of Physical Growth and Development in Infants (.1 CEU/1 Hour)
Stages of Physical Growth and Development in Preschoolers (.1 CEU/1 Hour)
Stages of Physical Growth and Development in Toddlers (.1 CEU/1 Hour)

Safe and Healthy Environment (.7 CEU/7 Hours)

Childhood Obesity (.1 CEU/1 Hour)
Infant and Toddler Health and Safety (.2 CEU/2 Hours)
Nutrition: Curriculum Development Tools (.2 CEU/2 Hours)
Outdoor Play Safety (.1 CEU/1 Hour)
Special Interest Centers (.1 CEU/1 Hour)

4.5 CEUs for *DIRECTOR CREDENTIAL RENEWAL* (Aligned with DCF Requirements)

Overview of Child Care Center Management (2.5 CEU/25 Hours)

Assessing Child Care Business Practices (.1 CEU/1 Hour)
Child Abuse: Identification and Prevention (.1 CEU/1 Hour)
Child Oriented Spaces (.1 CEU/1 Hour)
Cross-Cultural Communications (.2 CEU/2 Hours)
Effective Written Communication (.2 CEU/2 Hours)
Encouraging Parental Involvement (.1 CEU/1 Hour)
Environmental Safety (.1 CEU/1 Hour)
Finding and Using Resources on the Internet (.1 CEU/1 Hour)
Managing Your Child Care Business (.3 CEU/3 Hours)
Open House (.1 CEU/1 Hour)
Outdoor Play Safety (.1 CEU/1 Hour)
Overcoming Difficulties in Communicating with Parents (.1 CEU/1 Hour)
Reading Prescription Labels (.1 CEU/1 Hour)
Relating with Parents (.1 CEU/1 Hour)
Risk Management (.2 CEU/2 Hours)
Safety and Security Procedures (.2 CEU/2 Hours)
Staffing Child Care Programs (.1 CEU/1 Hour)
Working and Communicating with Families (.1 CEU/1 Hour)
Working with Children with Disabilities (.1 CEU/1 Hour)

Child Care and Education Organizational Leadership and Management (.4 CEU/4 Hours)

Professional Practices (.1 CEU/1 Hour)
Sexual Harassment Awareness (.1 CEU/1 Hour)
Stress Management (.1 CEU/1 Hour)
Time Management (.1 CEU/1 Hour)

Child Care and Education Programming (1.6 CEU/16 Hours)

Assessing Childhood Development (.2 CEU/2 Hours)
Assessing Children's Physical Development (.2 CEU/2 Hours)
Computer Technology in Early Childhood Education (.2 CEU/2 Hours)
Documenting Children's Behaviors (.1 CEU/1 Hour)
Early Childhood Program Accreditation (.3 CEU/3 Hours)
Early Childhood Programs for Multilingual Children (.1 CEU/1 Hour)
Health: Curriculum Development Tools (.1 CEU/1 Hour)
Introduction to Computer Technology (.1 CEU/1 Hour)
Nutrition: Curriculum Development Tools (.1 CEU/1 Hour)
Safety: Curriculum Development Tools (.1 CEU/1 Hour)
Special Interest Centers (.1 CEU/1 Hour)



CHILD DEVELOPMENT EDUCATION ALLIANCE, INC.
5939 Blackthorn Road, Jacksonville, FL 32244

10-HOUR IN-SERVICE TRAINING
Aligned with DCF Requirements
Option 1 (1.0 CEU/10 Hours)

Commitment to Professionalism

Child Abuse: Identification and Prevention (.1 CEU/1 Hour)

Ethics and Ethical Behavior (.2 CEU/2 Hours)

Effective Program Operation

Assessing Child Care Business Practices (.1 CEU/1 Hour)

Risk Management (.2 CEU/2 Hours)

Staffing Child Care Programs (.1 CEU/1 Hour)

Positive Relationships with Families

Open House (.1 CEU/1 Hour)

Cross-Cultural Communication (.2 CEU/2 Hours)

Option 2 (1.0 CEU/10 Hours)

Commitment to Professionalism

Child Abuse: Physical Abuse Awareness (.2 CEU/2 Hours)

Professional Practices (.1 CEU/1 Hour)

Stress Management (.1 CEU/1 Hour)

Effective Program Operation

Assessing Child Care Programs (.2 CEU/2 Hours)

Early Childhood Programs for Multilingual Children (.1 CEU/1 Hour)

Positive Relationships with Families

Encouraging Parental Involvement (.1 CEU/1 Hour)

Safe and Healthy Environment

Safety and Security Procedures (.2 CEU/2 Hours)

IN-SERVICE TRAINING CATALOG

Option 3 (1.0 CEU/10 Hours)

Commitment to Professionalism

Child Abuse: Sexual Abuse Awareness (.1 CEU/1 Hour)
Time Management (.1 CEU/1 Hour)
Sexual Harassment Awareness (.1 CEU/1 Hour)

Effective Program Operation

Early Childhood Program Accreditation (.3 CEU/3 Hours)
Environmental Safety (.1 CEU/1 Hour)

Enhancement of Social and Emotional Development

Multiculturalism (.1 CEU/1 Hour)

Positive Relationships with Families

Helping Children Cope with Grief (.2 CEU/2 Hours)

Option 4 (1.0 CEU/10 Hours)

Commitment to Professionalism

Conflict Resolution for Adults (.1 CEU/1 Hour)
Disability Laws Pertaining to Early Child Care (.2 CEU/2 Hours)
Managing Your Child Care Business (.3 CEU/3 Hours)

Enhancement of Social and Emotional Development

Post-Traumatic Stress Disorder (.1 CEU/1 Hour)
Special Care: Inclusion (.1 CEU/1 Hour)

Positive Relationships with Families

Working and Communication with Families (.1 CEU/1 Hour)

Safe and Healthy Environment

Nutrition: Curriculum Development Tools (.1 CEU/1 Hour)

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FINANCIAL AID

T.E.A.C.H. Early Childhood Scholarship Program

You may be eligible for a T.E.A.C.H. scholarship even if you have another scholarship.

What is T.E.A.C.H.?

The T.E.A.C.H. (Teacher Education And Compensation Helps) Program does the following:

1. Links training, compensation and commitment to improving the quality of early child care.
2. Provides scholarships for early childhood caregivers and center directors to work toward earning an AS degree in Early Childhood Education, a Child Development Associate (CDA) credential, a Florida Staff Credential, a Director Credential and credential renewal classes.
3. Involves a partnership for the sharing of expenses by the caregiver receiving the scholarship, the sponsoring child care center or the family child care home, and the T.E.A.C.H. Early Childhood® Scholarship Program.

Who is eligible for a T.E.A.C.H. scholarship?

Any caregiver or director who meets all of the following criteria is eligible to apply for a scholarship:

- Has a high school diploma or GED.
- Works in a licensed or license-exempt early child care facility, in a licensed or registered family child care home or in a licensed after school program.
- Works a minimum of 20 hours per week with a birth through pre-K population or in an after school program for a minimum of 520 hours per year.
- Has the support of their sponsoring center, home or program.
- Has a desire for continued education.
- Is a Florida resident.

What does the T.E.A.C.H. scholarship cover?

The scholarship provides the following assistance:

- A portion of the cost of tuition and books.
- A per-semester stipend for travel or internet access fees.
- For some scholarship models, reimbursement to the center for release time required for the teacher to participate.

For more information please contact:
T.E.A.C.H. Early Childhood® Scholarship Program
Children's Forum
2807 Remington Green Circle, Tallahassee, FL 32308
(850) 487-6302 or Toll Free (877) FL-TEACH
www.thechildrensforum.com/teach.htm

CANCELLATION AND REFUND POLICY

Should a student's enrollment be terminated or cancelled for any reason, all refunds will be made according to the following refund schedule:

1. Cancellation can be made in person, by electronic mail, by Certified Mail or by termination.
2. All monies minus a processing fee of \$25 will be refunded if the school does not accept the applicant or if the student cancels within three (3) business days after signing the Student Enrollment Agreement and making initial payment.
3. Cancellation of Online Classes: If the request to cancel an order is received within thirty (30) days from the purchase date and prior to beginning any lesson, a full refund minus 5.4% of the enrollment fee (processing fee*) will be issued to the customer. Any use of the web-based products constitutes full use and negates any refund. All other sales are final.
4. Cancellation of Credential Process: If the request to cancel is received within thirty (30) days of payment, all monies paid, minus the Registration fee of \$99, will be refunded. If the request to cancel is received within ninety (90) days of payment, 50% of all monies paid, minus the Registration Fee of \$99, will be refunded. No refund will be issued after 90 days of payment.
5. Termination Date: In calculating the refund due to a student, the last date of actual attendance by the student is used in the calculation unless earlier written notice is received.
6. Refunds will be made within 30 days of termination of students' enrollment or receipt of Cancellation Notice from student.
7. If the Credential Process is not complete within a period of two years after purchase of Online Classes the student enrollment is terminated and their file becomes inactive. All monies paid are forfeit.

LIBRARY, LEARNING RESOURCES, AND INFORMATION SERVICES

Christian Ministry Modules

The CDEA maintains an area of its building that houses resources that not only credential students use but those who are currently working in early childhood settings. The resource center constitutes the following kinds of materials books in early childhood development and education.

Instructional Curricula	LCD Projector
Videos	VCR
CDs	CD Player
Training Guides	Overhead Projector
Curriculum Guides	Screen

120 Hours of Formal Education

CDEA partners with Smart Horizons to offer Formal Education classes for the 120 hours. Resources and references are available for each class hour to those enrolled in CDEA's Training.

REASONS FOR DISMISSAL FROM CCDE CLASSES

Profanity, indecent exposure, or interruptions that prohibit other in class from learning constitutes reasons for dismissal.

PROCEDURES FOR STUDENT COMPLAINTS

Students should address complaints to the Credential Coordinator. If satisfactory resolution cannot be reached, student may contact the Executive Director. If satisfactory resolution cannot be reached, the Executive Committee of the CDEA Board will be consulted. Decisions of the Executive Committee of the Board will be final.

Students who feel a grievance is unresolved may refer their grievance to Executive Director, Commission for Independent Education, 325 West Gaines Street, Suite 1414, Tallahassee, FL 32399-0400, (850) 245-3200 or toll free 888-224-6684.'